

# INTERBORO SCHOOL DISTRICT

*Glenolden, Norwood, Prospect Park and Tinicum*

## Student/Family Handbook 2021-2022



*Interboro School District provides a challenging and supportive learning environment for all students to succeed academically, socially, and emotionally while becoming college and career ready citizens within a global community.*

“The Interboro School Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability”

[\[Interboro School Board Policy 103\]](#)

# PURPOSE OF THE HANDBOOK

The purpose of this handbook is to inform parents and students of the school's policies, procedures and general information which will be of interest and assistance during the 2021-2022 school year. If questions or problems do arise, please feel free to telephone the school for further assistance.

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## BOARD OF SCHOOL DIRECTORS

- Mr. William Phelps, President
- Mr. Justin Shivone, Vice President and Finance Chair
- Mr. Jack Evans, Secretary
- Mr. Ed Harris, Treasurer
- Mrs. Kelly Joseph, Member
- Mrs. Anne Krajewski, Member
- Mr. Glenn Goldsborough, GBO Chair
- Ms. Danielle Fagan, Member
- Mr. John Fralinger, Member

## ADMINISTRATION

- Ms. Bernadette C. Reiley, Superintendent of Schools
- Dr. Valerie Eckman, Director of Curriculum & Instruction
- Dr. Mark Avitabile, Director of STEM and Professional Learning
- Mr. Eric Paterson, Supervisor of Literacy
- Ms. Rachael Lambert, Director of Special Education
- Mr. Ryan Snyder, Supervisor of Special Education
- Dr. David Criscuolo, Director of Human Resources

Mr. Marty Heiskell, Director of Finance  
 Mr. Robert Sonet, Director of Technology  
 Mr. William Galloway, Director of Operations  
 Ms. Kelin Spina, Administrator on Special Assignment/Virtual Academy  
 Mr. Ryan Johnston, Principal, Interboro High School  
 Mr. Brian Lytz, Assistant Principal, High School  
 Ms. Lisa Ford, Assistant Principal/Athletic Director, High School  
 Ms. Miesja Cubito, Principal, Glenolden School  
 Mr. Reed Stubbe, Assistant Principal, Glenolden School  
 Mr. Daniel Mills, Principal, Norwood School  
 Dr. Tracy Costa, Assistant Principal, Norwood School  
 Mr. Robert Kelly, Principal, Prospect Park School  
 Ms. Kim Boswell, Assistant Principal, Prospect Park School  
 Mr. Timothy Fanning, Principal, Tincum School  
 Ms. Stephanie Farmer, Assistant Principal, Tincum School & Kindergarten/Early Learning Academy  
 Mr. Brad Kohlhepp, Principal, Kindergarten Academy/Early Learning Academy

## **MISSION STATEMENT OF THE INTERBORO SCHOOL DISTRICT**

*Interboro School District provides a challenging and supportive learning environment for all students to succeed academically, socially, and emotionally while becoming college and career ready citizens within a global community.*



## **VISION OF INTERBORO SCHOOL DISTRICT:**

|                    |   |
|--------------------|---|
| <b>Curriculum</b>  | <ul style="list-style-type: none"> <li>· All students will receive a high quality, standards-based curriculum that promotes critical thinking skills and high expectations.</li> <li>· All students will have an understanding of what they are learning and why they are learning it.</li> </ul> |
| <b>Instruction</b> | <ul style="list-style-type: none"> <li>· All educators will deliver high quality and engaging instruction tailored to students' specific learning needs.</li> </ul>   |

|                    |   |
|--------------------|---|
|                    | <ul style="list-style-type: none"> <li>All educators will utilize research-based instructional practices to ensure maximum success for all students.</li> </ul>   |
| <b>Assessment</b>  | <ul style="list-style-type: none"> <li>Student progress and growth will be measured through multiple and varied assessments that are aligned with standards.</li> <li>Student performance will guide instructional practice, curriculum design, and classroom procedures.</li> <li>As confident learners, all students will demonstrate creativity, think critically, and problem solve.</li> </ul> |
| <b>Environment</b> | <ul style="list-style-type: none"> <li>All students and staff will thrive in a safe and caring environment that fosters confidence and promotes academic, social, and emotional growth.</li> <li>The learning environment will be characterized by positive, respectful interactions with expectations established for all.</li> </ul>  |

## QUALITY GOALS OF EDUCATION



The Interboro School District, adopted by Board resolution, the Nine Goals of Quality Education. Their learning objectives are addressed in the planned courses offered by the community schools and Kindergarten Academy. The goals are interrelated and are:

1. **COMMUNICATIONS.** Each student shall become proficient in reading, composition, listening, speech, understanding, and interpreting, analyzing and synthesizing information.
2. **MATHEMATICS.** Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems and to create new ways of understanding information.
3. **SCIENCE AND TECHNOLOGY.** Each student shall become proficient in applying the processes of analysis, synthesis and evaluation to the solution of challenging scientific problems and in the application and understanding of technology in society.
4. **ENVIRONMENT AND TECHNOLOGY.** Each student shall understand the environment and the student's ecological relationship with it in order to recognize the importance of the quality of life in a healthy and balanced environment.

5. **CITIZENSHIP.** Each student shall understand local, State and United States history, geography, systems of government and economics and their relationship to the history, geography, and systems of government and economics of other countries in the world and shall acquire and have opportunities to practice, in the school and in the community, the skills necessary for active participation in civic life.
6. **ARTS AND HUMANITIES.** Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.
7. **CAREER EDUCATION AND WORK.** Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills and attitudes.
8. **WELLNESS AND FITNESS.** Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.
9. **HOME ECONOMICS.** Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

## INTERBORO ALMA MATER

*Lyrics by Edith Cagnon, Betsy O'Neil, and Ronald Scott*

Interboro, be our light  
Guide us in the paths of right  
Let our youth be led by thee  
That the truth may set them free.  
Answer please our fervent call,  
By thy strength we shall not fall. God, please  
bless this place of truth  
Beacon to our country's youth.



## INTERBORO MOTTO

Excellence and Buc Pride!

## INTERBORO SCHOOL COLORS

Black & Gold



## INTERBORO SCHOOL MASCOT

Interboro Buccaneers



### COMMUNICATION

The Interboro School Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between the home and school must be maintained, and parental involvement encouraged [\[Interboro School District Policy 908\]](#). Interboro School District staff will communicate with parents through the following channels:

- Email & Phone – The district has invested in the Blackboard communication platform and parents & students will receive phone calls, email alerts, and informational newsletters through this platform

- Schoology: A tool that parents and students can use to send and receive messages. Administrators and teachers will also communicate with parents and students via Schoology. We are excited to announce that the district will be using Schoology as our Learning Management Platform! [Please click here to read an overview about how Schoology works for our Interboro students and teachers.](#)
- SMORE's Newsletter
- [Interboro School District Website](#) & [Calendar](#) for important notices and events
- [Interboro School District Twitter](#) & [Interboro High School](#) for notices and to celebrate the daily successes of students and staff
- [Interboro School District Home Access Center](#) to check your student's grades
- [Interboro School District YouTube Channel](#) to watch Kalidescope News (IHS TV Studio News Program), or view School Board Meetings, concerts, plays, and other academic and athletic events

There are also many opportunities throughout the school year that are designed to include parents and guardians in the events at the school. For example, each school holds parent-teacher conferences, hosts an open house, and runs many special cultural and athletic events that parents are welcome to attend. Parents will be notified about these events through the above channels of communication.

Parents are encouraged to contact their student's administrators and teachers if they have any questions or concerns. Specifically, Interboro School District requests that parents keep school officials informed of the following issues:

**Contact School Officials if:**

1. You are going to move, please contact the [District Registration Office](#) (Ms. Patti O'Shea) at: (610) 461-6700 ext. 1279 or email: [patricia.oshea@interborosd.org](mailto:patricia.oshea@interborosd.org).
2. Your telephone number has changed. (Call the school office or update the phone number in the HAC)
3. There is a change in the emergency phone number. (Call the School Nurse)
4. Your child is absent for three (3) consecutive days. You will need a doctor's note. (Send a Note, electronic format preferred)
5. Your child is experiencing any issue (social, emotional, situational) that may prevent him or her from achieving success in school. (Depending on the issue, contact any or all the following: the school's social worker, your child's guidance counselor or case manager, an administrator).
6. Your child has a communicable disease. (Call the school Nurse)

Students who present with any symptoms on the Daily Symptom Monitoring for Students list should be kept home and monitored by a parent or guardian. The parent/guardian should also contact the school nurse. These symptoms may be mild, but with the COVID -19 pandemic as associated symptoms, students must remain at home and follow the guidelines as outlined with guidance from the CDC. See below for Daily Symptom Monitoring for Students and Exclusion from and Return to School Requirements—these have been sent home to every family - or [Click HERE to read the 2021-2022 ISD Health and Safety Plan](#)





The Interboro School District will be adhering to CDC recommendations. Please click the link below to view a list of states that are currently exhibiting high amounts of COVID-19 cases, as this list can change.  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>



# School Nurse

## SCHOOL NURSE/MEDICAL PROGRAM

### COVID Health and Safety Information

[Click HERE to read the 2021-2022 ISD Health and Safety Plan](#)

#### [Role of School Nurses](#)

##### ***What is the school nurse's role during the COVID-19 Pandemic?***

School nurses are well-positioned to educate students, faculty, and staff about COVID-19 when they return to the school building; to be the first line of screening for students and staff who may be exhibiting symptoms of COVID-19; and to serve on the school pandemic team and interface with Department of Health staff.

#### [When to Keep Your Child Home Sick:](#)

Deciding when to keep a sick child at home from school is not always easy. During the Covid-19 pandemic, we will not be differentiating between colds, flus, or other viruses. A child that presents with any of the symptoms on the Daily Symptom Monitoring Form must be kept home from school and the school nurse should be notified. The school nurse is an excellent resource and can help you to make the decision to keep a child home or send a child to school—Please call the school nurse if your child is demonstrating any symptoms or if you are concerned that your child may have been exposed to Covid19.

The science and public health conditions surrounding COVID-19 are continually evolving. This guidance will be updated as necessary when new information becomes available. The Department of Health will continue to monitor community transmission rates and other surveillance metrics and may, in close coordination with the Pennsylvania Department of Education (PDE), issue guidance related to targeted school closure as part of a wider public health mitigation strategy.

The Interboro School District will follow current guidance from The Pennsylvania Department of Health and The Centers for Disease Control (CDC) to reduce the risk of COVID-19 in our school and community.

