

UPPER MORELAND ELEMENTARY CENTER

STUDENT CODE OF CONDUCT 2020-2021

Upper Moreland Primary School
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Please Note:

The Code of Conduct includes the Computer Use Guidelines, Attendance Regulations, Important COVID-19 Virtual Learning Addendum and important District Information.

The Signature Google Form is available electronically on the website www.umtsd.org/codes. This Signature Google form must be completed by the end of the first full week of school (September 4th).

FROM THE SUPERINTENDENT

September 2020

Dear Parents and Students,

The following guidelines, mandated by the State, are important for students to ensure provisions of the rights accorded them by law and to maintain a sense of acceptable classroom behavior. The purpose of these guidelines, developed by staff and legal counsel is as follows:

- To ensure an understanding by parents and students of what is acceptable behavior, as well as what actions will be considered infractions of the rules
- To ensure that teachers and students using these guidelines will be able to maintain an appropriate classroom environment
- To ensure a consistency and equality of treatment for all students
- To ensure the protection of students from other students who abuse the rights afforded them or who violate school rules
- To ensure that parents and students understand the processes which lead to suspension or expulsion

The Code of Conduct Student and Responsibilities is intended to cover discipline contingencies at separate grade levels in all our schools. You may find some of the guidelines irrelevant because of the age of your student, but the guidelines were designed to cover the possible occurrence of some very serious offenses.

This code incorporates suggestions made by students, staff, administration, and parents. We thank everyone for their cooperation in this important endeavor.

Respectfully yours,



Dr. Michael Q. Roth
Superintendent of Schools

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The School District of Upper Moreland Township in partnership with the community will provide each student with educational opportunities for developing the knowledge, skills, and behaviors necessary for excellence and success as contributing members of society.

TITLE IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Upper Moreland School District in compliance with Title IX and Section 504/ADA (Americans with Disabilities Act) designates the CFO/Board Secretary as the employee to receive complaints. Mr. Lentz can be reached at mlentz@umtsd.org or 215-830-1504.

EQUAL OPPORTUNITY

It is the policy of the Upper Moreland School District not to discriminate on the basis of sex, gender, gender identity, handicap, race, color, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI. Upper Moreland School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your civil rights and grievance procedures, contact the building principal or:

Upper Moreland School District, Attn: Human Resources
2900 Terwood Road, Willow Grove, Pennsylvania 19090
(215) 830-1511

NOTE: The school district has a written policy for discipline and attendance. This policy, THE ELEMENTARY SCHOOL CODE OF STUDENT CONDUCT is approved annually and is available electronically to all students on the district website www.umtsd.org/codes. Hard copies of the Elementary Code of Student Conduct are available in the School Main Office.

IN LOCO PARENTIS

From the time students leave their homes each morning to the time they return each evening, school officials are provided with the authority to act in place of parents or guardians. This is called “in loco parentis,” translated as “in the place of a parent.”

Section 1317 of the Pennsylvania School Code provides the authority for school officials, acting in loco parentis, to enforce school rules regarding conduct and behavior for all students. This authority is enforced during the time that students are in attendance in school and on school-sponsored activities, and also extends from the time that a student leaves their home to travel to school until the time that a student reaches home from the school. It is important to note that the rules of the code of conduct apply to students as they leave their homes and travel to school (whether by walking, on the school bus, or in a car), as they attend school and all school-sponsored activities, and until the time that students return to their homes from school at the end of the day.

STUDENT RESPONSIBILITIES

It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Our school is a school of acceptance where hate has no place, thus actions and language should represent that understanding.
3. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Comply with federal, state, and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily and be on time at all classes and other school functions.
9. Make up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
11. Report accurately and not use indecent or obscene language in student newspapers or publications.
12. Be responsible for the instructional materials and supplies issued to them. Students and their parents are financially responsible for instructional materials and issued supplies (library books, text books, math/science equipment), cafeteria charges, and any other financial obligation.
13. For the health & safety of all, students are required to adhere to guidelines for bodily fluids and person-to-person contact and interaction.

CODE OF DISCIPLINE PROCEDURES

PHILOSOPHY

The philosophy of the School District of Upper Moreland is based on the fundamental belief that every child who attends school is entitled to a quality education. In order to ensure a positive learning environment, the rules of behavior and good manners are expected and encouraged. Inappropriate modes of behavior are not acceptable and will be addressed in accordance with the discipline structure.

GOALS

The purposes of this code of discipline procedures as developed by staff and legal counsel are as follows:

- To ensure understanding by parents and students of acceptable and unacceptable behaviors
- To ensure that consistent responses to unacceptable behaviors will occur
- To ensure a fair and equitable treatment of all students
- To ensure the protection of students and teachers from students who abuse their rights and responsibilities or who violate school rules
- To ensure that parents and students understand the process which leads to detention, suspension, or expulsion

RESPONSIBILITIES

Students

Every student is expected to know and exercise positive modes of behavior and good manners.

Every student is expected to know inappropriate modes of behavior and accept the consequences as outlined in this discipline structure.

Parents

Every parent is expected to explain and discuss the discipline structure to his/her child.

Every parent is expected to assure the student's compliance with the discipline structure.

Every parent is expected to cooperate with school personnel whenever support services and/or disciplinary responses are indicated for the student.

Every parent is expected to provide physical, emotional, and academic support in the student's school life.

Staff

The school staff is expected to maintain a positive learning environment during the school day.

The school staff is expected to explain and discuss acceptable and unacceptable modes of behavior.

The school staff is expected to incorporate a program of effective education in order to assist students in the development of positive behaviors.

The school staff is expected to inform and enforce the discipline structure to students.

The school staff is expected to be consistent in enforcing the discipline structure to students.

The school staff is expected to be consistent in enforcing the discipline structure throughout the school.

THE ELEMENTARY SCHOOL PROSOCIAL SKILLS MODEL

The ProSocial Skills Model is a school-wide behavior management program implemented in the elementary schools.

