

# INTERBORO SCHOOL DISTRICT

## *High School*



## Handbook 2024-2025

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

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

**[Interboro School Board Policy 103]**

## **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to inform parents and students of the school's policies, procedures and general information which will be of interest and assistance during the 2022-2023 school year. If questions or problems do arise, please feel free to telephone the school for further assistance.

## **BOARD OF SCHOOL DIRECTORS**

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Ms. Lisa Ford, Assistant Principal/Athletic Director, High School  
Dr. Heather Daniels, Assistant Principal, High School  
Ms. Amber Fisher-Brown, Assistant Principal, High School  
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Mr. Reed Stubbe, Assistant Principal, Glenolden School  
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Dr. Tracy Costa, Assistant Principal, Norwood School  
Ms. Kim Boswell, Principal, Prospect Park School  
Mr. Michael Hooven, Assistant Principal Prospect Park School/Middle School Athletic Director  
Mr. Timothy Fanning, Principal, Tinicum School  
Ms. Lauren Love, Assistant Principal, Tinicum School  
Mr. Brad Kohlhepp, Principal, Kindergarten Academy/Early Learning Academy  
Ms. Nicole Nolan, Assistant Principal, Kindergarten Academy/Early Learning Academy



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## MISSION STATEMENT OF THE INTERBORO SCHOOL DISTRICT

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

## VISION OF THE INTERBORO SCHOOL DISTRICT

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

**COMMUNICATIONS.** Each student shall become proficient in reading, composition, listening, speech, understanding, and interpreting, analyzing and synthesizing information.

**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.

**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.

**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.

**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.

**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.

**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.

**WELLNESS AND FITNESS.** Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.

**HOME ECONOMICS.** Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

## INTERBORO ALMA MATER

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

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



## INTERBORO MOTTO

Excellence and Buc Pride!

## INTERBORO SCHOOL COLORS

Black & Gold

## INTERBORO SCHOOL MASCOT

Interboro Buccaneer



## COMMUNICATION

The Interboro School Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between the home and school must be maintained, and parental involvement encouraged [ ***Interboro School District Policy 908*** ].

Interboro School District staff will communicate with parents through the following channels:

- **Phone & Email:** The district has invested in the Blackboard communication platform and parents & students will receive phone calls, email alerts, and informational newsletters through this platform
- **Schoology:** A tool that parents and students can use to communicate with staff, see daily assignments, and student's current course grades (secondary students only). Parents will receive a Schoology access code for each student during the first weeks of school. Please click here to read an overview about how Schoology works for families.
- **SMORE:** Electronic Newsletter Platform via email, phone calls, and text.
- [Interboro School District Website](#) for important notices and events
- [Interboro School District Home Access Center](#) is the landing page for student report cards, attendance, and registration information.
- [Interboro School District YouTube Channel](#) to watch Kaleidoscope News (IHS TV Studio News Program), or view School Board Meetings, concerts, plays, and other academic and athletic events

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

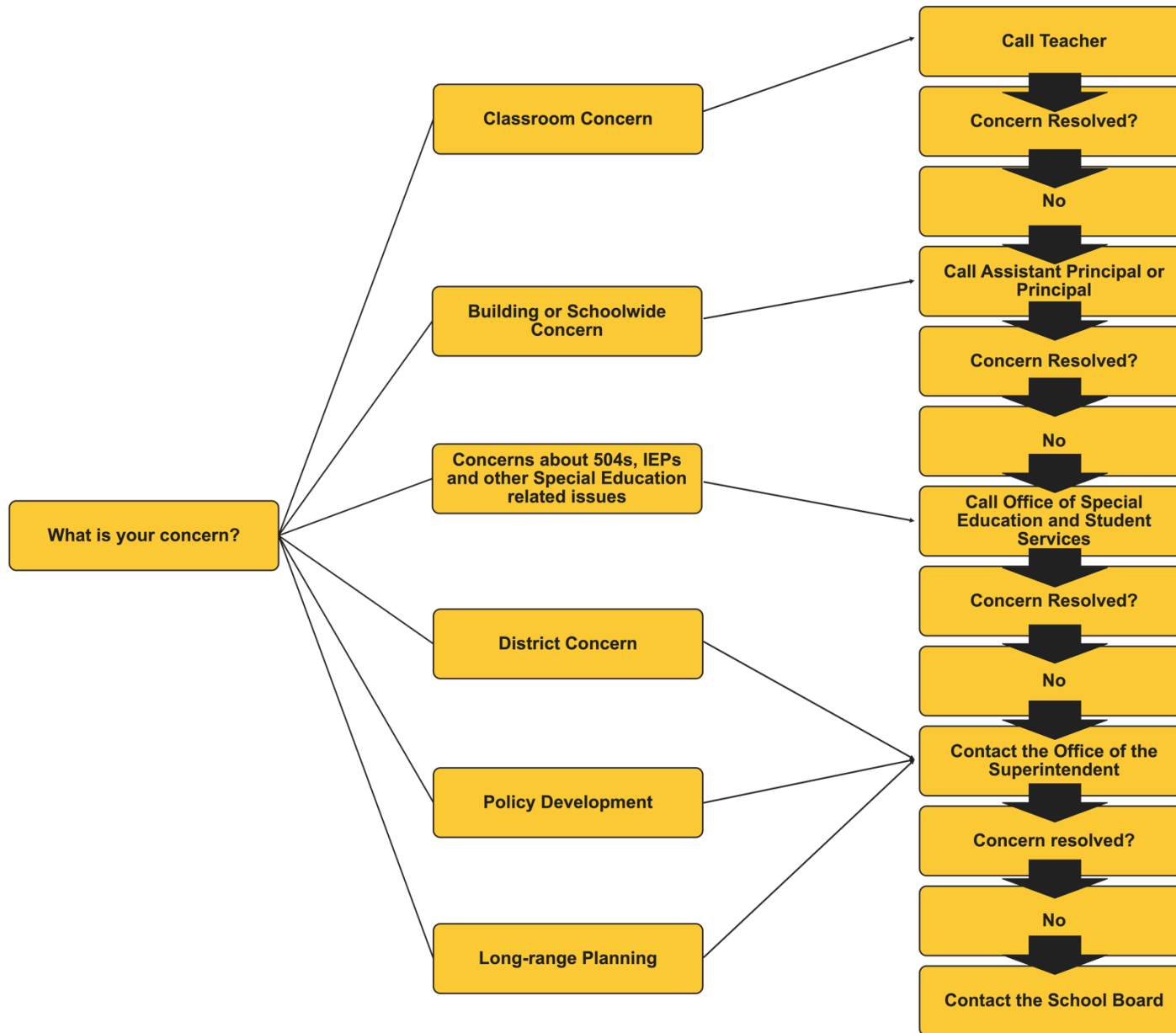
Parents are encouraged to contact their student's administrators and teachers if they have any questions or concerns. Specifically, Interboro School District requests that parents keep school officials informed of the following issues:

**Contact School Officials if:**

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

## INTERBORO SCHOOL DISTRICT COMMUNICATION FLOW CHART

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



## MEDICAL

### General School Nursing Services/Information

#### **Injury/Illness**

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

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

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

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

#### **Communicable Diseases**

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

#### **Policy 203**]

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



## Emergency Information Policy

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

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

[Link for updating the HAC](#)

### Mandated Health Screenings, Exams and Immunizations

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

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

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

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

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

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

**School Board Policy 209]**

## **Dental Program - SMILES Program**

With this in-school program, dental care is usually at no cost to you. All insurance is accepted including Medicaid and CHIP. A low-cost self-pay option is available for those without insurance.

Appointments will be during the school day and parents do not have to be present. Online forms or the paperwork sent home with your student needs to be completed approximately two weeks before the date of the visit.

Our in-school dental program saves you time and provides a safe and comfortable place for your child to receive gentle dental care from licensed local professionals. Dental care includes a complete dental exam, x-rays, cleaning, fluoride and sealants when necessary, and in some cases, restorative care such as fillings.

Help keep your child healthy, in school and learning.

## **Required Immunizations**

It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic. Routine vaccination prevents illnesses that lead to unnecessary medical visits, additional outbreaks of vaccine-preventable diseases, hospitalizations, and further strain on schools, families, and health care systems.

All students must be compliant with current vaccine requirements on the first day of school or have a written and signed plan from your physician for completion if not medically appropriate at this time.

If your child participates in a virtual setting throughout the school, their immunizations must remain up to date for them to participate in any in person activities or events (for example: dances, sports, clubs, proms, graduation, etc.)

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

### **Children in ALL grades (PreK-12) need the following vaccines:**

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

\*Usually given as DTP or DTaP or if medically advisable, DT or Td

\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

\*\*\*Usually given as MMR



### **7th Grade ADDITIONAL immunization requirements for entry:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose meningococcal conjugate vaccine (MCV)

### **12th Grade ADDITIONAL immunization requirements for entry:**

- 2nd dose of meningococcal conjugate vaccine (MCV)
- First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
- If the first dose was given at 16 years of age or older, only one dose is required.

To learn more about required immunizations, please visit the [PA Department of Health Website](#).

All immunizations must be up to date to participate in any in-person extra- curriculum activities. This includes but is not limited to, sports, dances, etc.

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

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

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

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

Guidelines:

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

## **Student Self-Administration of Emergency Medications**

(such as: *Epinephrine Auto-Injectors, Asthma Inhalers, Insulin*)

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

### **Definitions:**

- *Asthma inhaler* shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.
- *Epinephrine auto-injector* shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.
- *Self-administration* shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

### **Guidelines:**

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

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

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

**Elevator Access:** Students who are unable to use the stairs should report to the main office with a doctor's note. Depending on Elevator availability, students will be given directions on access.

**Restroom Availability:** Individual restrooms are located in the nurse's office and other areas designated in each building for use by any student desiring a greater amount of privacy than the public restrooms afford. Administrative approval is required. Please contact your child's school nurse if needed.