### Symptom Monitoring:

Students who present with any symptoms on the “Daily Symptom Monitoring for Students” must be kept home and monitored by a parent or guardian. The parent/guardian should also contact the school nurse. Although these symptoms may be mild, with the COVID -19 pandemic, students must remain at home and follow the guidelines as outlined with guidance from the Pennsylvania Department of Health and the Centers for Disease Control (CDC) out of an abundance of caution.



# Daily Symptom Monitoring for Students - updated 8-24-2021



## Steps to Screening yourself at home

Assessing your current symptoms at home:

- \*Take Temperature
- \*Are you taking any medication to treat or suppress a fever? YES or NO
- \*Are you experiencing any of the following Symptoms?
- \* Have you traveled out of the Continental United States?



"Having Symptoms" is defined as:

- Having one or more Symptoms in Column A
- OR Two or more symptoms in Column B
- OR YES to medication to Suppress a fever
- OR YES to travel question

If you have symptoms ....

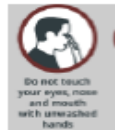
- You **MUST** stay home from school
- Notify the School Nurse or office if the absence is due to any of the above symptoms
- Avoid contact with others
- Seek medical advice

### Column A One or more of the following symptoms:

- lack of smell or taste (without congestion)
- cough
- shortness of breath
- difficulty breathing

### Column B Two or more of the following symptoms

- Fever/elevated temperature (temporal 99.5 or higher or orally 100.3 or higher)
- sore throat
- chills
- muscle pain
- fatigue
- headache
- congestion/runny nose
- nausea
- vomiting
- diarrhea



\*\*\*Guidance provided by The Centers for Disease Control (CDC) and the Pennsylvania Department of Health.

## Symptomatic at School:

If a student presents with Covid-19 symptoms, the parent or guardian will be called to pick up the student. **Rapid antigen testing for COVID-19 will be available for qualifying individuals with parental consent. Information and consent forms will be provided at the time of testing.**

Out of an abundance of caution to minimize the risk of spreading illness, masks will be provided to symptomatic students when entering the nurse's office regardless of current district masking requirement.

**Please have arrangements to have the child picked up within 15 minutes of the call.**

Instructions/paperwork will be communicated with the parent/guardian and sent home with the student at time of dismissal.

Students in grades 6-12 will be able to walk home with parental permission if their symptoms allow.

[Instructions for Symptomatic Individuals](#)

[COVID-19 Quarantine Guidance- Students](#)

## Positive Cases Of COVID-19, Close Contacts and Possible Exposures

If your child or someone in your household tests positive for Covid-19, has been identified as a close contact or you believe you have been exposed to a person infected with Covid-19

- Keep the Student Home from School (even if the student has been fully vaccinated for COVID -19)
- Avoid Contact with Others
- Notify the School Nurse Immediately

These incidents will be discussed on a case-by-case basis, The Interboro School District will follow current guidance from the Pennsylvania Department of Health and the Centers for Disease Control (CDC).

The school nurse will communicate further instructions with the family.

Notifications of close contacts will come at the recommendation of The Pennsylvania Department of Health and the Centers for Disease Control (CDC).

Click here for [Instructions for Close Contact](#)

### Project ACE-IT:

Project ACE-IT (Assisting Childhood Education through Increased Testing) is a school-based COVID-19 testing initiative across the five counties in Southeastern Pennsylvania utilizing [Abbott's BinaxNow™ COVID-19 Ag Card](#) rapid test kits. ACE-IT is a part of the Nation's Coronavirus Testing Strategy as the testing supplies were provided directly by the Federal government. The purpose of ACE-IT is to provide schools with point-of-care rapid testing as a mitigation strategy in the fight against COVID-19. Such testing, in combination with a school's COVID-19 Health and Safety Plan, aim to protect staff and students from exposure to COVID-19 and limit the transmission of COVID-19 on school campuses and school buses, and provide additional information in assessing the safety of in-person instruction, and extracurricular activities hosted on campus.

### Antigen Tests:

Antigen tests are immunoassays that detect the presence of a specific viral antigen, which implies current viral infection. Antigen tests are currently authorized to be performed on nasopharyngeal or nasal swab specimens placed directly into the assay's extraction buffer or reagent. Per the Centers for Disease Control and Prevention (CDC), antigen tests perform best when viral load is high in both asymptomatic and symptomatic persons, and are informative in diagnostic testing situations in which the person has a known exposure to a person with COVID-19. Due to the evidence of COVID-19 in asymptomatic persons, antigen tests are one approach tool for identifying infection prior to, or in the absence of, symptoms.

Project ACE-IT uses [Abbott's BinaxNow™ COVID-19 Ag Card](#) rapid test kits which provide results in 15 minutes and are administered using a nasal swab in the front area of the nostril. The test can be self-administered, or administered by another individual. These tests are accurate, with accuracy rates of 97%-98% in symptomatic individuals. Unexpected antigen test results – symptomatic people receive a negative result, or asymptomatic people receive a positive result – are followed up with a confirmatory PCR test.

## Test Strategies:

**Project ACE-** It will implement testing through two strategies:

**Symptomatic Testing** – Testing performed on students and staff who present with COVID-19 like symptoms while on campus or on buses. Such testing may include testing in-school close contacts of students and staff who test positive for COVID-19. This strategy provides quicker identification of positive individuals, and reduces barriers for obtaining a COVID-19 test outside of school.

**Screening/Surveillance Testing** – Routine, consistent testing performed on staff and/or students regardless of symptoms. Such testing is most beneficial when it is consistent and a significant number of individuals participate over a period of time. This strategy increases the potential for preventing COVID-19 from entering the campus.

Both testing strategies allow schools to act quickly and provide the appropriate information based upon test results.

## Facial Coverings/ Masking:

\*Governor Wolf announced an Order signed by Pennsylvania’s Acting Secretary of Health requiring face coverings to be worn in all school entities, including school districts, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers, intermediate units, and early learning and other childcare settings, effective Tuesday, September 7, 2021.

Click here to read the [Communication dated August 31, 2021](#)

The masking status for students, staff and visitors will be determined on a **weekly** basis. The district has developed the **“Interboro Local COVID Tracker – Community Update”** to be sent out every Friday to the community and staff by email, a Blackboard message to parents, and posted to the website.

If Masking becomes a requirement:

- Multiple “mask breaks” will be provided in the schedule for students to safely remove their masks for a limited amount of time.
- Students and staff will be free to use their own masks/ face coverings from home; however, any logo or motto on the mask **MUST** be in accordance with the following guidelines:
- Masks should present reasonable standards of appropriateness, not endanger students or public health, and not display any messaging/iconography that is disruptive to the educational process.
- Masks/ face coverings will be removed for breakfast/lunch.
- All teachers will be educating students on mask/face coverings and building “mask stamina.”
- *It is recognized by the District that some individuals may be unable to wear masks due to personal ability, age and health conditions. In this case, medical documentation **MUST** be provided.*
- District will provide a mask if needed

## Travel

Travel within the continental United States is currently without restrictions related to COVID-19. International travel has restrictions, please use the link below for current details. The Interboro School District will follow all recommendations from the CDC on international travel.

Click here to read about the: [CDC International Travel Guidance](#)

## CORONAVIRUS DISEASE 2019 (COVID-19)

| International Travel<br>RECOMMENDATIONS AND REQUIREMENTS                             | Not Vaccinated | Fully Vaccinated |
|--|----------------|------------------|
| Get tested 1-3 days before traveling out of the US                                   | ✓              |                  |
| Mandatory test required before flying to US  | ✓              | ✓                |
| Get tested 3-5 days after travel   | ✓              | ✓                |
| Self-quarantine after travel for 7 days with a negative test or 10 days without test | ✓              |                  |
| Self-monitor for symptoms  | ✓              | ✓                |
| Wear a mask and take other precautions during travel                                 | ✓              | ✓                |



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

CS323515-A 04/02/2021

## Nebulizer Treatments in relation to Covid-19

Current clinical guidance recommends switching to metered dose inhalers (MDI) or dry powder inhalers (turbuhaler or diskus) under most circumstances due to potential for aerosol generation, which could more easily spread SARS-CoV-2, the virus that causes COVID-19.

# General School Nursing Services/Information

## Injury/Illness:

Illnesses and accidents occurring at home are not the responsibility of the school and should be referred to your family physician. When a student becomes ill or injured during school hours, per school procedure:

- For students in Grades K-8, contact will be made with the parent/guardian or authorized emergency contact who is required to pick up and sign out the child or make arrangements for him/her to be picked up.
- For students in Grades 9-12, contact is made with the parent/guardian or authorized emergency contact in order to make arrangements for the student's dismissal.

## Healthy Habits to Stay Well and Prevent Spreading Germs:

- WASH YOUR HANDS OFTEN with soap and water, especially after coughing, sneezing or blowing your nose.
- Avoid touching your eyes, nose or mouth to help prevent the spread of viruses.
- Don't share food, utensils, beverages or anything that might be contaminated with germs.
- Try to avoid close contact with sick people.
- Stay home when sick, especially with flu-like symptoms of fever and cough. Stay home for at least 24 hours after being fever free without the use of fever reducing medicine.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash and wash your hands.
- Cough and sneeze into your sleeve or elbow instead of your hands if you don't have a tissue.
- Clean surfaces that may be contaminated with germs using household disinfectant cleaners.
- Recommend a flu vaccine every year to help prevent seasonal flu.
- Recommend your receive a COVID -19 vaccine if eligible

## Communicable Diseases:

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions. [\[Interboro School Board Policy 203\]](#)

All cases of contagious or communicable diseases must be reported to the school nurse. \*See above for guidelines related to Covid-19.

## Emergency Information Policy:

Each year, parents/guardians are required to complete an Emergency Information Card. The information on this card is used to make contact with parents/guardians in case of emergency or illness. It is also used to note medical conditions and give permission for certain medications to be administered (Tylenol, Tums, etc.).

*Please note: the information that parents/guardians provide on this card does not automatically update the information in the Home Access Center (HAC) Account. Parents/guardians must log on to their HAC account to make any changes to their email address or phone number. To make changes to a mailing address, parents/guardians must contact the Administration Building and provide verification of residency. If you need additional help with this, please contact your school office.*

[Link for updating the HAC Here.](#)

#### **Mandated Health Screenings, Exams and Immunizations:**

A qualified school physician conducts a comprehensive health examination for all children in kindergarten, grade six, and grade eleven; including all new registrants, each year.

A qualified dentist examines children in kindergarten, grade three, and grade seven. including all new registrants, each year.

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

The school nurse or medical technician will administer to each student at intervals established by the state, vision screenings, hearing screenings, scoliosis, and height and weight measurements. Height and weight measurements shall be used to calculate the student's weight-for-height ratio (B.M.I.- Body Mass Index).

