

**INTERBORO SCHOOL DISTRICT**

**STUDENT/PARENT HANDBOOK**

2016-2017



*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.*

## 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 2016-2017 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**

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Mr. Shawn Conti, Assistant Principal  
Mr. Ryan Snyder, Assistant Principal  
Mr. Ed Kloss, Athletic Director/Assistant Principal

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Mr. Mark Avitabile, Supervisor of Secondary Curriculum 6-12  
Mr. Paul Gibson, Director of Pupil Services  
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Mr. Nick Wood, Assistant Principal, Prospect Park School  
Mr. Timothy Fanning, Principal, Tinicum School  
Ms. Stephanie Farmer, Assistant Principal, Tinicum School  
Ms. Nancy DeSanctis, Principal, Kindergarten Academy

Vision of the Interboro School District:

<b>Curriculum</b>	<ul style="list-style-type: none"><li>• All students will receive 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><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. **FAMILY AND CONSUMER SCIENCE.** Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

Entrance Bell .....7:35 A.M.  
 Late Bell/Start of 1<sup>st</sup> Period.....7:40 A.M.

Monday through Friday

Period 1 7:40 – 8:27  
 Homeroom 8:31 – 8:41  
 Period 2 8:45 – 9:32  
 Period 3 9:36 – 10:23

Lunch		4 <sup>th</sup> Period		5 <sup>th</sup> Period	
4 <sup>th</sup> Lunch	10:25 – 10:55	4/5	10:27 – 11:14	4/5	10:27 – 11:14
5/6	10:59 – 11:46	6 <sup>th</sup> Lunch	11:16 – 11:46	6/7	11:18 – 12:05
7/8	11:50 – 12:37	7/8	11:50 – 12:37	8 <sup>th</sup> Lunch	12:07 – 12:37
		Period 9	12:41 – 1:28		
		Period 10	1:33 – 2:20		

EARLY DISMISSAL SCHEDULE..... 7:40 A.M - 12:37 P.M (rotating adapted period schedule)

Transportation Information:

*BUSING:*

Bus transportation is provided for all kindergarten, first and second grade pupils. 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.

*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 the responsibility for damaged or missing bicycles, skateboards, scooters, etc.

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

## **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, 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.

## **WITHDRAWING FROM SCHOOL**

Students may withdraw from school at the ages of 14-16 only if they engage in some form of domestic service or farm work and the parent or guardian furnishes proof to that effect. Students who are 16 years of age may withdraw from school if they have a full-time job and permission of their parent or guardian. Proof of age must be submitted and permanent working papers must be issued before the student may withdraw.

Students must attend a school until the age of 17 except for the above reasons. For a student to leave at the age of 17, a parent or guardian must furnish evidence attesting to the student's age. This evidence may be a birth record, a baptismal certificate, a passport, or a physician's certificate accompanied by an affidavit.

When a pupil wishes to withdraw, he or she must follow the steps below:

1. The student reports his or her intentions to the high school administrator.
2. The student will meet with his/her counselor to discuss reasons for withdrawing and possible alternatives.
3. If no alternatives are found, the student and parent must obtain the proper forms from the Central Registration/Withdrawal Office. This office is located at the Administration Building, 9th & Washington Avenues in Prospect Park.
4. The student then must obtain the signatures of his teachers, librarian, nurse, director of informational services, guidance counselor and principal in order to be cleared of financial or other obligations.
5. Finally, the student must obtain the signature of an administrator.

***NOTE: The failure of the withdrawing student to follow the above procedures results in the school's refusal to release the student from the rolls; thus, he/she becomes truant for any non-attendance.***

## ABSENCE/LATENESS REPORTING AND RECORDING

### ABSENCE:

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. Such excuses should be submitted within three calendar days of the absence. Failure to do so within the specified time frame may result in that absence being permanently counted as unlawful. Written excuses should be turned into the student's homeroom teacher. Absences will only be considered excused when a note is turned into the school. A doctor's note (may be faxed) is required after 3 consecutive days absent.

### 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. Entrance Bell will ring at 7:35 A.M. for students at the High School. Students are expected to be in 1<sup>st</sup> period by 7:40 AM. Students late to school must report directly to the sign-in area.

We are very concerned with the student that chronically arrives late to school. Chronic lateness will not be tolerated and may be subject to legal penalties and fines as well. 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 5 days late. When a student reaches 90 minutes of cumulative lateness or 15 days late, they will be considered chronically late and a Truancy Elimination Plan may be considered. 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 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 5 days late – courtesy letter

60 cumulative minutes or 10 days late – warning letter

90 cumulative minutes or 15 days late – parent conference with building administrator or truancy officer to establish Interboro SD Truancy elimination plan

120 cumulative minutes or 20 days late – Possible Truancy Court

**Absences:**

It is expected that parents will notify the school of a student absence. If a 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.

5 days absent – courtesy letter

10 days absent –parent conference with school administration and all future absences will require a doctor’s note

15 days absent- Possible Truancy Court

*Truancy Elimination Plan - 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**

Students/Parent must request a vacation form 2 weeks prior to absent dates for review and approval by Principal and teachers.

***Leaving School without Permission***

Parents send their children to school to receive an appropriate education and expect the school to be responsible for these young people. In order 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 student who leaves without permission and returns to school will be subject to a search by school administration.

### *INDIVIDUAL DISMISSAL*

In order 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. Students are to report to the receptionist desk, located at the main entrance, to be picked up. Students are not permitted to use personal devices to request early dismissal from school. Such action is subject to disciplinary action.

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 principal. (Example: CCD classes) Person picking up a child should be prepared to show I.D. to ensure the safety of the child.

### *KEEP SCHOOL OFFICIALS INFORMED*

Call the school office or send a note with your child if:

1. You are going to move.
2. Your telephone number is changed.
3. There is a change in the emergency number.
4. Your child is absent for three (3) consecutive days. You will need a doctor's note.
5. Your child has a communicable disease.

## 20/20 Rule

Any student who is unlawfully absent 20 times or late 20 times will lose all privileges and extra-curricular activities for the remainder of the year. Privileges and extra-curricular activities include, but are not limited to, trips, dances, homecoming, formals, proms, graduation ceremonies, etc.

In an effort to improve attendance, students will be notified in advance of the loss of privileges.