## Concussion Management

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

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

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

### Academic Adjustments

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

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

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

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

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

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



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

<b>Differences Between Common Colds and the Flu</b>			
<b>COMMON COLD</b> The common cold is a contagious upper respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms and otherwise feeling well may be fine at school.		<b>FLU (INFLUENZA)</b> The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu. To help decrease the spread of regular seasonal flu and novel H1N1 flu:	
<b><u>WHEN TO KEEP A CHILD HOME FROM SCHOOL:</u></b> A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home even without a fever. See additional information on fever, sore throat and influenza.		<b><u>WHEN TO KEEP A CHILD HOME FROM SCHOOL:</u></b> <b>A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.</b> A fever is defined as a temperature of 100°F or higher. If symptoms occur while at school, the student must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms, if the ill person is pregnant or has a chronic medical condition that could make them vulnerable to influenza complications.	
<b>Symptoms</b>	<b>Usually come on gradually</b>	<b>Symptoms</b>	<b>Usually come on quickly</b>
<b>Fever</b>	<b>Rare in adults and older children, but can be as high as 102°F in infants and small children</b>	<b>Fever</b>	<b>Typically, as high as 102°F, but can rise to 104°F and usually lasts 3 to 4 days</b>
<b>Cough</b>	<b>Mild, hacking cough</b>	<b>Cough</b>	<b>Often, can be severe</b>
<b>Headache</b>	<b>Rare</b>	<b>Headache</b>	<b>Sudden onset, can be severe</b>
<b>Muscle aches</b>	<b>Mild</b>	<b>Muscle aches</b>	<b>Usual, can be severe</b>
<b>Tiredness/ weakness</b>	<b>Mild</b>	<b>Tiredness/ weakness</b>	<b>Can last 2 or more weeks</b>
<b>Extreme exhaustion</b>	<b>Never</b>	<b>Extreme exhaustion</b>	<b>Sudden onset, can be severe</b>

Vomiting/diarrhea	Never	Vomiting/diarrhea	Sometimes
Runny Nose	Often	Runny Nose	Sometimes
Sneezing	Often	Sneezing	Sometimes
Sore Throat	Often	Sore Throat	Sometimes

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

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

#### **DIARRHEA/VOMITING:**

**WHEN TO KEEP A CHILD HOME FROM SCHOOL:** Vomiting due to illness/unknown cause, based on school nurse's assessment/recommendation, must remain home for 24 hours symptom free without use of medication.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Student Wellness**

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

[ ***Interboro School Board Policy 246*** ]

## BELL SCHEDULE

### Interboro High School

#### BELL SCHEDULE



PERIOD	START TIME	END TIME
1	7:40 AM	8:27 AM
HR	8:31 AM	8:41 AM
2	8:45 AM	9:32 AM
3	9:36 AM	10:23 AM

1st LUNCH			2nd LUNCH			3rd LUNCH		
4 Lunch	10:25 AM	10:55 AM	4/5	10:27 AM	11:14 AM	4/5	10:27 AM	11:14 AM
5/6	10:59 AM	11:46 AM	6 Lunch	11:16 AM	11:46 AM	6/7	11:18 AM	12:05 PM
7/8	11:50 AM	12:37 PM	7/8	11:50 AM	12:37 PM	8 Lunch	12:07 PM	12:37 PM
			9	12:41 PM	1:28 PM			
			10	1:33 PM	2:20 PM			

## ATTENDANCE

Entrance Bell for Students	7:35 AM
Breakfast for Students	7:15 AM – 7:35 AM
Late Bell for Students	7:40 AM
Dismissal Bell for Students	2:20 PM

### Absence/Lateness Reporting and Recording

The Interboro School Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues [ **Interboro**

**School District Policy 204** ].

## Attendance Codes and Explanation

Each community school follows a list of codes that relate to attendance.

Code	Meaning:	Explanation:
<b>P</b>	Present	Default setting, students are present in school or class
<b>E</b>	Excused Absence	Only valid reasons are illness, doctor's appointment (doctor note needs to be provided) or funeral (parent note needs to be provided)
<b>EH</b>	Excused Half Day	When a student arrives late due to an illness or funeral (parent note provided) after 11AM
<b>U</b>	Unexcused Absence	Absence due to any other reasons other than illness or funeral and a note was not received. This includes but not limited to vacations, car trouble, other appointments...
<b>UH</b>	Unexcused Half Day	When a student arrives late to school (after 11 AM) without a doctor's note.
<b>T</b>	Tardy Excused	When a student is late due to a doctor, dental, mental health appointment or funeral. Can also be used if the student was not feeling well in the morning and arrives late to school with a parent or doctor's note.
<b>TU</b>	Tardy Unexcused	When a student arrives late for school for any other reason other than an illness, doctor's appointment or funeral. Commonly used for oversleeping or arriving habitually late to school.
<b>L</b>	Leaving	When a student is sent home from school sick or when leaving for an appointment but will be returning the same day.
<b>R</b>	Returning	A student that leaves early but returns the same day.