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian will be informed; and a recommendation will be made that the parent/guardian consult a private physician or dentist. The parent/guardian is required to report to the school the action taken subsequent to such notification.

Parents/Guardians of students who are to receive physical and dental examinations or screenings will be notified. The notice will include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such a statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs. [Interboro School Board Policy 209]

#### **Dental Program - SMILES Program:**

With this in-school program, dental care is usually at no cost to you. All insurance is accepted including Medicaid and CHIP. A low-cost self-pay option is available for those without insurance. Appointments will be during the school day and parents do not have to be present. Online forms or the paperwork sent home with your student needs to be completed approximately two weeks before the date of the visit.

Our in-school dental program saves you time and provides a safe and comfortable place for your child to receive gentle dental care from licensed local professionals. Dental care includes a complete dental



exam, x-rays, cleaning, fluoride and sealants when necessary, and in some cases, restorative care such as fillings.

Help keep your child healthy, in school and learning.

### Required Immunizations:

Efforts to reduce the transmission of COVID-19 have led to many children not receiving routine preventative medical services. It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic. Routine vaccination prevents illnesses that lead to unnecessary medical visits, additional outbreaks of vaccine-preventable diseases, hospitalizations, and further strain on schools, families, and health care systems.

All students must be compliant with current vaccine requirements on the first day of school or have a written and signed plan from your physician for completion if not medically appropriate at this time. If your child participates in a virtual setting throughout the school, their immunizations must remain up to date for them to participate in any in person activities or events (for example: dances, sports, clubs, proms, graduation, etc..)

A certificate of immunization (showing the dates the child was immunized) must be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday) \*
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) \*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DTP or DTaP or if medically advisable, DT or Td \*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose\*\*\*Usually given as MMR

7<sup>th</sup> Grade ADDITIONAL immunization requirements for entry:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose meningococcal conjugate vaccine (MCV)
- 12th Grade ADDITIONAL immunization requirements for entry:
- 2nd dose of meningococcal conjugate vaccine (MCV)
- First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
- If the first dose was given at 16 years of age or older, only one dose is required.
- To learn more about required immunizations, please visit the [PA Department of Health Website](#).

## Guidelines for the Administration of Medication During School Hours:

The Interboro School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

*Please Note: These Guidelines apply to both PRESCRIPTION and NON-PRESCRIPTION Medications*

1. The parent and the child's physician/licensed health care provider must complete the Interboro School District [Medication Form](#). Any change in dosage or medication must be accompanied by a physician's note.
2. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or his or her designee by the parent or a responsible adult. The medication must be brought to school in the original pharmaceutical dispensed and properly labeled container. Prescription and non-prescription medication will be kept in a locked container in the nurse's office.
3. **Medication may NOT be carried by students during the school day or during school sponsored activities unless it is categorized as an Emergency Medication** as described in the next section—“Student Self-Administration of Emergency Medications”.
4. A medication log will be kept for any child receiving medication during school hours.
5. Students in grades 6 through 12 will be responsible for reporting to the Nurse's Office at the time the medication is to be given. The school nurse will make plans for the administration of medication for students in grades K-5 and for individual cases as needed.

## Student Self-Administration of Emergency Medications (such as: Epinephrine AutoInjectors, Asthma Inhalers, Insulin):

The Board shall permit students in district schools to possess asthma inhalers and epinephrine autoinjectors and to self-administer the prescribed medication in compliance with state law and Board policy [\[Interboro School Board Policy 210.1\]](#).

### Definitions:

**Asthma inhaler** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

**Epinephrine auto-injector** shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

**Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

## **Guidelines:**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from a licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Time medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If a child is qualified and able to self-administer the medication.

## **Medical Assistive Devices:**

Medical Assistive devices such as crutches, walkers, canes, etc. must be prescribed by a physician and provided by the family/student.

## **Elevator Access:**

Students who are unable to use the stairs should report to the main office with a Doctors note. Depending on Elevator availability, students will be given directions on access.

## **Restroom Availability:**

Individual restrooms are located in the nurse's office and other areas designated in each building for use by any student desiring a greater amount of privacy than the public restrooms afford.

## **Concussion Management:**

The Interboro School Board recognizes the importance of ensuring that students diagnosed with concussions have proper care for Returning to Learn and to Play. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in school and activities. [\[Interboro School Board Policy 123.1\]](#)

## **Return to Learn Process:**

The Return to Learn (RTL) process is the method for reintroducing students who have sustained a concussion back into the classroom setting.

1. The students do not need to be 100% symptom free when Returning to Learn (RTL) as long as symptoms are tolerable and manageable.
2. If the symptoms prevent the student from concentrating on mental activity for even up to ten (10) minutes at a time, rest is required.
3. The guardians and school should decide together the level of academic adjustment needed at school depending upon the type and severity of the symptoms present and the times of day when the student feels better or worse. Ultimately, the guardian and the doctor will determine when the student returns to class.

### **Academic Adjustments**

1. Depending on the severity of the concussion, the student may receive academic adjustments based on their diagnosis from a doctor.
2. Another type of adjustment is cutting back the amount of work for the student both in-class work and at-home homework.

To learn more about the Return to Learn Concussion process, please review the Interboro School District [Return to Learn Concussion Protocol](#).

If the student is still receiving academic adjustments of any kind due to the presence of any symptoms, they cannot be considered symptom-free. Therefore, a successful Return to Learn (RTL) is necessary before approval for Return to Play (RTP). Please review the Interboro School District Athletic Handbook to learn more about Return to Play.

### **Accident Insurance:**

A group student accident program is offered at the beginning of each year. Parents will receive information about the program through your child. If you have any questions, please contact the school nurse. You can access the application and acquire more information [HERE](#)

### **When to Keep a Sick Child Home from School:**

*\*\*Please note, we understand that there are different viruses that can circulate throughout the school year, but out of an abundance of caution, the Interboro School District will be following the COVID-19 protocol for all symptoms.*

\*Please see chart above in the **COVID Health and Safety Information** section

But when a child is truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others.

Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school.

The following information may help you decide when to keep your child at home. "Child" refers to all school-aged children including adolescents. This information does not take the place of consulting a medical provider. See below for "When to contact a medical provider".

## DIFFERENCES BETWEEN COMMON COLDS and THE FLU

### COMMON COLD

The common cold is a contagious upper respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms and otherwise feeling well may be fine at school.

#### WHEN TO KEEP A CHILD HOME FROM SCHOOL:

A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home even without a fever. See additional information on fever, sore throat and influenza.

### FLU (INFLUENZA)

The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu. To help decrease the spread of regular seasonal flu and novel H1N1 flu:

#### WHEN TO KEEP A CHILD HOME FROM SCHOOL:

**A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.** A fever is defined as a temperature of 100°F or higher. If symptoms occur while at school, the student must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms, if the ill person is pregnant or has a chronic medical condition that could make them vulnerable to influenza complications.

| Symptoms           | Usually come on gradually  | Symptoms           | Usually come on quickly   |
|--------------------|--|--------------------|---|
| Fever              | Rare in adults and older children, but can be as high as 102°F in infants and small children | Fever              | Typically as high as 102°F, but can rise to 104°F and usually lasts 3 to 4 days |
| Cough              | Mild, hacking cough  | Cough              | Often, can be severe  |
| Headache           | Rare   | Headache           | Sudden onset, can be severe   |
| Muscle aches       | Mild   | Muscle aches       | Usual, can be severe  |
| Tiredness/weakness | Mild   | Tiredness/weakness | Can last 2 or more weeks  |
| Extreme exhaustion | Never  | Extreme exhaustion | Sudden onset, can be severe   |
| Vomiting/diarrhea  | Never  | Vomiting/diarrhea  | Sometimes   |

|             |       |             |           |
|-------------|-------|-------------|-----------|
| Runny Nose  | Often | Runny Nose  | Sometimes |
| Sneezing    | Often | Sneezing    | Sometimes |
| Sore throat | Often | Sore throat | Sometimes |

**COUGH:** A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever and otherwise feeling well may be fine at school.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** A child with deep or uncontrollable coughing belongs at home even without a fever. **A child with cough and fever must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever reducing medicine.**

**DIARRHEA/VOMITING:**

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Children who have vomited or had diarrhea should be kept at home and should return to school only after being symptom-free for 24 hours.

**EARACHE:** Consult a medical provider for earaches. Ear infections may require medical treatment.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** A child should stay at home until pain free.

**FEVER:** Fevers are a common symptom of viral and bacterial infection. Children are likely to be contagious to others when they have a fever. If there is no thermometer, feel their skin with your hand - if it is much warmer than usual, they probably have a fever. Please do not give your child fever reducing medicine and then send them to school. The medicine will wear off, the fever will probably return, and you'd need to pick them up anyway.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Any child with a fever of 100°F or higher should not attend school and should not return until they have been fever free for 24 hours. **A child with flu-like illness (fever and a cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.**

**FREQUENT SYMPTOMS:** Sometimes children pretend or exaggerate illness in order to stay home. However, frequent complaints of tummy aches, headaches and other symptoms may be a physical sign that a child is feeling emotionally stressed, a common experience even in children. Consult a medical provider to evaluate symptoms. Stress-based complaints cause some children to unnecessarily miss a great deal of school. It is important to check often with your children about how things are going. Share concerns with school staff so they can provide support for you and your child to help make attending school a positive experience.

**HEADACHES:** A child whose only complaint is a mild headache usually does not need to stay home from school. Complaints of frequent or more severe headaches should be evaluated by a medical provider, including vision exam if needed.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** A child with a significant headache belongs at home until feeling better.

**PINK EYE (Conjunctivitis):** is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye typically appears very red and feels irritated. There may be drainage of mucus and pus or clear liquid. Prescription medication may be needed to treat a bacterial infection. Virus-caused pink eye will not need antibiotic treatment.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** A child with the above symptoms should be kept at home until evaluated by a medical provider and return to school with or without treatment depending on the diagnosis.

**RASHES:** A rash may be one of the first signs of a contagious childhood illness such as chickenpox. Rashes may cover the entire body or be in only one area and are most contagious in the early stages.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Do not send a child with a rash to school until a medical provider has said it is safe to do so – especially with additional symptoms like itching, fever or appearing ill.

**SORE THROAT:** A child with a mild sore throat, no fever and otherwise feeling well may be fine to attend school.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Keep a child at home and contact a medical provider for a severe sore throat and if white spots are seen in the back of the throat, with or without a fever.