Number of unlawful Absence/Lateness	Notification
10	Warning letter detailing possible consequences of continued truancy
15	2 <sup>nd</sup> warning letter and conference with either an Academic Dean, Attendance Officer, or Administration
20	Notification of loss of privileges

Once a student receives notification of the lost privileges, they will be able to earn them back through continued improvement in regards to latenesses and absences. For every day over 20 in either category students must exhibit 1 week of no unlawful absences or latenesses to have their "number" reduced by 1. Once they earn back their privileges they will be able to drop their total number to 18 through the continued improvement. These number adjustments are only for building level consequences related to the 20/20 rule.

## Senior Privilege

For students requesting the privilege of having Late Arrival/Early Dismissal the student must meet the criteria:

- Good academic standing.
- No discipline referrals
- No lateness or excessive absence
- Parental consent
- Administrator discretion

If a student meets all of the above criteria, the privilege will be granted. Any violation(s) of the school Code of Conduct and the privilege will be revoked for a minimum of one week. All students must sign in/out at the front desk. Failure to sign in/out may result in the loss of the privilege. Students who lose the privilege will be scheduled a study hall until they can earn back their late arrival/early dismissal.

## Standard of Dress Requirements

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and your schoolwork. Therefore, it is recognized that parents and the home must take the responsibility in the development of good habits in the area of safety, health, decency and cleanliness. It is also recognized that students as young adults must assume responsibilities for the implementation of an acceptable dress code. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school activities. For special events like field trips, dances, Sprit Days, commencement and other ceremonial exercises, a mode of dress may be prescribed.

School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process, and meet reasonable standard of appropriateness. Suggestions for appropriate dress include, but are not limited to, dress or casual shirts and pants, jeans, dresses, or skirts and shorts of proper length.

Examples of inappropriate dress:

1. Hats, bandannas or other head gear worn or carried in building. These will be confiscated and may not be returned until the end of the school year.
2. Bare or stocking feet
3. See-through clothing or pajamas
4. Heavy clothing normally worn only outdoors (unless inside temperature warrants the wearing of such clothing)
5. Any apparel that over exposes the body, i.e. tank tops, torn sweat-shirts, net shirts, etc.
6. Shirts promoting alcohol, drugs, violence, discrimination or other inappropriate topics
7. Shorts and skirts that are excessively short, tight, or made of spandex or similar materials (Shorts that extend above the mid-thigh are considered inappropriate, should not be worn)
8. Midriffs, low cut shirts, strapless, spaghetti straps, halters, or bare back shirts (Note: shirts must touch the top of the pants or skirts at all times)
9. Clothing that is torn, or in any state of disrepair
10. Clothing that is immodest, suggestive, distracting, or otherwise inappropriate for the school setting (Pants for males and females must be worn above the hip so as not to expose either midsections or undergarments)

In the case of dress code violations, the Administration will take one or more of the following courses of action:

- Have the student correct the violation immediately
- Contact the student's parent or guardian to assist in the immediate correction of the violation
- Contact the student's parent or guardian and have the student removed from the school premises
- Isolate the student for the remainder of the school day

In the case of persistent or willful violations, disciplinary action will be taken in accordance with the Student Handbook (see Insubordination).

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. The Superintendent shall develop procedures for implementation of the Standard of Dress policy.

## SCHOOL MEDICAL PROGRAM

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 during school hours, school policy requires parents to pick up and sign out the child or arrange for his transportation home.

### *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.

### *FOR PRESCRIPTION and NON-PRESCRIPTION MEDICATIONS*

1. The parent must complete the prescription medication form. Any change in dosage or medication must be accompanied by a physician's note.
2. The Physician must sign the form for prescription medications.
3. 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. A consent form for prescription medications should be signed at this time.
4. A prescription drug log will be kept for any child receiving prescription medicine during school hours.
5. In the absence of the school nurse, the school principal or his designee will administer the medication.
6. Prescription and non-prescription medication will be kept in a locked container in the nurse's office.
7. High School students, will be responsible for reporting to the nurse's office at the time the medication is to be given.

Non-prescription medications taken at school will be recorded in the first aid logbook by the person supervising the medication.

"Cough drops are considered an over the counter medication and should not be given or used during school hours, unless the medication policy is followed."

### *COMMUNICABLE DISEASES*

Readmission to school for communicable diseases (except Pediculosis) shall be only upon receipt of a certificate from the attending physician. Pediculosis patients may be readmitted only upon examination by the school nurse if she determines the student to be nit free.

Examples of communicable diseases are as follows, but are not limited to, CONJUNCTIVITIS (PINK EYE), IMPETIGO, RINGWORM, PEDICULOSIS (HEAD LICE), AND SCABIES

Time periods for exclusion from school for contagious diseases vary with the individual diseases. The necessary length of absence required for Chicken Pox is seven days.

*ALL CASES OF CONTAGIOUS OR COMMUNICABLE DISEASES MUST BE REPORTED TO THE SCHOOL NURSE. ALL ANIMAL BITES MUST BE REPORTED TO THE POLICE.*

#### *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.

#### *DENTAL PROGRAM*

A qualified dentist examines children in kindergarten, grade three, and grade seven, including all new registrants, each year. Any defects discovered are reported in writing to the parents.

## VISITING THE SCHOOL

Parents, guardians and visitors are welcome to visit their child's school. We are proud of our schools and the educational program 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.

#### 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. Volunteer forms are sent out yearly and should be returned signed. Please go to the web-site [www.interborosd.org](http://www.interborosd.org) , click Departments, Human Resource, Clearances.

## CUSTODIAL 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 as long as there is no custody order in place that would prohibit access to their child's educational information.

## GRADING SYSTEM

### 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

Grades will consist of 70% curriculum based assessments (quizzes, tests, common projects and reports, midterms, finals, etc...); 20% teacher specific assignments, classwork and participation and 10% for homework.

