

UPPER MORELAND HIGH SCHOOL

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES 2020-2021



**3000 Terwood Road
Willow Grove, Pennsylvania 19090
215-830-1500 - Main Office
215-830-1581 - Fax
www.umtsd.org**

**THE SCHOOL DISTRICT OF
UPPER MORELAND TOWNSHIP**

Board of School Directors
3000 Terwood Road
Willow Grove, PA 19090
215-830-1500

Paul Tkacs
President

Albert DerMosesian
Vice President

Greg D'Elia
Loucrecie Garlanger
Jeffrey Greb
Rose A. Huber
Cherie Kuech
Jennifer Solot
April Stainback

Regular Board of School Directors meetings are held on the fourth
Tuesday of each month at 7:00 pm in the Board Room.
The public is invited to attend

DISTRICT ADMINISTRATION

Michael Q. Roth, Ed.D.
Superintendent of Schools

Michelle Lutz
Director of Special Education

**UPPER MORELAND HIGH SCHOOL
ADMINISTRATION**

Joseph Carracappa
Principal

Dr. Leslie Djang
Assistant Principal for Curriculum & Instruction

Sean Feeley
Assistant Principal/Athletic Director

Shannon Franczkowski
Assistant Principal for Curriculum & Instruction

Wendy McGrody
Management Assistant



FROM THE SUPERINTENDENT

September 2020

MESSAGE FROM THE ADMINISTRATION

Parents and Students of Upper Moreland High School,

Welcome to the 2020-2021 school year at Upper Moreland High School where we strive to provide each student with an educational experience that will develop the talents and abilities needed to attain excellence for present and future success as contributing members of society. We look forward to another year of quality performance in our academic, athletic, music and art programs, and we provide this handbook to enable you to be familiar with the aspects of the school program.

This Code of Conduct handbook will be most effective for you if you review the table of contents and then read and discuss, as a family those topics that are relevant to your particular circumstances. For example, a student who is going to participate in athletics for the first time should read page 46 -48 which is specific to athletes. Two sections that should be reviewed by all families every year are on page 20, the Attendance Policy and the General School Practice/ Procedures section beginning on page 29. When you and your child sign and return the UMHS Student Code of Conduct and Responsibilities Signature Page located on the District website www.umtsd.org/codes, you are acknowledging your awareness of all of the information contained in this booklet.

Please keep this handbook in a convenient location. As questions arise, locate the appropriate section, and you will most likely find an answer to most of your questions. If the topic of your concern is not addressed in the handbook, please call the appropriate school administrator for clarification.

The faculty and staff of Upper Moreland High School look forward to working with each and every high school student family this coming year. We thank you for your ongoing support, involvement and dedication. Go Golden Bears!

Sincerely,
[Signature]
Joseph Carracappa
Principal, Upper Moreland High School

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 Student Code of Conduct 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,

[Signature]

Dr. Michael Q. Roth
Superintendent of Schools

TABLE OF CONTENTS

Student Responsibilities	5
Acceptable Computer Use Policy	6
Student Misconduct	7 - 14
Disciplinary Responses and Procedures	
Computer/Internet	15 - 20
Disciplinary Responses and Procedures	
Attendance Regulations	21 - 26
Other Rules and Regulations	27 - 31
General School Practices and Procedures	32 - 44
Academic Program	45 - 52
Student Support Services	53 - 54
Activity/Athletic Code of Conduct	55 - 56
Activity Fee at UMHS	57
Important District Information	58 - 65
Tables	
Table #1	Co-Curricular Activities/Athletic Information
Table #2	Chart for Grades and GPA
Table #3	UMHS Science Safety Agreement
Table #4	UMHS Block Schedule
Table #5	UMHS Bear Block Schedule
Table #6	UMHS 2 Hour Delay Schedule
Table #7	UMHS Early Release Schedule
Table #8	UMHS Guidance Counselor Breakdown
Table #9	UMHS Administrator Contact Information

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.

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

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.

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

Continued

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

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:

The Commonwealth of Pennsylvania has identified certain rights and responsibilities of students in the Public School System. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most importantly, students share a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

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

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Our school is a place of acceptance where hate has no place, thus actions and language that is derogatory is not permitted. Included is the use of gender/sexual/racial and other identity based slurs.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to successfully complete the courses of study prescribed by the Commonwealth and local school authorities.
- Not using indecent or obscene language while in school, in student newspapers or publications.

- Be responsible for instructional materials and supplies issued to them. Students and their parents are financially responsible for instructional materials and issued supplies (chrome books, library books, text books, math/science equipment), cafeteria charges, and any other financial obligation.
- For the health and safety of all, students are required to adhere to guidelines for bodily fluids and person to person contact and interactions.