## Absence

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

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

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

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

- 3 days unexcused absence – letter to parent/guardian mailed home.
- 6 days unexcused absence – letter to parent/guardian mailed home, phone call to parent & student will meet with building administration.
- 10 days excused or unexcused – student & parent meet with the SAIP team.
- 15 days absent- student & parent meet with school SAIP Team; a meeting with the Superintendent may be scheduled.
- Additional absences could result in a Truancy Court Citation.

## Lateness

It is very important in setting life patterns both in school, and eventually on the job, that proper attention is paid to promptness. It is extremely important that students attend their classes on a regular basis and start their day off on a positive note. The Entrance Bell will ring at 7:35 A.M. for students at the High School. Students are expected to be in 1st period by 7:40 AM. Students late to school must report directly to the sign-in area in the main entrance.

We are very concerned with students that are chronically arriving late to school. Not only does chronic tardiness negatively impact a student's learning, but instruction is disrupted when students enter class late. For this reason, students will be directed to a Study Hall for 1<sup>st</sup> Period for every 3<sup>rd</sup> time they are late to school (cumulative). For students who continue to be late to school, they will be assigned a Saturday School detention for their 6<sup>th</sup> lateness. Chronic lateness will not be tolerated and may be subject to legal penalties and fines. If



your child's lateness becomes chronic, you will be in violation of Pennsylvania School Code and the Interboro School District's Attendance Policy.

However, it is essential that our students maintain prompt, regular attendance in order to receive the most from their educational experience. The following conditions constitute reasonable causes for lateness to school:

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

Unless absences and lateness 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 lateness are unavoidable but following the proper procedures for identifying these times is essential and in the best educational interests of our students.

***\*\* Students who leave school sick or are out sick for the day are NOT eligible to participate in any afterschool activities or sports for that day.***

***\*\* Students who are chronically late or absent (without medical documentation) MAY NOT BE eligible to participate in after school clubs, activities, or sports.***

***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:**

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

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

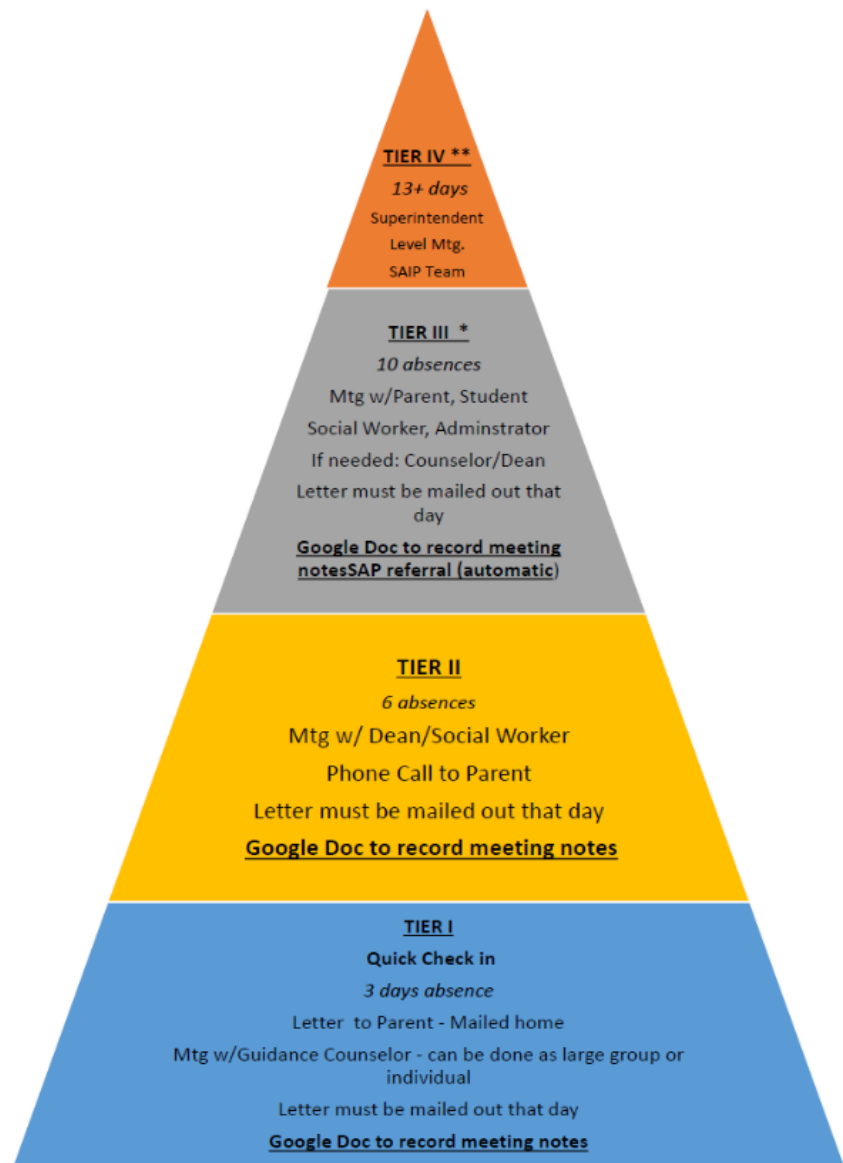
A plan developed by the school that provides steps to improve student attendance at school. This plan is presented to parents/ guardians for input. This plan may include but is not limited to recommendations to an out of district agency or district court.