**STREP THROAT:** A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, white spots in the back of the throat, headache and upset stomach. Untreated strep throat can lead to serious complications.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Keep your child home from school with the above symptoms and contact a medical provider. A child diagnosed with strep throat is no longer infectious and can return to school 24 hours after antibiotic treatment has been started.

**STOMACH PAIN: WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Consult a medical provider and do not send a child to school with a stomach ache that is persistent or severe enough to limit activity. If vomiting or diarrhea occurs, keep the child home until symptom free for 24 hours.

**TOOTHACHE:** For tooth pain, contact a dentist to have a child evaluated as soon as possible.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** A child with a significant toothache should not attend school until feeling better.

## **WHEN TO CONTACT A MEDICAL PROVIDER:**

**Be sure to contact a medical provider any time there is concern about a child's health.**

**• In children, emergency warning signs for flu-like illness that need urgent medical attention include:**

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

**Other reasons to contact a medical provider include but are not exclusive to:**

- When a child looks or acts sick, with or without a fever
- Cold symptoms for longer than 10-14 days or getting sicker or if there is a fever after the first few days
- Chronic coughing; uncontrollable coughing; wheezing
- Rashes; eye drainage; earache; toothache

## **Wellness**

The Interboro School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and promotion and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. [\[Interboro School Board Policy 246\]](#)

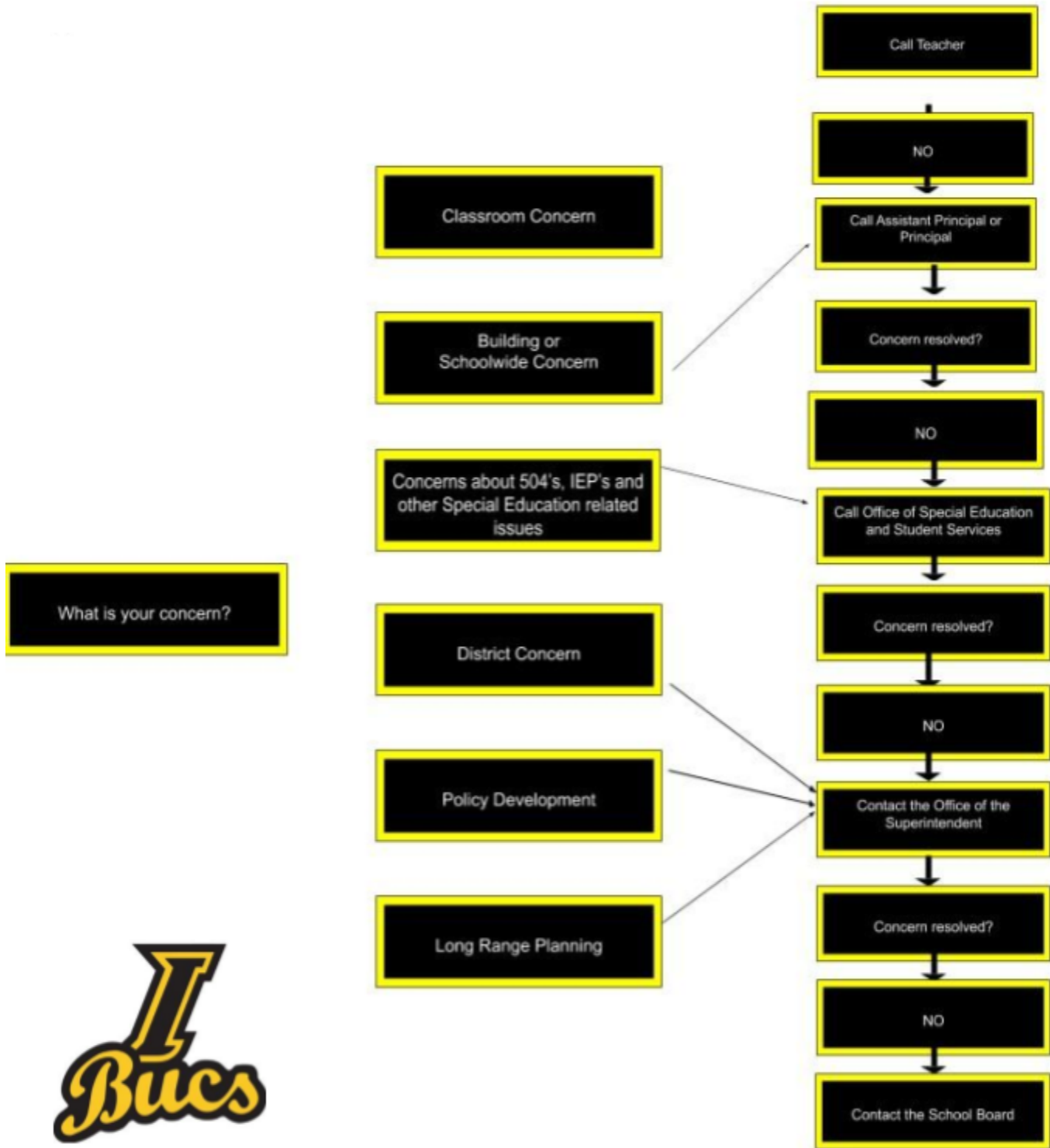
## **Outside of School Extracurricular Activities & COVID-19:**

As students return to our buildings for instruction, Interboro School District is committed to protecting the health and safety of our students, staff, and families. COVID-19 is still prevalent in our community, and we want to ensure that our students and staff are safe. We understand that students are involved in activities outside of the school setting, and with activities comes a risk of potential COVID-19 exposure. If your student is ever classified as a close contact from an exposure to COVID-19, the Chester County Health Department will contact you and instruct that the exposed individual will need to quarantine for 14 days. If you become aware of a potential exposure or positive case in one of these settings prior to contact from the health department, please be proactive in keeping your child home, following guidelines and monitoring your child for symptoms. Please contact your school nurse if you have any questions. But when a child is truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others. Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school.



# Interboro School District Family Communication Flow Chart:

This flowchart is to help the learning community to know who to contact when there is a concern about your child's education.





## **SCHOOL HOURS – GRADES K-8**

|  |  |
|--|--|
| Entrance Bell for Students.....            | 8:00 A.M.  |
| Late Bell for Students.....                | 8:20 A.M.  |
| Student day for Grades K- 8.....           | 8:00 A.M. to 2:45 P.M.                           |
| Early Dismissal Schedule for Students..... | 8:00A.M. to 1:15 P.M. or 8:00 A.M. to 11:50 A.M. |

\*Unless students are participating in a school sponsored activity or club, they should go directly home at the end of the day.

## **ABSENCE/LATENESS REPORTING AND RECORDING**

The Interboro School Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues [\[Interboro School District Policy 204\]](#).

Parents should call the school or complete the online form if their child is going to be absent and if they believe the absence is Covid-related, the parent needs to contact the school nurse. If your child is absent due to quarantine or isolation, s/he can continue to access work through Schoology (if medically able) and complete daily assignments in order to be considered present.

Each community school follows a list of codes that relate to attendance. Please follow the link below to see a list of codes as well as a brief explanation .

## **[Attendance Codes and Explanations for Reference](#)**

## Absence:

Student absence and tardiness will be tracked on an individual student basis and addressed by the school's administration, social workers and counselors with individual students and families as needed.

It is expected that parents will notify the school of a student's absence. If the school is *not* notified that a student will be absent, the district will call to ensure that your child is in the care of a parent/guardian. *Please note that the Pennsylvania Department of Education considers all student absences from school, whether excused or unexcused, when measuring school attendance.* The PA Department of Education uses this attendance data to calculate state subsidies, tuition rates, and other vital measurements for each school district. Therefore, it is crucial that students attend school each and every day and that parents/guardians consistently communicate with school administrators when a student will be absent.

The school district is responsible for monitoring records of the attendance of students. All absences shall be considered unlawful/unexcused until a written excuse explaining the reasons for the absences have been presented to school personnel. Parents/Guardians must submit such excuses within three calendar days of the student's absence. Failure to do so within the specified time frame may result in that absence being permanently counted as unlawful. For the 2021-22 school year, we are requesting that parents and guardians submit absence notes electronically. You can do that by following this link [HERE](#) and choosing your child's school. If you have a child at more than one school, you will need to submit the excusal notice to all schools affected. Absences will only be considered excused when a note is turned into the school. An official doctor's note (may be faxed, emailed or turned directly into the main office) is required after 3 consecutive days absent.

Please note that the following protocols apply to the total number of absences, both excused and unexcused:

- 3 days unexcused absence – letter to parent/guardian mailed home
- 5 days excused or unexcused- letter to parent/guardian mailed home
- 6 days unexcused absence – letter to parent/guardian mailed home, phone call to parent & student will meet with building Administration
- 10 days excused or unexcused – student & parent meet with the SAIP team
- 15 days absent- student & parent meet with the Superintendent and District SAIP Team
- Additional absences could result in a Truancy Court Citation

## Lateness:

It is very important in setting life patterns both in school, and eventually on the job, that proper attention is paid to promptness. It is extremely important that students attend their classes on a regular basis and start their day off on a positive note. Students are expected to be in homerooms by 8:15 AM. Students late to school must report directly to the school office and sign-in. Cumulative lateness will be calculated as of 8:20 AM.

We are very concerned with students that chronically arrive late to school. Chronic lateness will not be tolerated and may be subject to legal penalties and fines. If your child's lateness becomes chronic, you will be in violation of Pennsylvania School Code and the Interboro School District's Attendance Policy. Please note that failure to sign-in when late to school may result in 30 minutes of time automatically added to the student's cumulative time.

The school district will give notification to parents at 30 minutes of cumulative lateness or 6 days late. When a student reaches 60 minutes of cumulative lateness or 12 days late, they will be considered chronically late which may result in a school attendance improvement plan. Our goal is not to punish, but to educate. However, it is essential that our students maintain prompt, regular attendance in order to receive the most from their educational experience. The following conditions constitute reasonable causes for lateness to school:

1. Illness with doctor's or dentist's visit with a doctor's note
2. Required court attendance (note/documentation as proof).

Unless absences and latenesses are caused by these conditions, or any such condition that is approved by the school/district administrator, students will be considered truant. Due to the distressing and serious consequences related to truancy, your child's school has implemented this plan to deter students from missing school. We understand that there may be times when absences and latenesses are unavoidable but following the proper procedures for identifying these times is essential and in the best educational interests of our students...and your children.