## PROGRAM OF STUDIES AND GUIDANCE FUNCTIONS

A Program of Studies is provided and students should consult with their guidance counselor to make sure that they have courses that meet the requirements for graduation and/or meet the requirements for future careers. Guidance counselors are assigned students according to the following:

**A - G - Mr. Hines**

**H - N - Mr. McEvoy**

**O - Z - Ms. Magee**

### Counselor functions include:

- ◆ Course selection and scheduling
- ◆ Personal, career and educational counseling
- ◆ Outside referrals
- ◆ College and job recommendations
- ◆ Curriculum input



## STUDENT ASSISTANCE PROGRAM (SAP)

SAP is a multi-disciplinary team including teachers, administrators, nurses, and counselors. This team is trained to understand and work with adolescents. The team's primary role is to identify, refer, document, and intervene when a student is:

- \* Involved in alcohol and chemical use, abuse and dependency, depression and suicide.
- \* Suspected of involvement or referred for possible mental health issues.

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.

### Number of Courses & Credit

Each student is required to carry at least 6 credits. Grades 9-11 must also carry a Physical Education course as well. Credit is equal to time and the satisfactory completion of course requirements. Review individual course description for credit determination.

### Graduation

A student may be graduated if all required courses are satisfactorily completed and the student has accumulated a total of 23 credits for grades 9 through 12. Senior students who do not meet these requirements in June may still earn a diploma by completing the make-up credits, as outlined in the section on Make-up Credits. In some cases the student may elect to repeat the senior year provided the age of 21 has not been reached.

Please refer to the Program of Studies for further information about courses and sequence.

All students will have to pass each level in a sequence of subjects before being placed in the next higher level. Students transferring from other schools will be given equivalent credit for successfully completed work in the corresponding subjects at Interboro.

### PROMOTION REQUIREMENTS

Students will progress from grade (homeroom) to grade with their entry class. To progress from grade 11 to 12 (homeroom) a student must have accumulated 16.5 credits. The following credits are the recommended minimum.

<b>To be in 10th Grade</b>	-	<b>4.5 credits</b>
<b>11th Grade</b>	-	<b>10.5 credits</b>
<b>12th Grade</b>	-	<b>16.5 credits</b>

### CLASS RANK

A weighted system is used to calculate class rank. A full explanation of the weights assigned to courses is located in the Program of Studies.

Class rank is computed using numerical grades. Ranking is done at the end of the sixth semester (eleventh grade) and again at the end of the seventh semester (January of the senior year).

Class rank is computed as follows:

1. G.P.A. =  $\frac{\text{Sum of (Numerical grades x Cr.)}}{\text{Total Credits}}$
2. W.G.P.A. =  $\frac{\text{Sum of (Weighted grades x Cr.)}}{\text{Total Credits}}$

(Regardless of the number of weighted courses taken, only 4 courses will be weighted.)

A weighted grade is your numerical average plus the appropriate rank level value. The Physical Education grade is not included for G.P.A. purposes.

The cumulative grade point average is used to determine those students who will wear the honor stoles at graduation. The top 8% are high honors and the next 12% are honors.

When students transfer from schools using letter grades, the following conversion table is used for class rank purposes:

A = 95                  B = 85                  C = 75                  D = 67                  F = 60

### MAKE-UP CREDITS

Students who do not successfully complete required courses have several options for earning credit.

1. Summer school is recommended as the standard way to make up credits. Students have the responsibility to obtain summer school information from guidance personnel. The purpose of a summer school program is two-fold:
  - a) To allow a student to enrich his knowledge or improve in the subject area offered. This may be done even if the student has already received a passing grade
  - b) To provide an opportunity for a student to review deficiencies or make up subjects failed

***Because of the limitation of time. Absence from class may result in loss of credit.***

***To be eligible to participate in Summer school to make-up a credit, a student must have at least a 50% average in the class for the year AND cannot be absent from the class more than 45 times for a full credit course or 22.5 days from a semester course. Exceptions must be approved by a building level administrator.***

2. Except for Physical Education, a student may receive tutoring, subject to the approval of the grade level administrator:
  - a) Interboro High School teachers are discouraged from tutoring their own students
  - b) No student may be tutored by a teacher who has given that student the failing grade
  - c) Tutors must hold a valid teaching certificate from the Commonwealth of Pennsylvania in the subject area
  - d) Tutoring is not to begin until the administrator gives the approval
  - e) The material covered must conform to the Planned Course
  - f) A final exam must be given and sent to the an administrator along with the completed tutoring form when the work is completed
  - g) The Interboro Schools are not responsible for financial arrangements. This is a private matter between the tutor and the student/parents
  - h) Final awarding of credit is the prerogative of the Principal of the Interboro High School
  - i) Minimum hours of instruction to receive credit by tutoring is:

	<b>Make-up</b>	<b>Advanced</b>
<b>1/2 credit</b>	<b>15</b>	<b>30</b>
<b>1 credit</b>	<b>30</b>	<b>60</b>

3. Students may not begin to make up credits until the school year is over except for 1st semester

courses.

4. Make-up work for underclassmen should be completed before May 15 of the following year.
5. All make-up work for graduating seniors must be completed before May 15 in order to participate in the graduation ceremonies.
6. "Doubling" of courses in required English, Social Studies or Physical Education classes is strongly discouraged and can only be permitted in special circumstances with prior approval from the Guidance and Administration.

### *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).

### **POLICIES ON CHANGING & DROPPING COURSES**

Students requesting course changes are expected to attend all the classes on their rosters until changed by their guidance counselors. In making the requests the students must obtain proper forms available in the guidance office.

After September 14, all changes in students' schedules must have the permission of Schedule Adjustment Committee.

Courses dropped before the 1<sup>st</sup> marking period will not be recorded on the report card or records of the students.

Courses dropped after the 1<sup>st</sup> marking period will be listed on the report card as WP (Withdrawn/Passing) or WF (Withdrawn/Failing). Credit cannot be received for either WP or WF.

AP Courses – Students must remain in the AP Course for the entire 1<sup>st</sup> marking period. If an AP course is dropped during the 2<sup>nd</sup> marking period, the student will carry the 1<sup>st</sup> marking period grade to the related/new course.

A WF/WP will appear on both the report card and transcript for the AP course dropped.

AP courses can only be dropped during the 2<sup>nd</sup> marking period. Once the 3<sup>rd</sup> marking period has started, no AP course will be dropped. If a transcript was previously sent to a college listing an AP course, and that AP course was dropped, a letter will be sent to the college indicating that the student withdrew from the AP course.