## Vacation Excusal

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

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

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



## Leaving School Without Permission

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

## Leaving Before the end of the school Day

For a student to be dismissed early from school, a note signed by the parent must be presented to the Attendance Secretary. It is the principal's responsibility to make decisions on such requests. No student is to leave the building without permission. Students are not permitted to use personal devices to contact parents 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 either in person or verbally over the phone. A student being transported by an adult other than the custodial adult must give prior written notice to the principal. Any person picking up a student should be prepared to show I.D. to ensure the safety of the student.

## Senior Privilege

To request the privilege of Late Arrival/Early Dismissal the student must meet the following criteria:

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

If a student meets all of the above criteria, the privilege will be granted *at the administrator's discretion*. Any violation(s) of the school Code of Conduct (or of the above criteria) 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. Student schedules will not be rearranged to accommodate late arrival or early dismissal.

[Click here for the Interboro School District Calendar](#)



## TRANSPORTATION INFORMATION

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

**\*\* Electronic vehicles should not be in "electric mode" on school grounds.**

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

**Student Parking:** Parking on school grounds is a privilege. Students applying for and receiving high school parking permits must fully understand their responsibility to follow the rules regarding parking. These rules are outlined in the Parking Lot Rules and Vehicle Registration Form.

Student parking is limited due to the construction project and will not be available for the 2024-2025 school year. Please be aware that if a student is parking on the street, they are required to follow all traffic signs as designated by the Prospect Park Police Department.

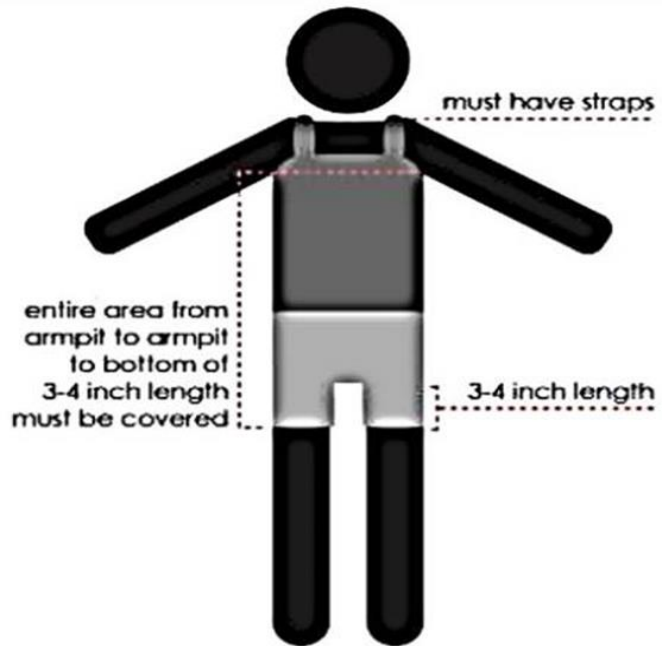


## DRESS CODE GUIDELINES

Our goal is to make sure our dress code is fair for everyone and that students are able to express themselves while also maintaining a professional learning environment. If what the student is wearing promotes drugs and alcohol, contains vulgar language, or is a safety issue, it can be detrimental to the school community.

The following guidelines are in effect due to safety protocol:

- Sweatshirt hoods must be down
  - No ski or athletic masks that cover the face
- No earbuds are to be worn in classrooms, hallways, or bathrooms
  - Student ID's must be worn on a lanyard at all times while in the building except during Physical Education class.



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

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



**Lost and Found:** “Lost and found” items are kept in the Main Office. If your child has lost an item, please have him/her check with the main office.

**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.

### **Cell Phones & Personal Electronic Devices Etiquette**

1. Cell phones may be used on school grounds before school, between classes, during lunch, and after school.
  - Upon entering the classroom, students must place their cell phone in the teacher-designated cell phone holder (including Study Hall). Students are not allowed to take their cell phone with them when they leave the classroom with a pass regardless of destination (bathroom, nurse, counseling department, etc.). Students may access their cell phone in between classes and during lunch. Violation of this cell phone policy is a Tier 1 Minor with possible consequences listed in the Interboro High School Code of Conduct. Students who need their cell phones on them in class due to a medical condition will need approval from the nurse’s office.
2. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone. If a parent or guardian needs to get in touch with their student, they are to call the main office.
  - Students may be subject to disciplinary action if their use of their cell phone disrupts the school’s educational environment. Examples of this include, but are not limited to cheating, bullying, harassment, unlawful recording or photography, the sharing of this unlawful recording or photography on social media or violating other school rules.
3. The school and its staff are not responsible for any damage to or theft of a student’s cell phone. Students must properly secure and take care of their own phones.