*Parents are encouraged to contact the building principal if there are extenuating circumstances that directly affect your child's attendance.*

### Parental Notification of Absence and Lateness Consequences:

#### **Lateness:**

- 30 cumulative minutes or 6 days late – courtesy letter with the offer of a School Attendance Improvement Conference (in person, through Zoom or over the phone)
- 60 cumulative minutes or 12 days late – a scheduled School Attendance Improvement Conference will take place at the school
- Additional minutes can result in further action taken by the District

### Truancy Elimination Plan/School Attendance Improvement Plan (SAIP):

A plan developed by the school that provides steps to improve student attendance at school. This plan is presented to parents/ guardians for input. This plan may include but is not limited to recommendations to an out of district agency or district court.

### Vacation Excusal:

As noted above, *the Pennsylvania Department of Education considers all student absences from school, whether excused or unexcused, when measuring school attendance.* The PA Department of Education uses this attendance data to calculate state subsidies, tuition rates, and other vital measurements for each school district. Therefore, it is crucial that students attend school each and every day; please make every attempt to schedule family vacations during holiday breaks or summer recess.

Per the [Interboro School District Policy 204](#), all non- educational field trips are considered unexcused regardless of the activities involved in the trip. The District is not in the position of overseeing family vacations or evaluating the educational nature of a family trip.

Assignments will be provided if parents/guardians make such a request. The parent/guardian or student should contact each of the teachers to arrange for the completion of assignments.

### Leaving School Without Permission:

Parents send their children to school to receive an appropriate education and expect the school to be responsible for their child. For the school to exercise its charge, it must be able to account for each student during the school day. It is the responsibility of the school to notify parents when students leave the building without permission. These absences count toward truancy. Students must have a note, get approval from the principal and be signed out by a parent in the school office in order to leave school. Any students that leaves the premises without permission will be disciplined accordingly.

### Early Dismissal:

For a child to be dismissed early from school, a note signed by the parent must be presented to the student's teacher. It is the principal's responsibility to make decisions on such requests. No student in grades K - 8 is to leave the building unescorted. Students are not permitted to use personal devices to request early dismissal from school. Such action is subject to disciplinary action consequences. **IT IS THE PARENT'S RESPONSIBILITY TO SIGN OUT THE STUDENT IN THE MAIN OFFICE.** \*Students being transported by an adult other than the custodial adult must give prior written notice to the principal. (Example: CCD classes) Person picking up a child should be prepared to show I.D. to ensure the safety of the child.



Click [HERE](#) for the Interboro School District's Calendar



## Transportation Information

### *District Provided Transportation:*

Bus transportation is provided for all kindergarten, first and second grade students. Any questions should be referred to the [Transportation Department](#) at 610-237-9751.

If there are any special circumstances (example: student on crutches), please notify either the principal or transportation so we can ensure your child's safety and welfare.

If misconduct is reported on the bus, a student may receive discipline actions including but not limited to suspension or removal. Gross misconduct that endangers the people on the bus will result in immediate removal of bus privileges.

Buses will be disinfected in accordance with the Interboro Health and Safety Plan. While on District provided transportation, all individuals will keep their face coverings in place per CDC recommendations. Students will not be permitted on District transportation without a mask or face covering per CDC recommendations. Depending on the number of students on a District provided transport, there may be 1-2 students per seat (this number will also be at the driver's and monitor's discretion).

### *Bicycles/Skateboards/Scooters:*

Pupils are to park their bicycles in the racks provided or other designated space. It is strongly recommended that pupils who do not have complete control of their bicycle while riding, or who are not familiar with bicycle safety rules, not be allowed to ride their bikes to school. Bicycles, scooters and skateboards parked at school should be CHAINED AND LOCKED TO THE BICYCLE RACKS. The school will not accept responsibility for damaged or missing bicycles, skateboards, scooters, etc.

**UPON ARRIVAL, STUDENTS MAY NOT RIDE BIKES/SKATEBOARDS/SCOOTERS/SKATES/ETC ON SCHOOL GROUNDS.**

### *Walkers:*

All students must cross the street at the corners only with crossing guards and at the appropriate crosswalks. Crossing Guards are present from 7:45 A.M. till 3:15 P.M.

# Community School Uniform Guidelines:

## Pants/Shorts

- Pants or shorts in school colors.
- Colors must be black, tan (khaki), gray, yellow/gold, or white.
- School or school district color clothing with logos or designs of any color or size are permitted
- Lettering is allowed on the front and sides ONLY and must not cause a distraction to other students or staff
- Interboro School District specific clothing is permitted
- Shorts must be at least fingertip length



## Shirts and Sweatshirts

- Shirts and sweatshirts in school colors.
- Colors must be black, white, yellow/gold, or gray.
- Shirts must be crew neck or collar
- School or school district color clothing with logos or designs of any color or size are permitted
- Lettering is permitted on the front and back of the shirt and must not cause a distraction to other students or staff

## Skirts/Skorts/Dresses

- Skirts/skorts, or dresses in school colors.
- Skirts/skorts/dresses must be at least fingertip length.
- School or school District color clothing with logos or designs of any color or size are permitted
- Lettering is allowed on the front and sides ONLY and must not cause a distraction to other students or staff
- Interboro School District specific clothing is permitted

## Footwear

Grades K – 2 – SNEAKERS ONLY.

Grades 3 – 8 – SNEAKERS required ONLY on gym days.

No slippers are permitted at any time, for any grade



***NOTE: There will be no opting out of the School Standard of Dress Policy except for religious reasons. Please discuss specific situations with the school principal. Nothing contained herein shall be interpreted to prohibit religious attire.***

The Interboro School District recognizes that the legislative authority to provide for a School Standard of Dress policy has been provided through Act 46 of 1998 ([Policy 225 School Uniform/Student Dress Code](#)).

***Please write your child's name on all clothing items to ensure misplaced clothing items can be returned to the student.***



**Important  
Information**

## Other Important Information:

### Lost and Found:

“Lost and found” items are kept in a designated location within each school building. If your child has lost an item, please have him/her check with the main office. Parents should place their child's name on all items of clothing and other items that could get lost. School is not responsible for any lost items.

### Money, Valuables and Other Objects:

Money, valuables and other objects such as electronic devices, video games, etc. should not be brought to school unless there is a definite need that is specifically related to the school program. Under no circumstances should money be left in school. In the past, children who have left money in their desks, coats, etc. have had the unfortunate experience of having it lost or stolen. Teachers are not responsible for the care taking of any items of value.

### Community School Planner:

Community Schools utilize a planner to each student as an organizational teaching tool for practicing time management and organizational skills. Although the planner is not intended to replace direct contact with the parent or guardian, it can also be used as a secondary method of parent contact and communication and serve as a reminder. Please see your Community School's specific procedures in your child's handbook for additional information, as they vary slightly from school to school. All procedures within the handbooks align with the Interboro School District's Code of Conduct.

### Use of Home Brought Electronic Devices and Cell Phones:

Due to the damage, loss, theft, as well as possible disturbance to classes in session, it is not recommended that students have iPods or electronic devices which are personal property. Students visibly in possession of these items, in school, face confiscation and a parent will be required to pick up the device.

Students with locked lockers must keep their cell phones stored there throughout the day. Electronic devices should only be brought to class if requested by the teacher.

We recognize that some students may have a legitimate need to have cell phones to communicate with parents or for medical reasons. In such cases, students bring these to school at their own risk. Students whose cell phones create a disruption or become a nuisance at school face confiscation of the cell phone and a parent conference will be required before the phone will be returned. The preferable time to use cell phones is before or after school.



Students may not use cell phones to contact parents for any reason, including illness, throughout the school day. Students who need to contact their parents should do so from the school office or nurse's office. Any student who contacts their parent or guardian for any reason, including illness, will be subject to consequences as dictated in the Interboro School District Code of Conduct.

Due to inappropriate or even illegal use of social media, this procedure will be strictly enforced. Please see [Interboro's Policy on Bullying and Cyberbullying](#).

As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them to use the equipment correctly. All students will sign an acceptable use policy. For more information regarding personal electronic devices, please refer to [Interboro School Board Policy 815](#) which states: *While certain types of personal technology are allowable in the District, students and staff bring personal devices on school property at their own risk. The District is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.*

### **Headphone/Earbud Use:**

Students are not permitted to use headphones or earbuds in the school building unless their teacher has expressly permitted their use for an assignment.

Failure to follow this rule may result in confiscation of headphones/earbuds by administration/staff and/or disciplinary action. If a device is confiscated more than once, a parent/guardian may be required to retrieve the device.

The district is not responsible for the safeguarding of students' personal electronic devices; students are encouraged to leave these devices at home or in their lockers during the school day.

### **Jewelry - Physical Education Class:**

For safety reasons, rings, necklaces, bracelets and any other form of jewelry worn on the body should not be worn to school on days pupils have Physical Education class. The Physical Education teacher is not responsible for the care taking of any of these valuables.

### **Student Lockers:**

Those students that are assigned lockers at the beginning of the school year are responsible for the lockers and its contents. Therefore, students are NOT permitted to give assigned combinations to any other student. Articles that are missing or stolen from the locker, including books, are the responsibility of the student. Misuse of lockers, or entry into lockers other than assigned to the student, can result in a temporary or permanent loss of locker privileges.

The school district provides these lockers for the student to safely store books, coats and other school related items. It is important for the student to realize, however, that the lockers are school district property and there are instances when materials and/or substances contained in the lockers pose a threat to the health, welfare and safety of other students and school personnel. If a locker is suspected to contain such items, a locker search may be conducted by the principal or a principal's designee.



## Cafeteria Program:

The [Interboro School Food Service Program](#) is operated by a private food service management company, Nutrition Inc. Nutrition, Inc. makes every effort to provide the most nutritious breakfasts and lunches available to your children. If for some reason you are not pleased with the quality of the food, service or some other aspect of the program, please contact the Food Service Director at 610-461-6700 Ext 2153.

For the 2021-2022 school year, breakfast and lunch will be free to all enrolled students, both virtual and in-person.

Kindergarten students can access the breakfast program at the Kindergarten and Early Learning Center.

Students are **NOT** allowed to leave the building during lunch. Students may bring their own lunches.

Due to the [Hunger Free Kids Act of 2010](#) - children with a negative balance will receive a meal of their choice, however, they will not be able to purchase a la carte items on their account.

Negative balance notifications are sent out each month during the school year and over the summer to the parent/guardian of students who have a negative balance of \$12.50 or more. In addition, parents may view their child's account balance online using [www.schoolcafe.com](http://www.schoolcafe.com).

Students will be restricted from certain school activities until past due meal account balances are paid or addressed. Payment plans are available by contacting the Business Office.