### **TRANSCRIPT REQUESTS**

Students needing transcripts must complete a transcript request form available in the guidance office. There is no charge for currently enrolled students. The cost for Interboro graduates is \$3.00 per transcript.

### **SCHOLARSHIPS**

Any student interested in obtaining a scholarship is urged to consult with the counselors. There are numerous scholarships offered. Students should begin early in their high school life to cultivate good study and work habits so that they may gain a fine scholastic record.

Schools and organizations set up their own standards for judging a student to see if he is worthy of

receiving a scholarship. These ratings are done primarily on the basis of scholastic standing and, particularly, financial need. The high school has very little to do with the awarding of some scholarships.

## HOMework GUIDELINES AND PROCEDURES

1. School Board policy states that there should be a gradual increase in homework requirements as student's progress through the grades.

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

Kindergarten	10-15 minutes, 1 or 2 nights per week
Grades 1 and 2	Up to 30 minutes a night
Grades 3, 4, 5	Up to 1 hour a night
Grades 6, 7, 8	Up to 1 1/2 hours a night
Grades 9, 10, 11, 12	Up to 2 hours a night

2. Regarding types of tasks assigned as homework, teachers should consider the following guidelines, framed as statements, which should receive affirmative responses by the teacher assigning the homework:
  - This assignment is related to the objectives of the planned course.
  - My students have the skills necessary to complete this assignment.
  - My students seem to understand clearly what I expect of them.
  - My students have reasonable access to the materials they need to complete this assignment.
  - I have given sufficient advance notice if this assignment is to extend longer than one day.
3. Homework assignments in kindergarten, first grade and second grade are to be due the next school day after they are assigned.
4. Homework assignments in grades three through twelve may be due the next school day after they are assigned, or may extend for a longer period, but no longer than the end of the marking period.

The above list is not exhaustive, but is intended to convey the requirement for teachers to inform students that their homework has been reviewed and evaluated before it is returned.

## Athletics/Extra-Curricular Activities

### **ELIGIBILITY REQUIREMENTS FOR PIAA**

The constitution and by-laws of the Pennsylvania Interscholastic Athletic Association contain rules which govern the public school athletic programs of the Commonwealth. Here are listed some of the important rules related to athletics:

1. A student is ineligible if nineteen years of age before July 1.
2. A student must be an amateur in order to be eligible. A pupil is no longer an amateur (a) when he competes for money, (b) when he plays on a team, any of whose players receive compensation for their athletic services, or (c) when he competes under a false name.
3. A student is ineligible until there is on file in the school, a certificate of consent, signed by a parent or guardian.
4. A student is ineligible until he/she has been examined by a physician, and his/her physical condition is pronounced satisfactory.
5. A student is ineligible when he is in attendance more than eight semesters beyond the eighth grade.
6. A Student must earn at least four credits from the previous grading period except at the end of the year when final credits will determine eligibility for the fall. In cases where a student's work in any grading period does not meet this standard, they will be ineligible for a minimum of fifteen school days.
7. A student is ineligible if he practices or trains with his team or part of that team outside the defined season for that sport.
8. Any student who is absent from school for any reason for 20 or more days during a semester, is ineligible to compete for the next 60 school days, in accordance with PIAA rules.
9. A student is ineligible until a "Code of Conduct Form" has been signed by both student and parent.
10. All equipment must be returned to the Athletic Director at the close of the current sport's season. Failure to do so will prevent the participation in another sport. Additionally, coaches will not allow a student to try-out or practice without an equipment clearance from the Athletic Director.

### **ELIGIBILITY REQUIREMENTS FOR INTERBORO ATHLETIC ASSOCIATION**

#### **Method for Determining Academic Eligibility for Student-Athletes**

With regards to the School Board Policy passed in July, 1983, concerning Interscholastic Athletics, the following methods have been established to determine eligibility and report the failing grades of student-athletes. The School Board Policy states the student-athletes must "maintain a record of academic proficiency which reflects passing grades in all subjects" to be eligible to participate in interscholastic athletics. It is the responsibility of the teacher to determine whether or not a student-athlete has maintained such a record and report to the Director of Athletics based on the cumulative average of the student's work for the present marking period. 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 Director of Athletics of his pending release from the list of probationary or ineligible athletes in the manner described below.

#### **Steps for Reporting Failures**

1. The Director of Athletics will provide all teachers with cards indicating the necessary information to declare a student-athlete on probation or ineligible. If more cards are needed they can be secured in

the Athletic Office from 7:30 AM to the end of the day.

2. When it has been determined by the teacher that a student-athlete is failing that class for that marking period, the card is to be filled out and turned in to the Director of Athletics.
3. All students who have a card on file in the Athletic Office on Friday at 12:00 Noon 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, he/she will become ineligible beginning the next Monday. Ineligible students may not compete in athletic events and may be excluded from practices.
4. When it has been determined that the student has achieved passing grades in that class for that marking period, it is now his/her responsibility to get the card from the Athletic Office, take it to the teacher to verify the passing grade, and return it to the Athletic Office. This procedure may take place any time during the periods of probation or ineligibility.
5. Each Monday a list of student-athletes who are on probation, ineligible, added or deleted from team memberships, and any other pertinent information regarding the athletic programs will be placed in the teachers' mailboxes and posted in the Athletic Department Bulletin Board.

### **Further Information Regarding Eligibility**

1. PIAA regulations require that failing grades for a marking period are to be reported weekly, thus the reason for our implementation of the above stated procedures.
2. PIAA regulations further require that students must be passing four credits during a marking period to be eligible. Therefore, any students with cards on file at any one time that indicate less than four credits being passed, will be put immediately on the list of ineligible students and cannot be taken off that list for at least one week. Further, in accordance with policies established by the Interboro administration, that student will also be ineligible to practice.