**Headphone/Earbud Use:** Students are not permitted to use headphones or wireless earbuds in classrooms, bathrooms, or hallways unless their teacher has expressly permitted their use for an assignment. Students may use these devices in the lunchroom during the lunch period.

Failure to follow this rule may result in confiscation of headphones/earbuds by administration/staff and/or disciplinary action. If a device is confiscated more than once, a parent/guardian may be required to retrieve the device. The district is not responsible for the safeguarding of students' personal electronic devices; students are encouraged to leave these devices at home or in their lockers during the school day.

**Acceptable Use Policy:** As technology is infused into the education of our students, it is important that there are guidelines, parameters, and rules in order for students to use the equipment correctly. All families are expected to sign the acceptable use policy.

For more information regarding personal electronic devices, please refer to **Interboro School Board Policy 815** which states: *While certain types of personal technology are allowable in the District, students and staff bring personal devices on school property at their own risk. The district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.*

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

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

**Food Deliveries:** Students are prohibited from ordering or having food delivered by others, during the school day, either directly from a restaurant or through smart phone applications and websites included but not limited to Grubhub, Door Dash, and Uber Eats. Food deliveries will be confiscated without a refund. Outside delivery personnel pose a security risk to our building, our students, and our staff; therefore, no deliveries will be accepted.

Failure to adhere to the student handbook regarding food deliveries may result in disciplinary action.

## INTERBORO SCHOOL FOOD SERVICE PROGRAM

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



For the [2024-2025](#) school year, breakfast and lunch will be free to all enrolled students, both virtual and in-person.

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

Students are **NOT** permitted to leave the building during lunch. Students may bring their own lunches. Students are not permitted to have food delivered to them through a delivery service.

### Community Eligibility Program

Interboro School District is now able to participate in a program called Community Eligibility Program (CEP). This program allows all students in the district to get a nutritional breakfast and lunch at no charge!

As part of the new program, **families do not have to fill out an application for free/reduced meals**. Each student enrolled in the Interboro School District is eligible to receive one (1) free breakfast and one (1) free lunch each school day.

Second meals, incomplete meals, and à la carte items will not be free. How to pay for à la carte? Pay online: [www.schoolcafe.com](http://www.schoolcafe.com) or cash payments can be made at the point of service.

**The charging of à la carte items to a student's meal account is prohibited.**

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

Certain Identification: Each student enters his or her student ID number into a PIN pad. The cashier will see a picture of the student. This guarantees that only the correct student can access their lunch account.

Students are NOT permitted to leave the building during lunch. Students may bring their own lunches. Students are not permitted to have food delivered to them through a delivery service.

### **Student Wellness 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 [ **Interboro School Board Policy 246** ] can be found on the website under board policies.



## VISITING THE SCHOOL

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

### [ **Interboro School Board Policy 907** ]

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

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

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

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

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

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

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

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

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

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

## ACADEMICS



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

First Marking Period:	Tuesday, September 3, 2024 – Friday, November 1, 2024
Grades are due:	Wednesday, November 6, 2024
Report Cards available electronically:	Friday, November 8, 2024

Second Marking Period:	Monday, November 4, 2024 – Friday, January 24, 2025
Grades are due:	Wednesday, January 29, 2025
Report Cards available electronically:	Friday, January 31, 2025

Third Marking Period:	Monday, January 27, 2025 - Friday, March 21, 2025
Grades are due:	Wednesday, March 26, 2025
Report Cards available electronically:	Friday, March 28, 2025

Fourth Marking Period:	Monday, March 24, 2025 – Wednesday, June 11, 2025
Grades are due: 12 <sup>th</sup> Grade students: 9-11 <sup>th</sup> Grade students:	Monday, June 2, 2025 by 3:00 PM Wednesday, June 11, 2025 by 3:00 PM
Report Cards available:	Friday, June 13, 2024

## 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

## Grade Percentages

60% Standard Aligned **Assessments** (Tests, Quizzes, etc.)

40% Standard Aligned **Assignments** (Homework, Classwork, etc.)

***Final grades will be calculated as follows:***

20% each Marking Period

10% Midterm Exam

10% Final Exam



## HOMWORK GUIDELINES AND PROCEDURES

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.

Grades 9, 10, 11, 12	Up to 2 hours a night
----------------------	-----------------------

Regarding types of tasks assigned as homework, teachers will 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.

Homework assignments in grades nine 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.

## 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 calculated at the end of 11th Grade and again at the end of Semester 1 of 12th Grade for the purpose of communicating academic achievement to colleges and universities.

For determining Valedictorian (Highest Cumulative GPA) and Salutatorian (2nd Highest Cumulative GPA), class rank will be calculated at the end of the 3rd Marking Period and communicated to those in the Top 5% of the class. Students are ineligible to be named Valedictorian or Salutatorian if they have six or more unexcused absences accrued throughout the school year and/or have a Tier 3 or Tier 4 behavioral referral during the school year, regardless of class rank.