Parents/Guardians are encouraged to fill out the Free and Reduced Meal applications for 2021-2022. The District utilizes [www.schoolcafe.com](http://www.schoolcafe.com) for parents to apply online for free and reduced meals. The process has made it faster and easier to receive certain benefits from both inside and outside of the District. Paper applications are available at your child's school or the District's Business Office if your family does not have access to a computer. **Even though meals will be offered for no charge, we would still like families to apply for free and reduced meals if they feel they would benefit from them since this information is also used for other financial support offered to school districts from the government.**

The District uses a computerized system in each of its cafeterias called Point of Sale, which will have the following benefits:

- **Certain Identification:** Each student enters his or her student ID number into a PIN pad. The cashier will see a picture of the student. This guarantees that only the correct student can access their lunch account.
- **Ensuring Anonymity:** A requirement of the National School Lunch Program so no one knows who the recipient of a Free, Reduced or Full Price Lunch is.
- **Prepaid Accounts:** Parent(s) or guardian(s) may fund their child's account and allow them to purchase their lunch without having to carry money to do so. Records are available from the Food Services Director. Parents may also make a payment to their child's account at [www.schoolcafe.com](http://www.schoolcafe.com). The payment will take one business day to clear.

The students will still utilize the PIN pad for the 21-22 school year, but NO charges will be made to their account for breakfast or lunch. The district is participating in a program called Seamless Summer Option (SSO) due to the pandemic.

### **Nutrition Policy:**

Interboro School District has adopted a [Student Wellness Policy](#) in conjunction with Smart Snack Standards. The district has adopted a no food birthday celebration for classrooms. Some examples that can be used to celebrate your child's birthday are pencils, book marks, erasers, donate a gift to the classroom on behalf of your child, donate a book to the library, water bottles with birthday labels, etc... Classroom celebrations and holiday parties will abide by the healthy food ideas identified in the nutrition policy. For further information the adopted policy [\[Interboro School Board Policy 246\]](#) can be found on the website under board policies.



## VISITING THE SCHOOL

**Visitation to the school will be in accordance with the COVID-19 protocol and safety measures suggested by the CDC to protect our students and staff. Please contact your child's main office in order to schedule a visit.**

Parents, guardians and visitors are welcome to visit their child's school. We are proud of our schools and the educational programs available to students. The only condition by order of the Board of School Directors is that all parents or other visitors are required to obtain permission from the school office before visiting the building during the hour's school is in session. If parents wish to have a conference with their child's teacher after school, an appointment can be arranged by either writing a note to the teacher or telephoning the school office. Teachers will return your call after or before school hours. Students from other schools, including relatives and friends are not permitted to visit during school hours.

All visitors **MUST** enter the school building through the main school entrance and **MUST** report immediately to the main office or other designated sign-in location. Visitors should be prepared to present a valid photo ID when visiting the school.

Please see our volunteer policy here: [Volunteer Policy](#)

The Board of School Directors recognize that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

State and Criminal Check clearances must be on district file in order for you to volunteer in the school building, at a school function or attend a child's field trip. All clearance information can be found on the [Interboro School District website](#). Once clearances are on file, you are permitted to volunteer.

### **Custodial Parent Information:**

When parents of Interboro students are separated or divorced, the following instructions are to be observed:

- Any court ordered custody arrangements should be on file in the school district. The terms stated in the award will determine school district action, where applicable. It is the parents' responsibility to provide updates to the copy on file. The school will adhere to the custodial guidelines as written in the order.
- When no custody order is in place or presented, both parents will have equal access to their child's education.
- The non-registering parent should provide information to the registration office to receive information from the school if there is no custody order in place that would prohibit access to their child's educational information.

### School Transfers:

Parents who are moving from the school district should notify the [Registration Office](#) at the Administration Building.

1. The last day the child will be in school.
2. The name and address of the new school district where the child will be attending school.
3. New home address.

Parents must also contact the [Registration Office](#) located in the Administration Building, 900 Washington Avenue, Prospect Park, PA, 19076 (610-461-6700) to acquire a transfer slip to present to your child's new school office. A valid picture form of identification will be required (i.e. driver's license) when withdrawing your child.

When the transfer has been completed, the records will be sent to the new school when they are requested. If possible, the child's report card will be given to him/her so that you may present this academic documentation to the new school officials for grade placement. This information will also be on the transfer card.



## ACADEMICS

The Interboro Board recognizes the importance of developing, assessing, and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education. Academic standards shall be defined as what a student should know and be able to do at a specified grade level and will encompass Pennsylvania Core Standards, state academic standards and local academic standards. [\[Interboro School Board Policy 102\]](#)

### Grading System

The school district has implemented a Standards Based Report Card system for all subjects in grades K-5. Each trimester provides our elementary students multiple opportunities to practice, attain, and demonstrate proficiency on the PA Academic Standards and the Interboro School District performance benchmarks. Standards-based grading and reporting enables teachers to report students' progress toward achieving these year-end learning targets. The Standards-Based Report Card helps parents and students to understand more clearly what is expected at each grade level.

### Kindergarten, 1st and 2nd Grades

| Standards   | Characteristics of Learners   |
|---|-------------------------------|
| <b>P</b> = Proficient on grade-level standard           | <b>O</b> = Outstanding        |
| <b>D</b> = Developing on grade-level standard           | <b>S</b> = Satisfactory       |
| <b>B</b> = Beginning to develop on grade-level standard | <b>MP</b> = Making Progress   |
| <b>NA</b> = Not assessed at this time                   | <b>NI</b> = Needs Improvement |

### 3rd, 4th and 5th Grades

| Standards   | Characteristics of Learners   |
|---|-------------------------------|
| <b>HP</b> = Consistently highly proficient on grade-level standard (90-100%)              | <b>O</b> = Outstanding        |
| <b>P</b> = Proficient on grade-level standard (70-89%)                                    | <b>S</b> = Satisfactory       |
| <b>D</b> = Developing on grade-level standard (65-69%)                                    | <b>MP</b> = Making Progress   |
| <b>B</b> = Beginning to develop on grade-level standard (less than 65%)                   | <b>NI</b> = Needs Improvement |
| <b>NA</b> = Not assessed at this time   |                               |
| <b>*End of Trimester Percentages (%): 90-100=A, 80-89=B, 70-79=C, 65-69=D, below 65=F</b> |                               |

#### **Student Grading Scale (Sixth through Twelfth)**

An integral part of each Planned Course in the Interboro Middle Schools is the EXPECTED LEVEL OF STUDENT ACHIEVEMENT. Each teacher will evaluate student achievement based on the following Grading System:

Student assignments, reports, tests, classroom participation; etc., will be evaluated by the teacher and assigned a numerical grade which will appear on the student's report card. Additionally, the students participate in quarterly assessments.

**A** = 90 - 100

**B** = 80 - 89

**C** = 70 - 79

**D** = 65 - 69

**F** = Below 65

**MED** = Medical Excuse

**NEW** = New Entry

#### **Secondary Grading Practices:**

Grades will consist of 50% Teacher-Specific Assignments/Classwork, 40% Assessments, and 10% Participation.

#### **Middle School Summer School:**

A Middle School student who fails four (4) major subjects in one year must make up at least three subjects in summer school. A Middle School student who fails three (3) major subjects in one year must make up at least two subjects in summer school. A Middle School student who fails two (2) major

subjects in one year must make up at least one subject in summer school. A Middle School student who fails one (1) major subject may be requested to attend summer school. In addition to the aforementioned, the students must pass major subjects 2 out of their 3 middle school years.

Other factors such as age, emotional maturity, etc. are additional considerations at the discretion of the building principal in determining promotion at any grade level. If a student is required to attend summer school, he/she must attend the summer program in the same academic school year. Summer school is a financial responsibility of the parent. If the summer school requirement is not fulfilled, consequences could include grade level retention.

## Middle School Honor Roll

The requirements to attain Honor Roll status are as follows:

### **Distinguished Honor Roll**

A report card grade of "A" (90-100) in all subjects.

### **Regular Honor Roll**

A report card grade average of all "A" (90-100) and "B" (80-89).

## National Junior Honor Society:

As students begin the early stages of greater independence and responsibility as a middle school student, they may discover that they excel in their studies, have an interest in leadership and service, and have a thirst for challenge and accomplishment.

Membership in the National Junior Honor Society (NJHS) may be an ideal fit for your child! Students can become a member through a local selection process that concludes with induction into the District's National Junior Honor Society chapter. Students must obtain a minimum of Honor Roll or Distinguished Honor Roll all four marking periods and may not have a single marking period grade lower than an 85%. *Membership is not chosen using overall averages.* Through exclusive resources, programs, and services, members have a unique opportunity to prepare for their next steps in life. Membership truly lays the groundwork for lifelong success. Should your child be selected for National Junior Honor Society membership, more information will be sent home with specific information concerning applying, induction and membership.

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.



## Homework Guidelines in Elementary:

During the 2021-22 school year, elementary teachers in grades K-5 will provide suggested homework assignments. These homework assignments are meant to provide students with extra opportunities to extend their learning experience at home. Teachers will provide a variety of assignments that may include independent reading, math facts at home, or exploration of interesting topics learned in the classroom. We encourage families to use these assignments as a chance to talk to your child about their school day and what they are learning about with their friends and teachers.

## Suggested Daily Homework Minutes:

The following suggested time allocations are considered appropriate amounts of time for children of various ages and grade levels to spend on homework.

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>Kindergarten and Grade 1</b> | <b>10-15 Minutes per night</b>    |
| <b>Grades 2 and Grade 3</b>     | <b>Up to 30 minutes per night</b> |
| <b>Grades 4 and Grade 5</b>     | <b>Up to 45 minutes per night</b> |
| <b>Grades 6, 7, 8</b>           | <b>Up to 1 ½ hours per night</b>  |
| <b>Grades 9, 10, 11, 12</b>     | <b>Up to 2 hours per night</b>    |



## Resources and Services for Students

### Guidance

The Interboro School District believes that a school counseling program is an integral part of the instructional program of district schools. Such a program can:

- Assist students in achieving their optimum potential
- Enable students to significantly benefit from the offerings of the instructional program
- Identify intellectual, emotional, social and physical needs
- Aid students in recognizing options and making choices in vocational and academic educational planning
- Assist students in identifying career options consistent with their abilities and goals
- Help students learn to make their own decisions and to solve problems independently

#### **Counselor functions include:**

- Course selection and scheduling
- Personal and educational counseling
- Referrals for mental health services
- Curriculum input

### Student Assistant Program (SAP):

Are you worried about your child? The Student Assistance Program (SAP) can help.

#### **What is the Student Assistance Program (SAP):**

The Student Assistance program is designed to assist school personnel in identifying issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers so that they may achieve academic success and emotional well-being.