### **Code of Conduct**

1. Students are accountable to the rules and regulations set forth in the student handbook. These include, but are not limited to, all rules and regulations set forth by the *Pennsylvania Interscholastic Athletic Association* (PIAA) and the Interboro School District regarding attendance and eligibility.
2. Academic and disciplinary requirements of the Interboro School District supersede participation in extra-curricular activities, including athletic practices, contests and social activities. If a teacher deems it necessary for a student to miss an extra or co-curricular activity, the teacher shall contact the building principal/Athletic Director.
3. Any student who is ill and not in school by 10:30 AM, may not attend or participate in any after-school activity that day. This includes games, practices, rehearsals, performances, as well as dances and proms. Exceptions will only be made for doctor's appointments, funerals, or other emergencies as per administrator discretion.
4. The school principal shall have the authority to exclude or suspend a student from membership from any co-curricular activities who because of his or her conduct fails to represent the Interboro School District in a proper manner. Examples of such conduct, which could result in exclusion or suspension from membership in co-curricular activities includes, but are not limited to:

- a. Disrespectful conduct toward fellow students or school personnel
- b. Disrespectful conduct toward coaches, officials, sponsors, students from other schools or the public
- c. Chronic violation of school rules (lateness, truancy, etc.)
- d. Misconduct on field trips or buses.
- e. Students in violation of school policy may lose end- of- year privileges at the Administrator's discretion.

### **Participation in the Junior Prom, Senior Prom, and Graduation**

For many students, participation in year-end events including the junior prom, senior prom, and graduation are the highlights of the academic and social year. Schools sponsor these events out of a sense of tradition, a desire to promote the social and academic development of students, and to celebrate the achievement of the past year. Participation in these events, although strongly encouraged, is a privilege and one that can be revoked.

### **CLUBS AND ORGANIZATIONS**

School clubs and organizations are designed to provide students with interesting and worthwhile activities. They provide students with an excellent opportunity to further their relations with other students and teachers. In organizing a club, interested students must first secure a sponsor and then obtain approval of the administration. Members of clubs and organizations are subject to the same requirements for eligibility for athletics.

## Pupil Services

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 Offices 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 Offices 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

### Gifted Education

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.

Interboro School District offers appropriate learning experiences for all students, including those identified as gifted.

### 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

Nominations for screening a child for the gifted program can be generated by parent/guardian, self, teacher or school administrator. According to Chapter 16, parents can make oral requests 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 tested for the gifted program.

After the screening and testing are complete, parents/guardians will be notified of the child's academic needs. If the student is identified as gifted, a GIEP (Gifted Individual Education Plan) will be developed to address the individual needs of the student.

### Identification of Gifted

Students nominated for gifted education are given a standardized IQ test to determine eligibility. Students scoring an IQ of 130 or above automatically qualify for gifted services. The Interboro School District currently utilizes a 12-point scale providing multiple measures of evaluation for the identification of gifted ability. This scale is to determine eligibility for students who do not score an IQ of 130 and above.

### 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

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, students may participate in other components of the gifted program; including, independent studies, course compacting, single-subject acceleration, and whole-grade level acceleration. The teacher of the gifted, as needed, may co-teach in the regular education classroom.

### 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.

## **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:

1. 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.

2. 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 students' rights and to have a hearing if that request is refused.

3. DISCLOSURE

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

4. 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 Director of Pupil Services.

5. 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 Director of Pupil Services.

6. 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

## MISCELLANEOUS

### **PLAGIARISM AND CHEATING**

A student has plagiarized when he or she takes another's idea or writing and tries to pass it off as his or her own. This may occur on such work as a term paper, a test, a homework assignment, or a computer disk.

Cheating includes plagiarism but may also involve activities such as looking at another student's paper during a test or using a cheat sheet. A student involved in such practice will receive a grade of "zero". Students who allow others to cheat from their work will be treated as offenders.

1. No student shall intentionally possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution.
2. No student shall intentionally assist other student(s), nor conspire with other student(s) to intentionally possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution.
3. No student shall intentionally assist other student(s); conspire with other student(s) to utilize tricks, theft, impersonation, copying or other means of obtaining improper access to answers or questions in an attempt to falsely represent oneself in a deceptive or fraudulent manner.
4. Cheating as a first offense shall be classified as an academic problem, to be handled by each individual teacher.
  - A. A student has cheated if in the teacher's professional judgment, the student possessed, handled, or transmitted a device or maneuver that could reasonably be construed as being utilized to deceive or defraud the educational institution, or that the student utilized tricks, theft, impersonation, copying or other means to obtain improper access to answers or questions in an attempt to falsely represent him/herself in a deceptive or fraudulent manner.
  - B. The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating and option(s) utilized within three school days of the exercising of such options.
  - C. All cases of first offense cheating shall be conveyed, in writing, to the principal or his/her designee before the close of school on the day the teacher has established proof of cheating. Copies of all information and materials utilized by the teacher to establish such proof, as well as the option(s) utilized, must accompany this written notification. The principal or his/her designee will be required to appropriately file all such written notifications.
  - D. First offense cheating involving more than one course of study shall be handled by the principal or his/her designee as repetitive cheating and will be classified as a disciplinary problem.
  - E. Repeated cheating in the same course of study shall be classified as a disciplinary problem.

## STUDENT BILLS

All student bills should be rectified as soon as possible. Bills are to be paid in the Purchasing/Business Office. In cases where students make payments or return property directly to teachers, coaches, or advisors, it is the student's responsibility to provide her with a signed receipt by the teacher or advisor to verify payment. Students must pay all balances before receiving a diploma.

## 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 wearing apparel 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.

## USE OF ELECTRONIC DEVICES AND CELL PHONES

As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them use the equipment correctly. All students will sign an acceptable use policy. If you would like to view the policy it can be found on the website under Board policies.

Due to the damage of, loss, theft, as well as possible disturbance to classes in session, it is not recommended that students have I-Pods, MP3 players or gaming systems on school grounds. Students with locked lockers are encouraged to keep them stored there throughout the day.

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

Students may not use cell phones to contact parents due to an illness. Students should report to the nurse and parents will be contacted if necessary. Parents please do not contact students directly on their cell phones. If you need to get in touch with them during school hours, please call the school office.

## 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/ Wood Tech class. The Physical Education/Wood Tech 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. School officials will conduct random periodic or sweeping searches at any time, since 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.

#### CAFETERIA PROGRAM

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

For the 2016-2017 school year the cost of lunch, for students in grades 9-12 will be:

- Breakfast Paid = \$ 1.50
- Breakfast Reduced = \$.30
  
- Lunch Paid = \$2.65
- Lunch Reduced = \$.40

These increases are in regards to the Hunger Free Kids Act of 2010 and are the minimal increase allowed.