Class rank is computed as follows:

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

(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.

When students transfer from another school, the students' previous grades are recorded without weight. Students begin earning weighted credits when they have completed their first quarter at Interboro High School.

## ACADEMIC RECOGNITION

Students are ineligible for building level recognition if they fail to meet the requirements indicated in the below table:

<b><u>Distinguished Buc Award</u></b> (awarded on a marking period basis)	
<b>Attendance/Truancy Eligibility:</b>	The student has NOT accumulated three latenesses to school or three unexcused absences for the given marking period.
<b>Behavior Eligibility:</b>	The student does NOT have a Tier 3/Tier 4 behavioral referral for the given marking period.
<b>Academic Eligibility:</b>	The student has at least 90 or above in all subject areas for the given marking period.

<b><u>Award of Excellence</u></b> (awarded on a marking period basis)	
<b>Attendance/Truancy Eligibility:</b>	The student has NOT accumulated three latenesses to school or three unexcused absences for the given marking period.
<b>Behavior Eligibility:</b>	The student does NOT have a Tier 3/Tier 4 behavioral referral for the given marking period.
<b>Academic Eligibility:</b>	The student has at least 80 or above in all subject areas for the given marking period.

## ANNUAL COURSES & CREDIT REQUIREMENT

Each student is required to carry at least 6 credits each year. Grades 9-10 must carry a Physical Education course as well. Credits are awarded based on the total course hours offered and the satisfactory completion of the course requirements.

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

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

## POLICIES ON CHANGING & DROPPING COURSES

- Students requesting course changes are expected to attend all the classes on their rosters until changed by their counselor. In making the requests, the students must obtain proper forms available in the guidance office. After September 20, all changes in students' schedules must have the permission of Administration.
- Courses dropped before the end of the 1st marking period will not be recorded on the report card or records of the students. Courses dropped after the end of the 1st 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 1st marking period. If an AP course is dropped during the 2nd marking period, the student will carry the 1st 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 2nd marking period. Once the 3rd 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. Students are encouraged but not required to take the accompanying AP Exam. Information regarding AP Exam content and registration become available each Fall.

## AWARDING CREDIT

**Make-Up Credits:** Students who do not successfully complete required courses have several options for earning credit.

**Summer School:** Summer school is recommended as the standard way to make up credits. Please note: Because of the limitation of time, absence from a summer school class may result in loss of credit. Students have the responsibility to obtain summer school information from the school counselor. The purpose of a summer school program is two-fold:

- 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
- To provide an opportunity for a student to review deficiencies or make up subjects failed

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.

## GRADUATION REQUIREMENTS

A student may be graduated if all requirements are satisfactorily completed via a PDE approved Act 158 Graduation Pathway, 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 22 has not been reached. All 12<sup>th</sup> Graders are expected to pay a graduation fee that pays for items such as their diploma, transcript, cap & gown, and ceremony.

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

## PROGRAM OF STUDIES

The Interboro High School Program of Studies is created to assist students in selecting courses and meeting their college and career readiness goals. 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. The Program of Studies can be found here: [Program of Studies](#)

## SMART FUTURES

Smart Futures is an online career planning and portfolio platform that helps all students be ready for post-secondary success. SmartFutures.org uses Pennsylvania's Academic Standards for Career Education and Work to deliver career planning, skill credentialing, and eMentoring in the classroom. Students utilize the Smart Futures platform to produce College & Career exploration artifacts which are a requirement for graduation in Pennsylvania.

## NAVIANCE

Naviance is a comprehensive ***college and career readiness program that every student is required to use for the college process***. It helps connect academic achievement to post-secondary goals.

Students can sign into [Naviance](#) using their Home Access Center username and their student ID # as their password (instructions below). Students experiencing issues with sign-in should see their guidance counselor.

Contact your child's counselor with any questions about Naviance

### Naviance Parent Letter:

Dear Parents/Guardians,

Naviance Student is a comprehensive website that you and your student can use to make plans about colleges and careers. We also use it in our office to track and analyze data about college and career plans, so it provides up-to-date information that is specific to our school.

Naviance Student allows your student to:

- **Get involved in the planning and advising process** – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** - Use the SuperMatch™ College Search tool to create a list (or several lists) of colleges that match your student's specific preferences
- **Research careers** - Research hundreds of careers and career clusters, and take career assessments
- **Create plans for the future** - Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.

Naviance Student also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

To visit our school's Naviance Student site, use an Internet browser to connect to:

<https://student.naviance.com/interboroshs>

You can also access it via the Interboro School District website: **Interborosd.org > Interboro High School > Naviance**

**Note:** You and your student have separate accounts with different login credentials.

We hope that you will find this resource helpful. If you have questions about Naviance Student, please contact the IHS School Counseling Department.