This school-wide program:

- Enables all of our students to become responsible and contributing members of our school community
- Requires a common commitment endorsed by teachers, specialists, staff members, parents, and students

THIS IS OUR PROSOCIAL MISSION STATEMENT:

Every child is everyone's responsibility, and appropriate social behavior needs to be taught and continually encouraged by the entire school community (faculty, staff, parents, and students).

The philosophy is supported by the following Belief Statements:

- Every child needs to feel a sense of belonging and self-worth.
- It is essential to have a consistent home and school commitment.
- Children's choices are their own.

The benefits of using the ProSocial Skills Model are:

- Increased academic-engaged time
- Increased use of critical thinking, reasoning, and problem solving skills by students
- Significant reductions in discipline problems referred to the school office
- Increased levels of consistency in the application of discipline strategies by teachers and staff across classrooms and the entire building

We are teaching the children to use five problem-solving steps whenever they need to make a "good choice" or solve a problem.

1. Stop and think.
2. Decide "Am I going to make a good choice or bad choice?"
3. "What steps (from a specific skill) do I need to follow to make a good choice?"
4. Follow the steps.
5. Ask "How did I do?"

Children are asked to make good choices which support their learning throughout the day. Examples of such choices include listening, following directions, ignoring distractions, and making smooth transitions. We are teaching these specific skills in the classroom within the framework of this problem-solving model.

DISCIPLINARY RESPONSES AND PROCEDURES FOR STUDENT MISCONDUCT

Note that the behaviors listed in each level are only examples. There may be other behaviors of a similar nature which are not listed but are included within each level.

LEVEL I - DESCRIPTION

Level I are minor misbehavior on the part of the student which interferes with the orderly operation of the school and its activities. These misbehaviors usually can be handled by an individual staff member, but sometimes the intervention of the principal is required.

LEVEL I EXAMPLES

- Classroom/cafeteria/in-school verbal disruption
- Classroom/in-school/recess physical disruption
- Bus misconduct
- Continual lateness to a school bus stop
- Refusal to carry out directions
- Improper dress. This is further defined in the Family Handbook
- Visible possession of cellphone, cameras, electronic or digital recording devices, etc. during the school day on school district property, on school grounds, on school buses or while under school supervision
- Student possession or sale, of electronic devices, bicycles, scooters (includes motorized), games, skateboards, inappropriate toys, or distracting objects
- Presence in unauthorized areas of building or school grounds
- Loitering in the lavatory
- Students removing food/beverage from the cafeteria without permission
- Possession or consumption of any type or form of energy drink (drinks containing artificial or natural stimulants) including but not limited to Red Bull, Monster Energy, etc.
- Failure to return notes or documents to be signed by parents/guardians
- Violation of Computer Use Guidelines
- Bullying
- Hazing

LEVEL I DISCIPLINARY RESPONSE

Such misconduct may result in one or more of the following responses:

For a first offense, consequences may include:

1. Verbal reprimand with removal from class
2. Notifying parents by telephone or letter
3. One recess detention with parent notification

Parents are to sign and return to the office all written discipline notices within three days of notification. A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

LEVEL II DESCRIPTION

Misbehavior which is frequent or serious in nature or which tends to disrupt the learning climate and/or orderly operation of the school or its activities.

LEVEL II EXAMPLES

- Falsifying teacher and/or parent signatures, altering documents signed by them
- Cutting detention
- Cheating
- Physical, verbal or behavioral misconduct on a school vehicle, including eating, drinking, and inappropriate language
- Insubordinate, rude, defiant and/or disrespectful behavior
- Walking out of class
- Throwing of objects without a legitimate purpose (including snowballs or dangerous objects)
- Use of racial/ethnic slurs
- Use of gender/sexual identity-based slurs
- Violation of Computer Use Guidelines
- Use of cameras, electronic/digital devices, etc. without permission
- Visible possession of cellphone, cameras, recording devices, etc. during the school day on school district property, on school grounds, on school buses or while under school supervision
- Possession of matches or lighters
- Physical, verbal or behavioral misconduct including intentionally spitting, biting, or coughing
- Bullying
- Hazing
- Continued Level I misconduct
- Use of derogatory terms

LEVEL II DISCIPLINARY RESPONSES

Such misconduct may result in one or more of the following responses:

For a first offense, the consequence may be up to a two-day recess detention with parent notification.

Continued misbehavior(s) at this level may include:

1. Device will be confiscated (returned to parent)
2. After-school detention with parent notification
3. In-school suspension with parent notification
4. Out-of-school suspension and parent notification with re-entry conference
5. Suspension of bus privileges if continued misbehavior on the school bus

Parents are to sign and return to the office all written discipline notices within three days of notification.

A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

LEVEL III - DESCRIPTION

Acts against or affecting persons (including self) or property, the consequences of which do not seriously endanger the health or safety of others

LEVEL III - EXAMPLES

- Leaving school grounds without permission
- Intimidating, or threatening others, pushing, intentionally biting, spitting, or coughing on others
- Making false statements or reports to a school official
- Vandalism of school district property or property belonging to others, that includes, but is not limited to, graffiti, tagging and/or marking of such property
- Disruptive behavior that interferes with conducting of school drills (fire drill, weather drill, evacuation drill, lockdown drill)
- Electronically recording or taking photographs during the school day or on school grounds, at school events, or on school district vehicles without administrative approval
- Viewing, posting, or distributing of inappropriate material on school district property, on school buses or while under school supervision
- Use of profanity, vulgarity, obscene words or gestures; racial or ethnic slurs, gender/sexual identity slurs, or other derogatory actions
- Theft or attempted theft
- Bullying
- Hazing
- Gambling
- Striking matches or igniting lighters
- Possession of, smoking, vaping, or use of tobacco products or other product designed to facilitate the inhalation of tobacco products on school district property, on school buses, or while under school supervision
- Possession or use of fireworks including novelty items such as snappers, poppers, sparklers, stink bombs, and smoke bombs
- Violation of Computer Use Guidelines
- Continued Level II misconduct

LEVEL III - DISCIPLINARY RESPONSE

Such misconduct may result in one or more of the following responses:

1. A three-day recess detention with parent notification
2. Device will be confiscated (returned to parent only)
3. Revoking of school privileges, such as class parties, assembly programs, field trips, and/or special school events
4. Assignment of a before or after-school detention with parent notification
5. In-school suspension with parent notification
6. Out-of-school suspension with parent notification and re-entry conference

Parents are to sign and return to the office all written discipline notices within three days of notification. A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

LEVEL IV - DESCRIPTION

Acts of violence which result in harm or damage to another person or property, unwarranted or inappropriate physical contact, acts which pose a threat to the health or safety of others in the school, or criminal acts, on school property, in school vehicles, at school functions, or affecting school property and/or persons such as students, school employees, or invitees. Most of these acts are criminal in nature and are so serious that they require administrative actions which may result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and expulsion by the Board of School Directors.