**Reasons for Referral:**

- Withdrawing from family, friends and/or school
- Depressed
- Acting aggressively
- Sudden drop in grades
- Experimenting with drugs or alcohol; Involved in alcohol and/or chemical use, abuse, and dependency
- Defying authority
- Lying
- Change in friends
- School refusal/poor attendance
- Talking about suicide

**How does my child become involved in the program?**

Your child can be referred to the SAP team by a teacher, administrator, school counselor or other concerned individual. As parent/guardian, you can also refer your child to our SAP team.

Please click on a link below depending on your home school to submit a SAP referral form for your child:

**Glenolden (Amy Miller)**

<https://docs.google.com/forms/d/e/1FAIpQLSdsuXeVI7rRoWJddAgkc0vFOkqEhOjFUxZ6coNoqKSWaH7uQ/viewform>

**Norwood (Kathy McCullen):**

[https://docs.google.com/forms/d/e/1FAIpQLSfzRAfZb6S35RI0UX9gmc7U3\\_cktDLW6B5kSDwgeTj4fhsNEg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfzRAfZb6S35RI0UX9gmc7U3_cktDLW6B5kSDwgeTj4fhsNEg/viewform)

**Prospect (Mary Ellen Kane):**

<https://docs.google.com/forms/d/e/1FAIpQLSf3WiOexhaFSPT1vILV69KJXdyhsqqbV6nflRW7oLdUJVPR2Q/viewform>

**Tinicum (Mary Ellen Kane):**

<https://docs.google.com/forms/d/e/1FAIpQLSdwh7eq3gTINEUgQWcDWuwyN6UZfEIPtBbLn6sNkHuzWSFU-A/viewform>

**What will the SAP team do to support my child?**

Our SAP team does not diagnose or provide treatment. Rather we provide you with information to help your child succeed in school and life. We will gather important information from school personnel and make recommendations to assist with removing any barriers that may be getting in the way of your child's success.

- Gather and review observable data from school personnel
- Set short-term and long-term goals
- Recommend interventions – in school supports and/or community referrals

### **Who is on the SAP core team?**

The core team of SAP consists of a multi-disciplinary team including teachers, administrators, social workers, nurses, and counselors. This team is trained to understand and work with children.

The team acts as a resource to students, parents and faculty, and as a liaison between students, parents, and community agencies to facilitate communication and intervention.

### **For more information or to Make a Referral:**

Contact your child's school social worker, your child's guidance counselor or click one of the links above.

### **SAFE2SAY SOMETHING:**

[Safe2Say Something](#) is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. Each year, students in 6th grade will receive an initial training and students in grades 7-12 will receive a mandatory refresher training on Safe2Say Something.

### **Here's how it works:**

Submit an anonymous tip through the [Safe2SaySomething](#) system. *The [Safe2Say](#) system is an anonymous way for you to submit a tip to your school. You do not need to share your name, phone number or anything unless you want to.*

- Phone: 1-844-SAF2SAY [723-2729] ○ Safe2Say App
- [www.safe2saypa.org](http://www.safe2saypa.org)
- Crisis center will review, assess, and process all submissions
- Crisis center will send all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app in order to request more information concerning a tip

### **Mandatory Reporting:**

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the [Child Protective Services Law](#) and the School Code. [\[Interboro School Board Policy 806\]](#)

### **Title IX Information(Discrimination/Title IX Sexual Harassment Affecting Students):**

As per the [Interboro Board of School Directors Code 103](#):

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of

the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Please review the board policy for more information regarding the policy and procedures including information about confidentiality and retaliation



## ***Title 1/ Right to Know***

### **Interboro School District**

**900 Washington Avenue**

**Prospect Park, Pennsylvania 19076**

**Phone: 610-461-6700**

Dear Parent(s)/Legal Guardian(s):

If your child attends Glenolden, Tinicum, Prospect, Norwood or the Kindergarten Academy they receive Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act of 1956 (ESEA). These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you.

At any time, you may ask:

- Whether the teacher has met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The "Every Student Succeeds Act" (ESSA) which was signed into law in December 2015 and reauthorizes ESEA includes additional right to know requests. At any time, parents and legal guardians can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and Information on required assessments that include subject matter tested, purpose of the test, source of the requirement (if applicable), amount of time it takes students to complete the test, and time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's Principal or contact the Curriculum Office: Ms. Eckman, located at the administration building.



## **PUPIL SERVICES/ SPECIAL EDUCATION**

Dear Parent/Guardian,

If you believe that your son/daughter is having difficulties with learning, socialization or controlling their behavior in school and these difficulties are having a negative impact on your child's academic performance you are advised to contact the building principal, assistant principal, school counselor, school psychologist or the Intervention and Remediation Teacher at your child's school. You may also contact the Office of Pupil Services and Special Education to speak to an administrator if you have further concerns.

If you have a student transferring into the school district who has been previously identified as a student needing special education provisions please contact the Office of Pupil Services and Special Education to update your child's educational program.

The Interboro School District maintains a continuum of educational services for students who are struggling in school. An administrator would be happy to assist you in understanding your child's difficulties and in developing an appropriate educational remediation plan to address specific problematic issues and to "walk you through" the process of obtaining appropriate services for your child.

For further details on [Pennsylvania Special Education Law](#), the obligations of school districts in the Commonwealth to service students with special education needs, and the rights of students with special education needs you may wish to contact the Pennsylvania Department of Education or visit their website at [www.pde.state.pa.us/](http://www.pde.state.pa.us/) and in the Search entry enter [Chapter 14](#). Chapter 14 of the Pennsylvania Education Code is the law governing special education in the state. You may also simply contact the district's Office of Pupil Services and Special Education to speak with an administrator or to request an evaluation. You may reach the Offices of Pupil Services and Special Education at: 610-461-6700.

### **Homebound Instruction:**

Students confined to their homes for an extended period because of illness or injury may be provided part-time instruction by a qualified teacher. A prescription from the attending physician is required. An application may be secured from the school and returned to Pupil Services at the Interboro Administration Building.

## **504 Plans:**

504 plans are written by the School Psychologist and are monitored by the School Nurse and/or School Counselors. They are reviewed on a yearly basis.

## **Special Education and Related Services:**

Interboro School District offers a variety of supports and services for our students with special needs. We have programming for emotional, learning, autistic support and life skills. Our students are educated from a certified special education teacher. It is the mission of Interboro School District to provide a least restrictive environment for all students while ensuring their success in school. In addition, students can receive related services from Interboro or outside providers throughout the school day. Parents are essential members of our IEP team meetings. IEP meetings can be held in person or virtually to accommodate your schedule.

## **Gifted Education:**

Interboro School District offers appropriate learning experiences for all students, including those identified as gifted. Gifted students are present in all cultural groups and across all economic strata. Interboro School District recognizes the diverse learning needs of our student population and offers a range of educational programs designed to meet those needs, expand horizons and opportunities for its graduates, while preparing them to make meaningful contributions to their communities.

## **Definition of Gifted:**

A gifted student is defined by the Pennsylvania Department of Education as a student with outstanding intellectual and creative ability, the development of which requires specially designed programs or support services or both not regularly provided in the regular education program ([24.P.S. 13-1371](#)).

## **Screening and Testing Procedures:**

The Interboro School District, in accordance with Child Find Regulations, conducts a districtwide screening on all students in grades K-8 to determine the need for gifted services. In addition to the District-Wide Child Find, nominations for gifted services can be generated by parent/guardian, self, teacher or school administrator. According to [Chapter 16 of the Pennsylvania State Code](#), parents can make an oral or written request for evaluations and staff must honor that request by giving the parent a permission slip to evaluate within 10 calendar days. Once a parent/guardian fills out and returns the permission packet, a student will be formally evaluated to determine the need for gifted services.

After the screening and testing are complete, parents/guardians will be notified of the child's academic needs. Implementing gifted services is a 2 pronged approach: Is the student identified as gifted AND is the student in need of specially designed instruction. If both are met, a GIEP (Gifted Individualized Education Plan) will be developed by the team. The team is composed of an LEA, regular education teacher, gifted education teacher, parents, and students.



### **Identification of Gifted Student:**

A student evaluated to determine eligibility for gifted services will be formally assessed by the school psychologist. Determination for qualification as a gifted learner is based on multi-criteria information. It consists of input from the regular education teachers, parents, and an administered standardized IQ test and achievement testing to the student.

### **Gifted Programming Options:**

There are many programming options available for gifted students in the Interboro School District. Programming will be based on the student's Gifted Individualized Education Plan (GIEP).

### **Grades K-8 Gifted Programming:**

Students in grades K-8 will receive differentiated instruction by the classroom teacher in the regular education classroom. Teachers will vary question prompts, activities, or adapt curriculum to meet the needs of the gifted learner. In addition to differentiated instruction in the regular education classroom and based on individual student needs, other programs within gifted services may be included in the GIEP. These include Core Up Class, course compacting, independent study, single subject acceleration, and/or whole grade acceleration.

### **English Language Support:**

Interboro School District offers EL instruction in all school buildings. Home language surveys provide our teachers the information needed to screen students. Instruction is based on data collected. Students are included in all regular education classes while receiving EL support.

### **McKinney-Vento Act:**

Students experiencing homelessness are permitted to attend the school in which they became homeless. We have social workers in each building to assist with housing and other family needs. If your family is experiencing homelessness, please contact your school's social worker and/or Pupil Service office.



## Annual Notice to Parents and Eligible Students of FERPA Rights

The following information is provided to notify you of your rights and privileges under the [Family Educational Rights and Privacy Act](#) (FERPA), a federal law that protects the confidentiality of students' educational records by limiting their disclosure. [FERPA](#) guarantees parents and "eligible students" (students eighteen years of age or older) certain rights, which are described below:

### **Access to Records**

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases and to have a school official explain the records if requested. To inspect your child's or your records, contact the Office of Pupil Services & Special Education.

### **Challenge of Records**

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student rights and to have a hearing if that request is refused.

### **Disclosure**

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

### **Directory Information**

Information, which is labeled "directory information" by a school district, is excluded from FERPA's protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers and birth date. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address these requests to the Director of Pupil Services.

### **Policy**

A more detailed explanation of your rights, the procedures to follow, if you want to take advantage of them, and the limitations on the release of records is presented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the Director of Pupil Services.

### **Complaints**

If you believe that the School District is not complying with FERPA or not guaranteeing your rights as outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

FERPA OFFICE  
Department of Education  
Washington D.C. 20202



## TECHNOLOGY GUIDELINES & INTERNET POLICY

### **Purpose:**

The Board of Education considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms. The District has the ability to enhance students' education through the use of computers on the local area network and the Internet. Students and all District users of this technology have a responsibility to use this educational opportunity properly in accordance with the rules of the District.