#### Overdue Accounts:

Low balance in the student account – If a student’s meal account balance goes below \$26.50 notifications will be sent out to the parent(s)/guardian(s) via global messenger and/or email notification (for those families who use myschoolbucks.com).

Negative balance in the student account between \$10.00 and \$39.99 – Letters will be sent out to the parent(s) or guardian(s), in addition a meeting between the respective school principal and/or members of the district support staff and the parent(s) or guardian(s) will be requested.

Negative balance in the student account between \$40.00 and \$99.99 – Students will be withheld from certain activities which includes but not limited to dances, end of year trip, extra-curricular activities, etc.

Negative balance in the student account between \$100.00 or more – In addition to the options above the district will use an outside collection agency and/or refer the accounts to the District Magistrate.

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

Parents who believe they qualify for the free or reduced lunch program for their children should be certain that they fill out the form, available in each school office and return it to the District's Business Office in the Administration Building. Parents are reminded that a new form must be completed each year. Parents

can also apply for free/reduced meals on line at [www.compass.state.pa.us](http://www.compass.state.pa.us)

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 is able to access their lunch account.
- Ensuring Anonymity: A requirement of the National School Lunch Program so no one knows the recipient of a Free, Reduced or Full Pay Lunch.
- 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 [mylunchmoney.com](http://mylunchmoney.com). The payment will take one business day to clear.

#### 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, bookmarks, 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 (student wellness no. 246) can be found on the website under board policies.

# INTERBORO SCHOOL DISTRICT CODE OF CONDUCT

## 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 are certain responsibilities. When a student joins an activity and decides to represent his or her school, the student also agrees to accept the rules, regulations and responsibilities as 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 herein.

## GENERAL STATEMENTS REGARDING DISCIPLINE/CODE OF CONDUCT

Any type of organization requires a set of rules or 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 discipline code 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 behavior of the students, not simply punish it.

No set of rules can cover all aspects of behavior. Common sense and courtesy are actually the basis of our discipline code and should be used accordingly. Students and parents are strongly encouraged to read the rules, know them and follow them to accomplish your goals and objectives.

The Discipline Code of the Interboro School District will be enforced at all school sponsored and related activities and failure to adhere to those regulations will result in appropriate action. The code of discipline is written with a leveling system to address progressive misbehaviors.

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

- A Level I infraction is described as any minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Level I infractions are normally handled by the classroom teacher.
- A Level II infraction is described as any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school in a more serious nature. Level II infractions can be handled by the classroom teacher or referred to administration.
- A Level III infractions are acts directed against person or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be

considered criminal.

- A Level IV infractions are acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of School Directors.

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

### School-wide Positive Behavioral Support (PBS) System

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 PBS 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.

### PARENTAL RESPONSIBILITIES

Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement.

### SUBSTANCE ABUSE

#### SMOKING

The Surgeon General of the United States, The American Cancer Society, The American Heart Association and other reputable health organizations throughout the United States have reported the hazards of cigarette smoking. Therefore, the Interboro School District cannot and will not condone smoking within the school building, on school grounds or within the drug free school zone, approximately a one-block radius of the school building. Cigarette smoking is also against the law for anyone eighteen years old and younger. Therefore, cigarette smoking or possession of cigarettes or any other tobacco products will be considered a disciplinary offense. Smoking is defined as "possession" of any tobacco related product (lit/unlit cigarette(s), chewing tobacco, vaporizers, e-cigarettes, etc.) This is not an exhaustive list of related products, building administrators have the authority to determine what qualifies



as a banned smoking product. Possession of any smoking paraphernalia will be confiscated by the building administration with no return. The School Tobacco Act legislates a fine of \$50 for students found to be in possession of cigarettes or any other tobacco product while on school property.

### DRUGS, ALCOHOL, INHALANTS

As mandated in the Pennsylvania Drug Free Schools and Community Act 211;  
Any of the following offenses may be subject to expulsion and referral for prosecution.  
Compliance with the following rules and regulations is mandatory.

The use, possession or distribution of any drug or alcohol substance is prohibited:

- During school hours,
- On school property,
- On school buses,
- At any school sponsored event or activity.

For the purpose of this handbook, “drugs” shall mean:

- All alcoholic beverages,
- All dangerous controlled substances prohibited by law,
- All drug paraphernalia,
- Any prescription or patent drugs except for those which permission to use in school has been granted or prescribed by a registered physician for that individual’s use,
- All look alike drugs; substances manufactured or designed to resemble drugs, mood altering substances, narcotics or other health endangering compounds,
- Patent drugs are commonly called over-the-counter drugs i.e., no doze, vivarin, etc.

Inhalants are not drugs. They are poisons and toxins found in many common household products. These products have a useful purpose, but can be misused. Inhalant use refers to the intentional breathing of gas or vapors with the purpose of reaching a high. The board prohibits the use of any product or substance as an inhalant. The board realizes that the misuse of inhalants has become a serious problem. Therefore, the Interboro School District shall take every legal means to eliminate the use of inhalants within the district.

### 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 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.

Discipline:

- 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 be administered depending upon the severity of the situation. Detention, Saturday morning detention, suspension, police involvement or a Superintendent's hearing could result depending on the findings of the investigation.
- Derogatory or threatening e-mails 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.

### Bullying

Purpose of a Bullying Policy: Bullying can profoundly alter such an environment as students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the School District.

Definition of Bullying (stopbullying.gov): Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include the following:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This includes, but is not limited to, any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus.

Responsibility of the District: The district shall inform students, staff, parents, independent contractors, and volunteers that bullying of students will not be tolerated.

Please visit [stopbullying.gov](http://stopbullying.gov) for more information and resources on the topic of bullying.



## Appendix 1: Discipline Code

The administration reserves the right to determine appropriate consequences for behavior not included in this code but deemed improper. The administration further reserves the right to incorporate any new rules concerning student conduct in the code. In addition, the administration may insist that parents accompany their children to school (to prepare a plan of action/assistance for the student) following an Out-of-School suspension, for a chronic or serious behavior difficulty.

All behaviors or situations that cause a disruption to the educational process, the safety of the students, or the orderly operation of school day are subject to school level discipline regardless of where the act occurred.