LEVEL IV - EXAMPLES

- Possession on one's person or personal property, in one's locker, of a dangerous instrument or weapon while on school grounds or under the jurisdiction of the school. A weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchuck stick, brass or metal knuckles, spiked jewelry, firearm, shotgun, rifle, look-a-like gun, look-a-like knife, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Intentionally striking, fighting, pushing, or threatening bodily harm to another student or staff member
- Interfering with the safe operation of a school district vehicle that jeopardizes the health and/or safety of the passengers, driver, or school district employee/employees
- Breaking and entering any school district building or vehicle
- Possession, consumption or transporting of alcoholic beverages
- Possessing, using, distributing, delivering, selling, manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug, look alike drug or mood altering substance and/or alcoholic beverage, or substance paraphernalia on school property, in one's locker or bookbag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts. Included in the classification of "drugs" are all controlled substances; any synthetic chemical, which has the same effect as a controlled substance; and any item, which is represented as, or believed to be, a controlled substance.
- Possessing, using, distributing, delivering, or being involved in any aspect of a transaction of any steroid or other substance intended to enhance physical or athletic performance.
- Possession of, use of, transfer of, or selling cigarettes or other product designed to facilitate the inhalation of chemical stimulants or depressants.
- Possession, distribution, or use of inhalants, volatile solvents, over-the-counter drugs, prescription drugs or look alike drugs. (The school nurse or designee may authorize a student to possess and use

Level IV Examples Continued

- over-the-counter- drugs, inhalants and epinephrine auto-injectors and diabetes medication.)
- Attacking, fighting, striking, pushing, attempting to strike or harm, threatening (written or verbal or physical), and/or intimidating a student, while on school grounds or under the jurisdiction of the school or stemming from an event at school. Any person who is assaulted has the right to file charges with the proper authorities.
- Attacking, striking, attempting to strike or harm, pushing, threatening bodily harm, or harassing (verbally or in writing or physically) a school district employee, school board member, or guest of the school district, on school property. Any person who is assaulted has the right to file charges with the proper authorities.
- Sexual harassment or indecent exposure
- Bullying
- Hazing
- Tampering with or falsely activating a fire alarm or safety device
- Misusing 9-1-1, fire alarms, or other safety devices
- Making bomb and similar threats
- Serious violation of Computer Use Guidelines
- Continued Level III misconduct

LEVEL IV - DISCIPLINARY RESPONSE

Such misconduct may result in one or more of the following responses:

For a first offense, the consequences may include:

1. Imposing an out-of-school suspension with parent notification and mandatory re-entry conference
2. Revoking of school privileges

Depending on the severity, the misbehavior(s) also may result in:

1. Referral to outside agency for intervention,
and/or
2. Recommendation for Board expulsion

Possession of a weapon in school, on school grounds, while in transport to or from school, or at school-sponsored event will lead to a ten-day suspension and a formal due process hearing and may result in an expulsion from school for at least one year.

ACCUMULATION OF DISCIPLINARY INFRACTIONS

If over the course of the year, a student accumulates five (5) disciplinary referrals to the office, and one (1) or more of these referrals is at Level II, III or IV, the student and their parents/guardians will be required to attend a planning team meeting at their school. This meeting will be convened to include staff relevant to the disciplinary record of the student. Central Office staff may be included in this meeting. At the planning team meeting, the disciplinary record of the student will be reviewed and an improvement plan developed. The student and parents/guardians will be asked to contribute to the development of the improvement plan. If the student has an IEP, the IEP team will serve as the planning team.

If the student continues to accumulate disciplinary referrals following the planning team meeting and implementation of the improvement plan, the team will re-convene. Representative(s) from Central Office shall be included in this meeting, which will take place either at the school or at the District Administration Building. At this second meeting, the disciplinary record of the student will again be reviewed, and the improvement plan will be reviewed and revised as necessary. If the student has an IEP, the IEP team will serve as the planning team.

If the student continues to accumulate disciplinary referrals following the second planning team meeting, alternatives to school building regular day attendance will be considered by the District. These alternatives may include modified school day attendance or placement in an alternative setting.

CRIMINAL LAW CONSEQUENCES

Possession of weapon on school property: Legislature has mandated that the commission of this offense is a misdemeanor of the first degree and will be punishable by a maximum of five year imprisonment and/or imposition of a \$10,000 fine.

Aggravated assault upon school personnel: A misdemeanor of the first degree will be punishable for not more than five years imprisonment and/or a \$10,000 fine. For a subsequent conviction or finding of delinquency, the Criminal Code states the sanction to be a felony of the third degree with a maximum of seven years imprisonment and/or a \$15,000 fine.

Fighting or acting in a violent or threatening manner while in a public school building is a summary offense punishable according to the guidelines for a charge of disorderly conduct. Subsequent convictions are pursued as first-degree misdemeanors.

ATTENDANCE REGULATIONS

A. EXCUSED ABSENCES

The Board of School Directors of Upper Moreland Township, consistent with Pennsylvania law and regulations, will not condone nor permit absences from school for an unlawful reason and will not issue credit if minimum student attendance is not achieved. Therefore, every student enrolled in the public schools of Upper Moreland Township will be in daily attendance except for the following reasons:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family (5 day maximum)
4. Exceptional, urgent reasons - must pertain to student and requires principal approval
5. Religious holiday
6. Suspension from school
7. Required court appearance
8. College visitation (with approval)
9. In the case of the exceptional student (special education), where absence is caused by or directly related to the student's exceptionality
10. Religious instruction - at the written request of a parent, students may be excused for up to 36 hours of religious instruction per school year
11. Participation at National Veterans Affairs activities and State Agricultural Fair activities

Absences for the above reasons, when verified in accordance with Part B below, will not be counted against the student, although work missed must be made up in accordance with Part C below.