## SCHOLARSHIPS

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

Schools and organizations create their own standards for determining whether applicants are worthy of receiving a scholarship. These ratings are done mainly based on scholastic standing and financial need. Interboro High School counselors can assist students with their scholarship applications; however, the IHS staff is not always involved with decisions regarding the awarding of scholarships offered by outside organizations.

## STUDENT SERVICES/ SPECIAL EDUCATION

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



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

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

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

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

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

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

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

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

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

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

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

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

### **Grades 9-12 Gifted Programming**

Students in grades 9-12 participate in modules, enrichment-based field experiences, and individual consults. The modules are offered throughout the school year or by grade level, depending on the number of students receiving services. Students meet with the teachers of the gifted as a group and individually at predetermined times throughout the school year. All students are invited to attend gifted enrichment experiences such as field trips. Students are encouraged to schedule an appointment to meet with their teacher of the gifted concerning any questions they may have; teachers are also available for walk-ins on an as needed basis.

Dual enrollment, AP courses, and single subject or whole grade acceleration are also programming options for gifted students.

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



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

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

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

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

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

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

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

## ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF FERPA RIGHTS



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

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

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

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

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

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

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

**FERPA OFFICE**  
**Department of Education**  
**Washington D.C. 20202**

## SCHOOL COUNSELING PROGRAM

The mission of the Interboro School District School Counseling Program is to support students in achieving their personal best by cultivating the academic, personal/social, and career development of each student from pre-K through graduation. We will provide developmentally appropriate opportunities and experiences that will foster the development of moral, ethical, contributing members of society who treat others with dignity and respect. In cooperative partnership with administrators, teachers, parents, community resources and other support staff, we promote academic growth to encourage tomorrow's leaders who exemplify global citizenship as lifelong learners.

Our Interboro High School Counselors are:

Ms. Chijioke Robinson

Mr. Andrew Rice

Ms. Jennifer Fanning

Ms. Jasmine Woodson

Ms. Meghan Magee

Ms. Shannon Ladislav

Mrs. Marion Johnson: Counseling Department Secretary



## TECHNOLOGY GUIDELINES & INTERNET POLICY

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

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

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

**Technology Guidelines & Internet Policy:** As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them to use the equipment correctly. For more information regarding personal electronic devices, please refer to the following Interboro School Board Policies:

**Policy 815:** Acceptable Use Policy which states: While certain types of personal technology are allowable in the district, students and staff bring personal devices on school property at their own risk. The district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized. All students will sign an [Acceptable Use of Policy](#) agreement through the Returning Student Registration form.

**Policy 815.2:** District-Issued Personal Learning Device Program: Gives rules for District-Issued devices and families who opt out. Enacted in July 2021, [the new tech agreement](#) outlines potential fees for certain cases of damage or loss. For your student to use an ISD Device, you will need to complete the Technology Equipment Agreement through the Returning Student Registration form.

### **Missing Equipment:**

- Missing device chargers will need to be replaced at the cost of the family. The replacement cost is \$20. Requests for replacements can be made through the Technology Helpdesk ([techhelp@interborosd.org](mailto:techhelp@interborosd.org)). Students will not be given a charger until the \$20 fee is paid.
- Missing devices will need to be replaced at the cost of the family. Replacement device cost varies depending on the device model but will typically cost \$279. Students who have a device missing will be assigned a loaner which will not be allowed to be taken home until the replacement fee is paid.

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

An important component of instruction is the opportunities for our teachers to use audio/video conferencing tools to meet with their students. This includes whole group and small group instruction, and individualized instruction.

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

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

### **Audio and Video Conferencing Information**

The following are guidelines for audio/video conferencing that may occur throughout the school year. Parents/guardians will confirm their consent for participation in live online video/audio through the completion of a form sent to you through your school with consideration of the following guidelines.

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

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

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

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

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

## VIRTUAL ACADEMY

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

In the Interboro Virtual Academy, the learning experience will be tailored to meet student needs and will be differentiated by grade band. Please visit the Interboro Virtual Academy website to learn more about the Virtual Academy: <https://www.interborosd.org/Domain/793>



## ACTIVITIES AND ATHLETICS

### Student Responsibilities:

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

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

### INTERBORO ATHLETIC HANDBOOK

### Interboro School Clubs

School clubs and athletics 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. *Members of clubs and members of athletic teams are subject to the same requirements for eligibility that are outlined in the Interboro Athletic Handbook.* In organizing a club, interested students must first secure a sponsor and then obtain the approval of the administration.

### School Dances & Events

Interboro School District sponsors school dances and specific student social 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. 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. Participation in these events, although strongly encouraged, is a privilege that can be revoked.

### School Dance Guidelines and Guests

It is the hope of our school community that our dances are wonderful events for all involved. To that end, it is the responsibility of each student attending the dance to know and understand the Dance Guidelines. Students wishing to bring a non-Interboro student guest to a dance must complete and submit a School Dance Permission Slip to be approved by administration.

[Appendix A for Code of Conduct and Student Wellness Supports](#)

[Annual Policy Notifications & Postings](#)