### **Goals:**

To provide Internet access to help students develop the ability to evaluate and synthesize information from a variety of sources and to enable them to work effectively with communication technology.

### **Responsibility:**

With the right of access comes the responsibility to use the resource wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible; however, we believe the information and interactions made possible by the Internet outweigh the possibility that users may acquire materials that do not support the educational goals of the District. Every effort will be made to discourage the appearance of non-educational material.

### **Technology Guidelines & Internet Policy**

As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them to use the equipment correctly. All students will sign an acceptable use policy. [Please click here for the Acceptable Use of Internet Policy Form.](#) For more information regarding personal electronic devices, please refer to the following Interboro School Board Policies:

**Policy 815:** Acceptable Use Policy which states: While certain types of personal technology are allowable in the district, students and staff bring personal devices on school property at their own risk. The district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.

**Policy 815.2:** District-Issued Personal Learning Device Program: Gives rules for District-Issued devices and families who opt out. Enacted in July 2021, [the new tech agreement](#) outlines potential fees for certain cases of damage or loss.

### **Contacting Technology Support**

Should you encounter any technical issues, please contact [techhelp@interborosd.org](mailto:techhelp@interborosd.org) to generate a support request.

### **Technology Guidelines & Internet Policy**

In order for your student to use an ISD Device, you will need to complete the Technology Equipment Agreement Registration Form: <https://www.surveymonkey.com/r/ISDEquipment>

As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them to use the equipment correctly. All students will sign an acceptable use policy. [Please click here for the Acceptable Use of Internet Policy Form.](#) For more information regarding personal electronic devices, please refer to Interboro School Board Policy 815 which states: While certain types of personal technology are allowable in the district, students and staff bring personal devices on school property at their own risk. The district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.

<https://go.boarddocs.com/pa/interboro/Board.nsf/Public?open&id=policies>

As the Interboro School District begins the 21/22 school year, an important component of instruction is the opportunities for our teachers to use audio/video conferencing tools to meet with their students. This includes whole group and small group instruction, and individualized instruction.

These tools are free, web-based conferencing platforms for small or large group meetings which will allow our staff to interact more fully with your child(ren) via audio, video, file, and screen sharing.

The tools our teachers will use are COPPA (Children’s Online Privacy Protection Act), FERPA (Federal Education Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act of 1996) compliant.

Please click here to complete the [Extended School Closure Audio and Video Conferencing Permission Form](#) for the 21-22 school year.

The following are guidelines for audio/video conferencing. Parents/guardians will confirm consent for participation in live online video/audio through the completion of this form with consideration of the following guidelines.

Students will not be required to show their faces during the Zoom sessions, as there will be other ways for students to demonstrate engagement. Video Conferencing Guidelines

1. Remember that audio/video conferencing during these meetings involve two-way camera and audio. This means that the instructor will be recording the lessons except for teletherapy. will likely see and hear what is occurring in the home, including what everyone is wearing and what is occurring in the background.
2. Do not record these audio/video conferences or lessons.
3. Maintain the confidentiality of other students. Students, parents, and guardians should be reminded that all individuals participating will likely see and hear what is occurring in the home, including what everyone is wearing and what is in the home.
4. Parents can email their child's teacher after the lesson is completed if they have any questions or concerns. Parents should not interrupt the activity with questions, either through the audio or through emails. Allow the professional to focus on the activity.

**Purpose:** The Interboro Board of School Directors considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms. The District has the ability to enhance students' education through the use of computers on the local area network and the Internet. Students and all District users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the District.

**Goals:** To provide Internet access to help students develop the ability to evaluate and synthesize information from a variety of sources and to enable them to work effectively with communication technology.

**Responsibility:** With the right of access comes the responsibility to use the resource wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible; however, we believe the information and interactions made possible by the Internet outweigh the possibility that users may acquire materials that do not support the educational goals of the District. Every effort will be made to discourage the appearance of non-educational material.

***Internet Policy:***

Violation of the Internet will be handled in accordance with the Student Discipline Policy of the Interboro School District.

Inappropriate use of the Internet will be referred immediately to the principal or assistant principal and/or dean. Each incident will be considered on an individual basis. Likewise, consequences will depend upon the severity of the situation. Depending on the findings of the investigation, those consequences may include a parent conference, student detention, suspension, police involvement or a Superintendent's hearing.

Derogatory or threatening emails or conversations that are performed at home become the responsibility of the parents/guardians of the children involved. The school advises parents to notify the proper authorities of such occurrences.



## Virtual Learning Academy

**The Interboro School District is pleased to announce that we will be offering an Interboro Virtual Academy for the 2021-22 school year!**

In partnership with our approved Virtual Curriculum Providers (Edgenuity and BVA), the Interboro Virtual Academy offers Interboro students the opportunity to learn from home while maintaining access to Interboro School Districts programs, events, athletics, and activities. In the Interboro Virtual Academy, students will receive instruction from our Interboro teachers and/or from our approved virtual curriculum providers' certified teachers who will deliver the virtual curriculum.

Interboro teachers will support 6th-12th grade students through synchronous Advisory periods and will provide synchronous, daily Zoom instruction to K-5th grade students.

In the Interboro Virtual Academy, the learning experience will be tailored to meet student needs and will be differentiated by grade band. Please visit the Interboro Virtual Academy website to learn more about the Virtual Academy:

<https://www.interborosd.org/Domain/793> To learn more about grade-level-specific programming, please visit:  
<https://www.interborosd.org/Page/5123>



## ACTIVITIES AND ATHLETICS

**Methods for Determining Academic Eligibility for Middle School Student Athletes** The School Board policy states that student-athletes must *"maintain a record of academic proficiency which reflects passing grades in all subjects"* to be eligible to participate in interscholastic athletics. This academic proficiency is to be based on a marking period basis rather than being cumulative throughout the year. It is the responsibility of the teacher to determine whether a student-athlete has maintained such a record and report to the school Athletics Coordinator those student-athletes who have not. Once his/her name has been submitted, it becomes the student's responsibility to perform the required work deemed necessary by the teacher to achieve records reflecting passing grades. It is also the responsibility of the student-athlete to inform the school Athletics Coordinator of his pending release from the list of probationary or ineligible athletes in the manner described below.

### Steps for Determining Eligibility

1. The Athletic Coordinator will review academic records of all student athletes, a list of which will be provided by the athletic director and determine eligibility.
2. When it has been determined by the Athletic Coordinator that a student-athlete is failing a class, the Athletic Coordinator or designee will meet with the student athlete and explain the probationary process.
3. Students will be placed on probation for a period of one week. Following this probationary period, if the student has not made up the required work or improved his/her grades to a passing standard, he/ she will become ineligible from participating in any interscholastic activity until further notice.
4. When it has been determined that the student has achieved passing grades, the Athletic Coordinator will inform the coach that the students are now eligible to return to participate.
5. All equipment must be returned to the Athletic Coordinator at the close of the current sport's season. Failure to do so will prevent participation in another sport. Additionally, coaches will

not allow a student to try-out or practice without an equipment clearance from the Athletic Coordinator.

### **Student Responsibilities:**

The Interboro School District recognizes the vital role that athletics, student government and other activities play in promoting the physical, mental, social, emotional and moral development of its students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline and life itself. The high-profile status of these activities gives many students a chance to experience success and develop confidence and self-esteem. Participants often earn the respect of their fellow students and are viewed as leaders within the school society.

It is important to note, however, that while education is a right, participation in co-curricular activities is a privilege, and along with that privilege come certain responsibilities. When a student joins or attends an activity, that student represents the Interboro School District. Therefore, the student agrees to accept the rules, regulations, and responsibilities set forth by the school district. Before joining any district sponsored team or club, students and their parents are required to read the rules and regulations contained in the Student Code of Conduct and the Athletic Handbook.

*PLEASE NOTE: Any student who is late to school and does not have a Doctor's note or administrative approval, **may not attend or participate in any after school activity that day.** This includes clubs, games, practices, rehearsals, performances, as well as building events and dances. Exceptions will only be made for doctor's appointments, funerals, or other emergencies as approved by the building administration. The school Athletic Coordinator will be responsible for notifying students that they are ineligible to participate that day.*





## **POSITIVE BEHAVIORAL INTERVENTION and SUPPORT**

Click here to view the [INTERBORO SCHOOL DISTRICT CODE OF CONDUCT](#)

### **General Statements Regarding PBIS & The Code of Conduct:**

The mission of the Community School Building's PBIS team is to foster a dynamic school culture where the social, emotional, and academic needs of students and staff are met in a way that all members of the school community feel safe, supported, and valued. We strive for an unrelenting commitment to equity, inclusion, and data-based decision making, that always considers the student voice first. The Community School Building's PBIS team aspires to always evolve with a focus on increasing and enhancing student achievement to promote a positive and safe school environment by teaching, recognizing, and promoting positive student behavior.

A positive behavioral support system is a set of procedures to address school-wide issues to support student success. It is a universal system for all students in the building. School-wide PBIS is about improving classroom and school climate while maximizing academic achievement with these goals:

1. Establish and define clear and consistent school-wide expectations.
2. Teach the school-wide expectations to students.
3. Acknowledge students for demonstrating the expected behaviors.
4. Develop a clear and consistent consequence system to respond to behavioral violations.
5. Use data to evaluate the impact of school-wide efforts.

The Schoolwide PBIS Team includes teachers, administrators, and students. The PBIS team aligns their efforts to the Code of Conduct with the intentions of establishing norms of behavior that make the school a welcoming space where all students feel excited and encouraged to learn. An essential tenet of PBIS is the belief that schools can model and teach appropriate behavior to all students. PBIS seeks to prevent misbehavior and intervene early with students who exhibit these behaviors.

Please see Appendix 1 for the Code of Conduct attached to the end of this handbook.

All organizations require rules and guidelines to operate effectively. For a school to function effectively, it is necessary to establish rules and procedures that are clearly understood by all students attending the school, their parents, and those persons employed by the school. The code of conduct has been

written to provide a set of standards for achieving consistency and fairness in the school operation. Our goal is to change and shape the behavior of the students, not simply punish it.

No set of rules can govern all aspects of behavior. Common sense and courtesy are the basis of our code of conduct and should be embraced accordingly. Students and parents are strongly encouraged to read the rules, know them, and follow them to accomplish their goals and objectives.

**Please see [Appendix 1 for Code of Conduct Information](#)**

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