All other absences which occur without prior administrative approval will be considered unexcused for all purposes, to include making up absences under Part C below.

After three days of unexcused absences, a warning notice will be sent to the parents or guardians. If additional unexcused absences occur, a School Attendance Improvement Conference will be held and a criminal complaint may be filed without warning with the District Justice for court action.

For continued lateness to school, the student, parents/guardians and staff members will meet to develop an attendance improvement plan.

Attendance Regulations Continued

B. UNEXCUSED ABSENCES

Chronic absenteeism has been associated with negative educational and life outcomes in adulthood for students. Attendance in school is crucial. On November 3, 2016, truancy legislation was enacted by Pennsylvania lawmakers to deter truancy “through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques.”

Truancy Definitions:

Truant: a child subject to compulsory school laws having three or more school days of unexcused absences during the current school year.

Habitual Truancy: a child subject to compulsory school laws having six or more school days of unexcused absences during the current school year. These absences do not need to run consecutively.

In accordance with Pennsylvania law and regulations, the School District of Upper Moreland has adopted the follow procedures to inform and work with parents/guardians of their child(ren)’s unexcused absences:

When	What
1st Unexcused Absence	Phone Call Home
3rd Unexcused Absence (Truant)	Email/Mail home the Third Illegal Absence Letter to notify parents/guardians of the students’ absences Invite the family to attend a School Attendance Improvement Plan (SAIP) conference to address barriers to attending school regularly
4th-9th Unexcused Absence (Habitually Truant)	Convene the School Attendance Improvement Plan (SAIP) conference to address barriers to attending school regularly
10th Unexcused Absence (Chronically Truant)	Complete the referral for truancy court intervention

C. ABSENCE VERIFICATION

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. This excuse must be one of the permissible reasons for absence stated in Part A above in order for an absence to be excused. Unless a written excuse is presented within three school days after the student returns to school, the absence will be counted as unexcused. A doctor’s excuse is required for any absence due to illness or injury that is three or more consecutive school days in duration. A doctor’s excuse note is also required for a student who has accumulated ten or more days of absence. The total number of absences includes days for an excused educational trip or vacation. Parents/guardians of any student who will be absent for more than three school days must notify the school in writing.

D. PROCEDURES FOR FULFILLING ACADEMIC REQUIREMENT DUE TO ABSENCE FROM SCHOOL/CLASS

For any student who will have a long-term absence, the school office and guidance counselor must be notified. Due to the nature of the course work at the K-5 level, make-up or missed class assignments will not be provided. School experiences can’t be replaced by at home assignments. For short-term absences missing work will be made up at teacher discretion.

Nothing in the attendance policy shall affect the right and protections afforded to students with a protected handicapping condition.

E. MINIMUM EDUCATION REQUIREMENTS

School attendance is the responsibility of the pupil and parents/guardians. A student who fails to meet the requirements for daily attendance , as outlined in Policy 204, by absenting himself/herself from school is clearly impending and diminishing the learning process. Note that this policy is not disciplinary measures; thus, separate disciplinary actions can be taken in connection with unexcused absences.

F. SCHOOL-SPONSORED ACTIVITIES

A student must be present a minimum of four hours of the school day in order to participate in any school-sponsored activity for that day. A student who is absent the day before a school holiday or a weekend is not permitted to participate in a school-sponsored activity scheduled for the holiday or weekend unless a valid excuse is presented to the staff member in charge of the activity.

G. DISMISSAL DURING SCHOOL HOURS

Parents should make every effort to schedule appointments for their children outside of the instructional day. However, there may be times when students must be excused from school during school hours. Students who are to be released should present their teacher with a written request upon arrival at school. They will only be released to parents or guardians or those individuals whose names appear on the Emergency Card on file in the school office. Any other person who wishes to take a child with them will have to wait for phone verification by the parents or guardian. Students will be dismissed from the office only. A parent who has sole or shared custody of his or her children must have the appropriate court order on file in the school office.

When a parent comes to pick up a child, the parent must show proper identification and sign the child out in the log located in the office. The secretary will call for the student on the intercom. Children will not be dismissed directly from the classroom. If the child later returns to school, please check in at the office in order to make school officials aware of the student's return. This procedure is designed for the safety of our students and will be strictly enforced.

H. LATENESS TO SCHOOL (TARDINESS)

Parents are required to provide a written excuse for lateness to school. A student's late arrival to school will be excused for the following reasons only:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. Unusual weather conditions
5. Exceptional urgent reasons - must pertain to the student
6. Religious holiday
7. Required court appearance
8. In the case of an exceptional student (special education) where the tardiness is caused by or directly related to the student's exceptionality

Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Students who arrive late to school must report immediately to the designated office in order to be admitted to class. Failure to do so is a violation of the Code of Conduct.

School time lost due to tardiness and early dismissal during the school year, will be cumulative. As accumulated lost instruction time is equivalent to one half or a whole day, it will be counted as such and be considered unexcused. At the discretion of the teacher, missed

assignments may be given during recess. Cumulative tardiness will prevent students from achieving perfect attendance.

I. EDUCATIONAL TRIPS

Educational trips will be considered by the building Principal on a case-by-case basis. In reviewing a request for an educational trip, the building Principal will confer with the Superintendent of Schools, and will follow these guidelines:

- Educational trips will not be approved during school testing periods. Days off during these periods will be considered unexcused;
- Educational trips will not be approved for trips that would typically be considered as a "vacation" if taken at times of the year when school is not in session. Such "vacation" trips would typically include destinations such as amusement parks, theme parks and travel to resorts. If not approved, days taken off will be considered unexcused;
- Educational trips will not be approved for students with a history of unexcused absences and/or unexcused lateness to school. If not approved, days taken off will be considered unexcused.
- At the K-5 level, classroom experiences can not be replaced by trips away from school. Trips that take students out of school are discouraged.