In accordance to PA Code Section 12.14 “school authorities may search a student’s locker and seize any illegal materials. Such materials. May be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to health, welfare, and safety of students in the school. Student lockers may be searched without prior warning.” This code also gives building administrators the right to search individual students, and their property on school grounds with reasonable suspicion.

### **SATURDAY MORNING DETENTION**

Interboro High School has implemented a Saturday Morning Detention Program as a way to establish logical consequences for inappropriate behaviors. The success of the Saturday Morning Detention Program as an alternative to out-of-school suspension is contingent upon the full cooperation of students and parents.

1. Students must be prompt. Detention begins at 7:30 AM and ends at 10:00 AM. Students who are late will not be admitted to detention. There are no exceptions to this rule. **Students must enter through the large parking lot doors**
2. Students are required to bring schoolwork or other reading material to detention. Students without work will not assigned something to do.
3. Sleeping, eating, drinking, talking or disrupting detention in any other way is prohibited.
4. Students are not permitted to bring any electronic equipment to detention.
5. Students must remain in the Saturday Morning detention room. The rest of the building including student lockers is not accessible.
6. Failure to serve an assigned Saturday Morning detention or to comply with the above student rules will result in further consequences.

### **IN SCHOOL SUSPENSION**

- Parents will be informed prior to the in-school suspension. If students are not in attendance on the day on which they are expected at in-school suspension they will serve the suspension upon their return.
- Students who are leaving the in-school suspension room (to the cafeteria, bathroom, nurse, etc...) will be escorted.
- Students who serve an in-school suspension cannot attend or participate in any extracurricular activities on the day (i.e.: attending/participating in sporting events, dances, theater

productions, band, etc...).

- Students will be allowed to visit the cafeteria at approximately 11:00 a.m. if they are purchasing lunch, then return to the classroom to eat.
- Students are expected to be engaged in academic assignments during the duration of the in-school suspension.

## **SUSPENSION**

Serious or chronic misconduct may result in the suspension of a student's right to attend school. During this suspension, the student may not participate in any school activities and it is the student's responsibility to make-up examinations and assignments. The length of time permitted to make-up work is not to exceed the number of days of the suspension. A student suspension is reciprocal with the Vo-Tech program. If a student is suspended from Vo-Tech they are also suspended from IHS, and if a student is suspended from IHS they will also be suspended from Vo-Tech.

Out- of- School suspensions that are 3 days or more may require a meeting with building administration, student, and parents/guardian prior to returning to school.

**Students who are suspended from school for serious breaches of school rules will be suspended from all school extra-curricular activities pending final disposition by the school authorities. Suspension from extra-curricular activities may vary according to the nature/seriousness of the offense.**

## **STUDENT GRIEVANCE**

"Due Process" is fundamental to the judicial system in the United States. In adhering to with the concept of "due process", Interboro High School has provided to students the opportunity to seek a higher level of authority. The ascending level of this authority is: teacher, assistant principal, principal, superintendent, and Board of Education.

## Infraction *Level I* (Handled by classroom teacher)

*Level I -Any minor misbehavior on the part of the student which impedes orderly classroom procedures and/or interferes with the orderly operation of the school. (This is not an exhaustive list):*

- Disruptive Behavior
- Obscene/Inappropriate Language
- Inappropriate Behavior
- Insubordination
- Lateness to class
- Failure to meet classroom responsibilities
- Leaving class without permission
- Out of bounds
- Class Cut
- Certain violations of the Acceptable Use Policy

*\*All infractions on this list are considered minor classroom/hallway occurrences. If the infraction is considered significant it should be referred to an administrator as a level II infraction.*

## Actions

Consequences are implemented by the classroom teacher and may include ( this is not an exhaustive list):

- Conference with student
- Conference with parent/guardian or phone contact
- Conference with counseling staff
- Loss of student privileges
- Teacher detentions
- Behavior plan
- Classroom behavior interventions

*\*Students will be referred to an administrator when, despite the efforts of the teacher to change the student's behavior, the student continues to demonstrate a pattern of misconduct, refusing or neglecting to follow the directions of the teacher.*

**INFRACTIONS:** *These infractions are not an exhaustive list. Behaviors not clearly defined in this appendix are also subject to consequences within the school building as determined by the building administrators.*

**ACTIONS:** *Consequences will be assigned depending on age, disciplinary history and infraction and are subject to the discretion of the building level administrators, deans, and teachers.*

## Infraction *Level II* (Referred to Administration or Deans)

*Level II - Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.  
(This is not an exhaustive list):*

- Repeated occurrences of Level I infractions (ex. Multiple class cuts)
- Serious incidences of Level I infractions
- Leaving School without permission
- Theft ( minor)
- Altercation
- Smoking
- Vandalism (minor)
- Possession of banned materials
- Certain violations of the Acceptable Use Policy

## Actions

Consequences may include ( this is not an exhaustive list):

- Any Level I consequence
- Administrative detention ( 20 min, 40 min, Saturday)
- In- School Suspension (1-3 Days)
- Out-of-school Suspension (1-3 Days)
- Behavior plan
- Fines (ex. Smoking is a \$50.00 fine)
- Referral to SAP team

**INFRACTIONS:** *These infractions are not an exhaustive list. Behaviors not clearly defined in this appendix are also subject to consequences within the school building as determined by the building administrators.*

**ACTIONS:** *Consequences will be assigned depending on age, disciplinary history and infraction and are subject to the discretion of the building level administrators, deans, and teachers.*

### Infraction Level III (Referred to Administration)

*Level III - Any acts directed against person or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal.*

*(This is not an exhaustive list):*

- Repeated occurrences of Level II infractions ( Habitual Offender)
- Serious incidences of Level II infractions
- Fighting
- Theft (Major)
- Hazing
- Bullying
- Drug/Alcohol/Inhalant use or possession
- Vandalism (Major)
- Sexual Harassment
- Threats/Intimidation of other students

### Actions

Consequences may include ( this is not an exhaustive list):

- Any Level I or II consequence
- In- School Suspension (1-10 days)
- Out-of-school Suspension (1-10 days)
- Behavior plan
- Fines (ex. Smoking is a \$50.00 fine)
- Possible pre-expulsion hearing

**INFRACTIONS:** *These infractions are not an exhaustive list. Behaviors not clearly defined in this appendix are also subject to consequences within the school building as determined by the building administrators.*