COMPUTER USE GUIDELINES

The Upper Moreland School District is pleased to offer the availability of Internet access to all students for the purposes of educational and personal growth.

The Internet, as many of you are probably aware, is an international association of computer networks. Governments, industries, colleges, schools, and individuals contribute to the diverse membership of the Internet. Access to the Internet will permit our students to exchange information and ideas with other students or mentors from across the country and around the world. Electronic mail and shared problem solving are just two of the benefits that follow from access to information in this new format. We look forward to continuing our tradition of excellence in education by offering this service.

Your child may use the Upper Moreland School District's computer resources so long as you both read these documents and both sign on the Signature Page that has been provided to you. You should also understand that the Upper Moreland School District has the right to monitor all accounts.

Please review this information carefully with your child. If you have any questions, feel free to contact your school principal or your building librarian.

Our goal in providing Internet access is to help students develop the ability to evaluate and synthesize information from many sources and enable them to work effectively with communication technology. We encourage our students to develop the critical thinking and problem-solving skills that they will need as citizens in an increasingly electronic and global society.

With the privilege of Internet access comes the responsibility to use the resource wisely. Access to computerized information on a world-wide basis may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible. However, the professional staff of the Upper Moreland School District believes that the information and interaction made possible by the Internet outweigh the possibility that users may acquire materials that do not support the educational goals of the district.

After considerable research, the school district has formulated this set of guidelines to govern use of the Internet within the Upper Moreland Schools. Please read the guidelines below and discuss each part with your child. Your signature is required on the accompanying Signature Page in order for your child to use the computer facilities in the Upper Moreland School District. Understand that, if you do not sign the Signature Page, your child may not use the computer facilities of the Upper Moreland School District.

Computer Use Guidelines Continued
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1. Only those students who have successfully completed the Upper Moreland School District's required Internet training will be authorized to use the Internet.
2. Students are responsible for adhering to all Upper Moreland School District Internet guidelines and policies and to the school's Code of Conduct. (Board Policies #'s 815; 815.1; 815.3)
3. Transferring copyrighted materials to or from any Upper Moreland School network without expressed consent of the copyright holder is a violation of federal law and is prohibited. (Board Policy #814)
4. Students using the Internet accept the responsibility to keep all inappropriate material from entering the school network.
5. Students are not permitted to access the district computer system while in school, on school grounds, or on the school technology resources, to include electronic mail and other network communications facilities, to harass, bully, intimidate, threaten, coerce or to engage in or encourage illegal or inappropriate conduct is prohibited.
6. Students are prohibited from using the school district's technology resources to engage in and /or promote religious or partisan political beliefs in such a way that it appears to reflect the opinion or endorsement of the school district.
7. Students using school district technology resources may not allow any other person to use their password or to share their account.
8. Any attempt to circumvent system security, obtain or use others' passwords, or in any way gain unauthorized access to local or network resources is forbidden.
9. Use of the district's computer system for commercial gain or profit is not allowed.
10. Students using the network within the Upper Moreland School District may not move, repair, re-configure, modify, or attach external devices to the systems, without prior approval from the teacher or administrator.
11. First priority for use of the Internet within the Upper Moreland School District's computer facilities is afforded to those students who have an education need. The Upper Moreland School District may impose time restrictions on use of the computer system to insure equity of use.
12. The Upper Moreland School District may modify these guidelines at any time. Students using the school district's computer facilities are responsible for reading and observing these newer rules as well.

Computer Use Guidelines Continued
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A. USE OF ONLINE EDUCATIONAL RESOURCES

The Upper Moreland School District is committed to the safety of our students, especially when it comes to young students using online resources. To this end, we regularly teach students about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and protecting against the disclosure of personal information.

We also recognize that there are a number of excellent online educational resources that would benefit our students, often by providing unique learning experiences. Notably, interactive online resources (known as Web 2.0) such as blogs, wikis, and other interactive websites provide some of the most compelling new educational tools for students. While allowing access to these interactive online educational resources, we also want to balance the protection of your child's privacy and personal information.

Please review the following web page for a list of web tools and related privacy policies. This list of approved websites is updated regularly as new resources become available.

<https://www.umtsd.org/websites>

COMPUTER NETWORK AND INTERNET MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

A. IMPROPER COMPUTER ETHICS/ETIQUETTE

- Writing and/or sending abusive messages to others
- Inappropriate or vulgar language (accessed, written, or printed)
- Transmission of personal address and/or phone number of self, other students, or staff
- Use of system for commercial gain or profit
- Giving password to another user
- Playing non-approved games
- Use of another individual's account or access
- Accessing "chat" rooms or social networking without prior approval from school administrator
- Accessing web sites in non- approved subject areas without permission from staff
- Use of the system not in support of education and research consistent with the educational objectives of Upper Moreland

DISCIPLINARY RESPONSES

Discipline appropriate to the level of offense and/or loss of network privileges for a maximum of one marking period

B. COMPUTER SECURITY/ETHICAL VIOLATIONS

- Misleading staff about document transmission requests
- Non-academic downloading
- Uploading documents without permission
- Invasion or violation of system security
- Demonstration or exploitation of security weakness to other users
- Altering passwords or accounts of other users
- Offering access to any individual outside of the Upper Moreland School District
- Moving, repairing, reconfiguring, modifying or attaching external devices to the system without prior approval from the teacher or Administrator

DISCIPLINARY RESPONSES

Discipline appropriate to the level of offense and/or loss of network privileges for a maximum of one term (semester)

COMPUTER NETWORK AND INTERNET MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