**ACTIONS:** *Consequences will be assigned depending on age, disciplinary history and infraction and are subject to the discretion of the building level administrators, deans, and teachers.*



## Infraction Level IV (Referred to Administration)

*Level IV - Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from the school, possible intervention of law enforcement authorities and/or action by the Board of School Directors.*

*(This is not an exhaustive list):*

- Extortion
- Assault on student
- Arson
- Bomb Threat
- Sale and or distribution of controlled substance
- Weapon possession
- Threats/Attacks on staff

## Actions

Consequences may include ( this is not an exhaustive list):

- Any Level I, II, or III consequence
- In- School Suspension (1-10 days)
- Out-of-school Suspension (1-10 days)
- Behavior plan
- Manifestation determination conference
- Possible referral to Superintendent for expulsion hearing
- Possible referral for AEDY ( Alternative Education for Disruptive Youth)
- Report to police

*INFRACTIONS: These infractions are not an exhaustive list. Behaviors not clearly defined in this appendix are also subject to consequences within the school building as determined by the building administrators.*

*ACTIONS: Consequences will be assigned depending on age, disciplinary history and infraction and are subject to the discretion of the building level administrators, deans, and teachers.*

# Definitions

## Level 1 Infraction:

*Any minor misbehavior on the part of the student which impedes orderly classroom procedures and/or interferes with the orderly operation of the school.*

Disruptive Behavior: Any behavior by a student, which disrupts the learning environment and/or the orderly operation of the school.

Inappropriate Behavior: Any behavior by a student that would be considered inappropriate.

Insubordination: An attack of outright defiance, talking back, cursing, refusal to follow directions from a teacher, a counselor, an administrator or any other school employee in that person's attempt to enforce a school or classroom rule. The building administrator will make the determination between misbehavior and insubordination.

Use of Obscene, Abusive or Inappropriate Language: Obscene language means any language, spoken written, or gestured which is foul, filthy, indecent or lewd, but is not directed toward any specific individual(s).

Out of Bounds- Being in an unauthorized areas of the building.

Leaving Class without Permission: When a student leave the class without the permission of the teacher.

Class Cut: Unexcused absence from class/missing 15 minutes or more without permission.

Lateness: Students arriving to school after 7:40 A.M will be considered officially late. Students/parents MUST sign in.

## Level 2 Infraction:

*Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.*

Repeated Level 1 infractions- Any combination of Level 1 infractions that occur multiple times.

Leaving School without Permission: When a student is off school grounds and/or leaves the building without permission or is outside the school doors. A student returning from leaving the school building without permission will be subject to a search.

Theft (minor): Willful and malicious theft of possessions from school personnel, the school district, visitors to the school or fellow students. The level will be determined by the building administration.

Altercation- Any behavior either verbal or physical that is aggressive towards another party.

Smoking: Cigarette smoking or possession of cigarettes, lighters, matches or any other tobacco products or paraphernalia will be considered a disciplinary offense.

\*Please note stated policy in this handbook.

Vandalism (Minor): Defacing school property (desks, chairs, blackboards, etc.)

Possession of banned materials: Possession of any materials that are prohibited to be in the school building.

## Level 3 Infraction:

*Any acts directed against person or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal.*

Repeated Level 2 infractions: Any combination of Level 2 infractions that occur multiple times.

Fighting: Fighting in school, on school grounds, traveling to and from school, on a school bus, within close proximity to school or at any school function or event. Consequences for fighting will be determined according to the following factors:

- Clear aggression by one party.
- Both parties determined to be at fault.
- Repeated offenses/violations by one or both parties.
- Fighting during lunches or creating a riotous situation.

Theft (major): Willful and malicious theft of possessions from school personnel, the school district, visitors to the school or fellow students. The level will be determined by the building administration.

Hazing- Regardless of the person's consent to participate, hazing means an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment, (2) destroys or removes public or private property.

Bullying, Threats, Intimidation and/or Harassment of Students:

- Conduct or expression, which interferes with the personal liberties of a fellow student or insults in a disorderly and/or disrespectful disturbance.
- Conduct or expression, which contributes to the material and substantial disruption of the administration of the school, class, program or activity.
- Conduct or expression, which results in circumstances of such a nature as to create a clear and present danger to the security, discipline, health, safety, welfare and/or morals of the school population.
- Conduct or expression, which is lewd, vulgar or obscene.
- Conduct or expression, which contains fighting words.
- Inappropriate sexual comments or conduct directed toward another student(s)
- Conduct or expression such as: committing offenses involving danger, coercion, threats, harassment, intimidation, fear or harm to such person(s) or property with malicious intent toward the race, color, religious or national origin, gender and/or sexual orientation of another individual.

Please see handbook for a complete definition regarding bullying.

Drugs, Alcohol and/or Inhalants (Use):

- Using or being under the influence of alcohol and/or drugs (controlled substances).

Vandalism (Major): Defacing school property (desks, chairs, blackboards, etc.)

Sexual Harassment- Unsolicited attention or advances. These advances/harassing behavior can be considered electronic or in person.

## Level 4 Infractions:

*Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from the school, possible intervention of law enforcement authorities and/or action by the Board of School Directors.*

Extortion: No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence or fear.

Fighting Level 4 : Fighting in school, on school grounds, on a school bus, within close proximity to school or at any school function or event, which result in bodily injury, or fall under the category of assault and battery.

Possession/Use of Weapons: Having on one's person or using a gun, knife, Swiss army knife or any other instrument which is construed by the administration as a weapon.

Threats/Attacks on Administrators, Teachers and/or Staff Members: Any action by a student clearly intended to impose physical injury upon or conveying the intent to impose physical injury upon an administrator, teacher, staff member and/or an administrator's, teacher's and/or staff member's personal property.

Use of Drugs, Alcohol and/or Inhalants: Possession, furnishing, and or selling of alcohol, inhalants, drugs (controlled substances) and/or drug related paraphernalia, either on the person, held in the person's belongings (backpack, purse, etc), in a school locker, or motor vehicle on school property.

Vandalism/Arson (Major): Willful and malicious damage to school property, including school buses, during the day or during school functions, graffiti on school property or destruction of school property.

Bomb Threat- Calling, writing, or communicating in anyway the potential of a bomb being present in the school district. Discipline will occur regardless of the validity of the communication.