C. COMPUTER SECURITY/ETHICAL VIOLATIONS

- Accessing, using, and/or transmission of material in violation of any U.S. or state regulations, including but not limited to copyrighted material, illegal activities, and/or threatening and obscene material
- Entering the system in an unauthorized capacity, such as identifying oneself as an administrator or teacher user
- Vandalism, such as attempting to or actually harming or destroying data of another user, the Network File System, internal system, connected agencies or any other connected networks. This includes but is not limited to the uploading/downloading, possession, sharing or creation of computer viruses, "Trojan horses," spyware, worms, etc.
- Breaking in or attempting to break into another computer system
- Writing and/or running programs that would violate network security
- Destroying or altering hardware and/or software of the system
- Refusal to cooperate with system administrator, librarians, technical aides, or others in charge of the network
- Using another person's work with a lack of acknowledgment of the source of that work, or any other form of plagiarism
- Inappropriate use of electronic communications such as sexting or harassment, including but not limited too harassment at home coming into school

DISCIPLINARY RESPONSES

Discipline appropriate to the level of offense and/or permanent loss of privileges, and/or referral to law enforcement authorities

D. SUSPENSION OF PRIVILEGES

The use of Upper Moreland computers, the computer network, and the Internet is a privilege, not a right. Inappropriate use can result in cancellation of privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level I and Level II offenses, students currently enrolled in courses, which involve use of the computers during class, would retain privileges during class periods only. All other use would be suspended. In these cases, future enrollment in computer courses may be denied. Furthermore, students and their parents are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages.

OTHER RULES AND REGULATIONS

A. SCHOOL VEHICLES

The following are examples of student actions while on a school district vehicle which will result in discipline according to the proper level of the Code of Conduct; continued inappropriate bus behavior may result in loss of all bus privileges:

1. Smoking, eating, drinking, or chewing gum except as individually pre-authorized
2. Being improperly seated (feet must be placed on the floor)
3. Extending arms or head from a school district vehicle
4. Pushing, shoving another student, or fighting/bullying as outlined on Pages 25
5. Yelling, shouting, or engaging in excessively loud talking which could distract the driver
6. Intentionally spitting, biting, and/or coughing on others
7. Bringing a pet on a school district vehicle unless pre-authorized and disability related.
8. Running after a school district vehicle
9. Riding a school district vehicle other than the vehicle assigned to the student. All students must ride the bus to which they are assigned, both to and from school daily. No student assigned to a bus is permitted to walk home without written parental consent and permission from the building principal or designee.
10. Throwing objects of any kind while a passenger on a school district vehicle
11. Carrying firearms, other weapons, or fireworks
12. Using profanity, vulgarity, obscene words or gestures; gender/sexual identity-based slurs or ethnic slurs, or other derogatory actions
13. Vandalizing of the school district vehicle
14. Using an electronic device on a school district vehicle
15. Electronically recording, using cell phones, or photographing during the school day or on school grounds, at school events, or on School District Vehicles without administrative approval
16. Viewing, posting, or distributing of inappropriate material on School District property, on school buses or while under school supervision

Section 1317 - Pennsylvania Public School Code of 1949. "Authority of Teachers, Vice Principals, and Principals Over Pupils." Every teacher, vice principal, and principal in the Public Schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

Other Rules Continued

B. SEARCH AND SEIZURE

Personal storage areas belong to the school district and are provided to the student only for limited purposes. The administration has a right to inspect a student's personal storage areas at any time.

PAT DOWN SEARCH may be made by a designated school employee of the same sex for reasonable suspicion.

COMPLETE SEARCH - If there is proof or evidence of illegal material being hidden on the person, and safety concerns require an immediate search, then a complete search will be made by a designated school employee of the same sex with a witness present. The search will be conducted as unobtrusively as possible while still conducting a search the scope of which is reasonable under the circumstances giving rise to it.

C. SMOKING REGULATIONS

The Pennsylvania Crimes Code and the district smoking policy prohibit the possession or use of tobacco by students in school district buildings, school district vehicles, and on school district grounds. A pupil who possesses or uses vaping products, tobacco in a school building, a school bus, or on school property commits a summary offense. TOBACCO is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form. A pupil who commits an offense under the Crimes Code will be subject to prosecution initiated by the school district and will, upon conviction, be sentenced to pay a fine of not more than \$50 and the cost of prosecution for each violation.

D. BULLYING/HAZING

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - i. substantially interfering with a student's education
 - ii. creating a threatening environment
 - iii. substantially disrupting the orderly operation of the school.

Hazing is defined as any action or situation:

1. which recklessly or intentionally endangers the mental or physical health or safety of a student or
2. which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education.

3. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual,
4. and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The Student Code of Conduct will include provisions that:

1. Any student who engages in bullying/hazing will be subject to disciplinary action up to and including expulsion and/or referral to law enforcement officials. For additional information, review the entire text of Board Policy #238.

E. TRESPASSING

Individuals who trespass on school grounds or in school buildings are subject to school discipline and/or legal prosecution consistent with the Pennsylvania Crimes Code.

F. GRAFFITI POLICY

Sufficient art supplies are available for class and student activities. Students are not permitted to bring spray paint or indelible marking pens to school. Possession of these items may be grounds for suspension from school. A student who commits an act of graffiti will be reported to the police and be subject to discipline as a level III infraction, which may include suspension and/or expulsion.

G. HELIUM BALLOONS AND DELIVERIES

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time. Mylar or Helium filled balloons are prohibited in school and on school buses. Helium is a dangerous gas and can cause loss of consciousness and serious physical distress.

H. CELL PHONES/ELECTRONIC DEVICES

At no time shall a student have visible possession of a cell phone, or any similar electronic device visible during the school day. The school day is when a student arrives to school until the end of the school day .

Cell phones must be turned off and put away, so that they are not visible, before entering the school. If a student needs to use a phone during the school day they should get a pass to use the phone in the main office.

Students who violate the above requirements will receive consequences following the code of conduct discipline levels. Their cell phone may be confiscated until picked up by a parent. Failure to turn over a cell phone to a staff member may result in suspension.

I. EXCEPTIONAL STUDENTS (OTHER THAN GIFTED)

Students who the district has identified as “exceptional,” or who are thought to be exceptional, are equally subject to the rules contained in this Code of Conduct. The district will not, however, exclude any exceptional student from school, from classes or services, or from transportation for any period, except in compliance with state and federal law.

J. PHOTOS/RECORDING

There are reasons why a family might not want their child’s image published or shared with the public. If this applies to your situation, write a letter to the school principal, with a copy sent to the Community Information Network located in the District Administration Building. Please indicate in the letter that your child should not be photographed or digitally/electronically recorded for the purpose of being included in any District publications, recording productions, Website, Facebook, and/or various news outlets. Please include your child’s name, grade, age, and home room or teacher’s name. This request must be done on a yearly basis.

K. DRESSING APPROPRIATELY FOR SCHOOL

Appropriate attire should be worn in school at all times. Attire should not be offensive to others. Parents and students should use discretion in the matter of personal appearance. Students should demonstrate cleanliness, propriety, modesty, and good sense of attire and appearance. An administrator will address individual student indiscretion in this matter.

In order to maintain the learning environment, all students must follow these guidelines:

1. Hats, hoods, other head covering, and sunglasses are not to be worn in the school building at any time (except for medical or religious reasons). This applies to both boys and girls.
2. Spaghetti straps and tank tops are not acceptable (shoulders should be covered). Tops must reach at least to the waist.
3. Pajamas are not acceptable (except for special school announced celebrations).
4. Heavy winter coats and heavy jackets are not to be worn in the building during the school day. They must be stored in student lockers.
5. Flip flop style sandals or sandals without back straps are a safety hazard and are not to be worn to school.

IMPORTANT DISTRICT INFORMATION

A. SAFE SCHOOLS DRILLS

Safe Schools drills will be practiced regularly throughout the year.

Lockout Drills – The perceived danger is outside of the school. School administrators move all students and activities inside and ensure the building's perimeter is secured. Students and staff members who are inside the school building will not be impacted by these drills;

Lockdown Drills – The perceived danger is inside the building. Classroom doors are locked, lights are turned off and students are moved away from windows and doors. These drills will involve all students, staff members and visitors. Training and guidance will be provided by the Upper Moreland Township Police Department and the Director of Safety & Security;

Run, Hide, Fight/Active Threat – The Run Hide Fight model was devised through careful study and review by various law enforcement agencies for an active threat situation. These drills will be conducted both with staff only, and with students, staff members and visitors. Training and guidance will be provided by the Upper Moreland Township Police Department and the Director of Safety & Security;

At each building, drills will be carefully designed by our staff to ensure that they are developmentally appropriate.

B. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

Upper Moreland School District Board Policy 103 is designed to protect students and third parties from discrimination in school and classroom practices. Course offerings, counseling, assistance, employment, and athletics and extracurricular activities shall be made available to all students of the District without discrimination as detailed in this Policy. As noted in Policy 103, complaints of discrimination shall be investigated promptly. Any concerns or complaints regarding discrimination in school and classroom practices should be reported directly to Dr. Robert J. Milrod, Superintendent of Schools, School District of Upper Moreland Township, Willow Grove, PA 19090. Discrimination concerns or complaints may also be reported by reaching Dr. Milrod at 215-830-1511.

C. AHERA NOTICE - SEPTEMBER 2020

Asbestos management plans are updated on a regular basis and are available in school offices throughout the district, as well as in the facilities management office in the administration building. Should you wish to inspect or review the plans, please make arrangements to do so with the proper office personnel in each location. If you have any questions regarding the above, please call 215-830-1505.

D. HOMELESS STUDENTS

The McKinney Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. What is the definition of a "homeless youth" under McKinney Vento? "Homeless" is defined as "anyone lacking a fixed, adequate, regular nighttime residence." Situations might include:

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Living in emergency, transitional, or domestic violence shelters
- Abandoned in hospitals
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings
- Living as migratory children in conditions described in previous examples
- Living as run-away children
- Abandoned or forced out of homes by parents/guardians or caretakers
- Living as school-age unwed mothers in houses for unwed mothers if they have not other living conditions

McKinney Vento ensures that students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities, including:

- Immediate enrollment
- Free and reduced school lunch
- Help from the school with any necessary enrollment documents
- Help from the school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

Additional information can be found by visiting the PA Education for Children and Youth Experiencing Homelessness or by contacting the district Homeless Liaison, Michelle Lutz at 215-830-1513 or mlutz@umtsd.org.

E. MEAL CHARGE PROCEDURES & BALANCES

Meal Charge Procedures and the Free and Reduced Application can be found on the Food Services Website for review in addition to detailed information regarding meal charge procedures and balances. Upper Moreland Food Services will contact parents and guardians who have a deficit lunch balance to obtain payment and offer the opportunity to apply for free or reduced lunches through the National School Lunch Program. Deficits in excess of \$200 or those for students who are no longer enrolled in the District will be sent for collection through a third party.

F. CAMERAS ON BUSES

School buses may be electronically monitored (there may be cameras on the bus). School bus recordings are considered student records and will be reviewed from time to time as needed by District Administrators.

INTEGRATED PEST MANAGEMENT PLAN

The Facilities Department serves as the school district's IPM coordinator for the district, with the support of the grounds department and the assigned pest manager which is currently Western. This firm "participated with writing the Pennsylvania State IPM protocols for schools that are now law."

The pest manager (Western) "inspects the facility, monitors for pests, and decides if prevention or suppression measures are necessary". Western maintains records of pesticide use, including the kind and EPA Registration number, amount, location and date of application. Pesticide Applications is only done by Certified pesticide applicators having the Category 23 classifications of 7Pa. Code 128.42 who are employed by the Pest Manager.

Upper Moreland's IPM strategies include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides. Whenever possible the school district makes recommended building repairs and improve sanitation practices to avoid unnecessary pesticide use.

The pest manager checks the Pesticide Hypersensitivity Registry, which is published quarterly by the Pa. Department of Agriculture. This registry identifies any individual within 500 feet of the application site, and whom a physician has verified to have medical problems associated with exposure to pesticides. These individuals are notified before any restricted use pesticide applications take place.

Upper Moreland, at least 72 hours before each planned pesticide treatment provides notice of the pest control information sheet to every individual working in the school building where the treatment is planned. The District provides notifications to parents or guardians at the beginning of each school year and at the time of a child's enrollment as well as those who have requested that they be provided notice at least 72 hours before each planned treatment to parents or guardians of students in a building or on school grounds where a treatment is planned. Not with standing any other provision of this policy, where pests pose an immediate threat to the health and safety of students or employees, the District may authorize an emergency pesticide application. In the case of an emergency pesticide application, the District shall notify by telephone any parent or guardian who has requested such notification.

Each building maintains a Pest Sighting Log in the maintenance area. Building staff will report all sightings via a work order to the building assigned maintenance employee(s) who will then record each event in the log. This book will be available for inspection by the Coordinator and the Pest Manager when he or she arrives for the scheduled inspections. Significant sightings will be reported to the Coordinator immediately.

For questions and/or to place your name on the notification list, please contact the Facilities Department at 215-830-1580.

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS IN THE SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school system receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, unless requested in writing to do otherwise.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

FERPA DIRECTORY INFORMATION NOTICE

The District may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the District release any or all of this information. If you do not want this information released, you must send written notice annually to the Superintendent's office on or before September 30 of each school year. Forms are available from that office. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

NOTICE TO PARENTS WHOSE CHILDREN RESIDE IN UPPER MORELAND TOWNSHIP

The School District of Upper Moreland Township provides special education and related service to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the School District of Upper Moreland Township screens and evaluates such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians.

What types of disability might qualify a child for special education and related services?

Under the Individuals with Disabilities Education Act, commonly referred to as the "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) mental retardation, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional disturbance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities, (11) multiple disabilities, or (12) for preschool age children, developmental delays. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Students

in Kindergarten through age 21 may be eligible for special education and related services.

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria under the IDEA might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program, whether academic or non-academic in nature.

For information regarding definitions of disabilities, signs your child may have developmental delays, a summary of the programs and services available to you and information on how public schools screen and evaluate students, please refer to the district website address listed at the end of this notice.

What special rights and protections do children with disabilities and their parents have?

State and federal law affords many rights and protections to children with disabilities and their parents. *A summary of those rights and protections are available on the district website. Please refer to the web address listed at the end of this notice.*

Students who are Mentally Gifted

The School District of Upper Moreland Township also offers services in the form of acceleration or enrichment, for students who are identified by a gifted multidisciplinary team (“GMDT”) as “mentally gifted.” A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program.

A child can be identified as both a child with a disability and mentally gifted. In such cases, the rights of the child and his or her parents are governed by the rules applicable to children with disabilities and their parents, as described above.

Additional information regarding the screening and evaluation process, GIEP’s, and parent and student rights for the mentally gifted can be found on the district website at the web address listed at the end of this notice.

Student Records

The School District of Upper Moreland Township maintains records concerning all children enrolled in public school, including students with disabilities. Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining

records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. All records are maintained in the strictest confidentiality.

Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school officials, including staff and contractors, with a legitimate educational interest in the information; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as “directory information.” Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

Additional information regarding parent access, directory information, disclosure of personally identifiable records, legitimate educational interest, amendment of records and complaint procedures is available on the district website at the web address listed at the end of this notice.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the Director of Special Education at the School District of Upper Moreland Township:

Director of Special Education
School District of Upper Moreland Township
2900 Terwood Road
Willow Grove, PA 19090
215-830-1511
215-659-3421 (fax)

District Website: www.umtsd.org, then click on District Offices/Student Services/“Annual Notice to Parents”.

COVID-19/VIRTUAL LEARNING ADDENDUM for the 2020-2021 School Year

ACCEPTABLE USE AND DIGITAL CITIZENSHIP

Digital citizenship is our ability to use technology in a safe and responsible manner.

During virtual learning, all students are required to adhere to the guidelines below:

- As stated in the Code of Conduct, appropriate attire is required.
- When you enter the synchronous learning platform, mute yourself, if not already muted.
- When you have a question, type in the textbox and wait for your teacher to call on you.
- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.
- Wait for the teacher to call on you to unmute yourself.
- Only one student should contribute/talk at a time.
- Stay attentive. Pay attention to your teacher or other students who are speaking.
- A.B.C.: Always Be Courteous.

Virtual Classroom Recordings will be posted daily and represent instructional sessions throughout each day. Recorded sessions must not be manipulated, reposted, or used, including screenshots or pictures, without permission by the Upper Moreland School District Administration.

Information regarding computer use guidelines, ethics, and etiquette can be found in the Elementary School Code of Conduct on pages 22-23.

ATTENDANCE

All elementary students K-5, are required to attend school daily, per the Compulsory Attendance laws established in Pennsylvania.

If the student is not present during homeroom (when attendance is taken), parents will need to complete the Attendance Google Form documenting “absent” or “present”. The reason for the absence must be written on the electronic Google Form. Reasons for excused absences are listed in the Code of Conduct. Once verified, the absence will be excused. All missed assignments must be completed. Please make every effort to support your child’s daily attendance.

REPORT CARDS & GRADES

The Upper Moreland Elementary Center is an institution of learning. Our standards-aligned curriculum will be presented at both grade level and instructional level. Activities, assignments, and assessments document student progress and learning. Our report card will not change during our Virtual Learning trimester.

SAFETY AND HEALTH GUIDELINES

All students must adhere to and follow the Safety and Health Guidelines for COVID-19 Return to School Plan as approved by Upper Moreland School District, which includes but is not limited to:

- Wearing a mask at all times while in the classroom, hallway, and buses.
- Maintaining social distancing, specifically separation from staff and students when in the building or on school grounds.
- Students will not share or distribute personal or school belongings with their peers.

ACCEPTABLE USE POLICY

All students must adhere to the Acceptable Use Policy of Upper Moreland School District while participating in Virtual Learning and/or Remote learning in the Hybrid Learning Environment. All school rules and student expectations apply while participating in the approved Upper Moreland School District Bear DEN Virtual School.

Students that abuse or do not adhere to the Acceptable Use Policy or Code of Conduct while participating in the Virtual Learning School will have appropriate actions taken, up to and including documentation on their student record.