ACCEPTABLE COMPUTER USE POLICY

The Upper Moreland School District is pleased to offer the availability of Computer access to high school students for the purposes of educational and personal growth. With the privilege of Internet access comes the responsibility to use the resource wisely. 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 usage for a period of time. In the case of Level I and Level II offenses, students computer privileges may be revoked during class time. In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer privileges 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.

- Students are responsible for adhering to all Upper Moreland School District Internet guidelines and policies and to the school's Code of Conduct.
- 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.
- Students using the Internet accept the responsibility to keep all inappropriate material from entering the school network.
- Use of the district computer system, to include electronic mail and other network communications facilities, to harass, offend, or annoy other persons is a violation of the Code of Conduct.
- Students using school district computer facilities may not allow any other person to use their password or to share their account. It is the student's responsibility to protect his/her accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
- 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.
- Students using the network within the Upper Moreland School District may not move, repair, reconfigure, modify, or attach external devices to the systems.
- First priority for use of the Internet within the Upper Moreland School District's computer facilities is afforded to those students who have an educational need. The Upper Moreland School District may impose time restrictions on use of the computer system to insure equity of use.
- 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.

Continued

STUDENT MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

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

Minor misbehavior on the part of the student, which interferes with the orderly operation of the school and its activities.

LEVEL I - EXAMPLES

- Disruptive behavior
- Bullying
- Misuse of library privileges
- Unexcused classroom lateness
- Continual lateness to a school bus stop
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Failure to remove trash during lunch
- Loitering in the halls without a pass
- 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.
- Wearing headphones or playing music in unauthorized areas that disrupts instruction and the learning environment.
- Misuse of cameras, electronic recording devices, and personal electronic devices, including but not limited to phones, outside of designated areas
- Failure to provide a written excuse from parent/guardian for an absence from school
- Food or beverages in a classroom or other academic areas
- Possession of cellphone, cameras, electronic recording devices, etc. during testing
- Physical, verbal or behavioral misconduct on a school vehicle
- Selling items on school grounds without the prior authorization of the building administration
- Inappropriate use of skateboards

LEVEL I - DISCIPLINARY RESPONSES

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

- Verbal reprimand
- Individual teacher detention(s)
- Written record maintained by staff member and report filed with discipline office
- Parental contact by telephone or letter
- Counseling
- Loss of privileges
- Assignment to administrative detention(s)
- Lunch Detention
- Confiscation

LEVEL I - STAFF PROCEDURES

Immediate intervention and appropriate disciplinary response by the staff member who is supervising the student or who observes the misbehavior. A record of the incident and disciplinary action taken is maintained by the staff member.

Continuation of Level I misbehavior will result in disciplinary responses appropriate for Level II actions.

LEVEL II - DESCRIPTION

Misbehavior that 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

- Physical, verbal or behavioral misconduct anywhere on school grounds or school property, such as in classrooms, assemblies, hallways, library, cafeteria, gymnasium, and lavatories
- Physical, verbal or behavioral misconduct on a school vehicle, including eating, drinking, and inappropriate language
- Presence in unauthorized areas of building or school grounds during school hours
- Inappropriate and/or suggestive behavior during the school day or at school activities or bus
- Cutting class
- Improper dress (including offensive clothing, hats, hoods, other head-covering, bandannas, spaghetti straps, tank tops, short skirts, pajamas or other clothing considered sleepwear)
- Cutting a teacher's detention
- Leaving class for any reason without teacher permission
- Failure to follow the directive of a staff member
- Inappropriate language while on school grounds or at school functions
- Possession of a laser pointer

- Use of personal electronic devices, cell phone, IPOD, personal music system or any similar electronic device outside of designated areas during the school day without the prior approval of a school administrator
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Parking Violations
- Speeding and/or careless or reckless driving on school property
- Bullying
- Gender/sexual/racial identity-based slurs
- Spitting, biting and/or coughing on others
- Continued Level I misconduct

LEVEL II - DISCIPLINARY RESPONSES

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

- Assignment to administrative detention(s) or closed study hall
- Parent/guardian contact
- Loss of privileges
- Loss of personal electronic devices, including but not limited to cell phone privileges for up to 30 days
- Loss of parking privileges
- Referral to Law Enforcement
- In-school suspension
- Out-of-school suspension – Parent conference must take place before student is reinstated
- Behavior modification contract
- Confiscation (returned to parent)

LEVEL II - STAFF PROCEDURES

The student is referred to the appropriate discipline support personnel for action. A conference with the student will be held in order to review the violation, discuss desired behavior modification, and implement the disciplinary response. The teacher is informed of the action taken. A record of the incident and the resulting disciplinary action is maintained.

Continuation of Level II misbehavior will result in disciplinary responses appropriate for Level III actions.

LEVEL III - DESCRIPTION

Act 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

- Falsifying teacher and/or parent signatures or altering documents signed by them
- Cheating/Plagiarism
- Making false statements or reports to a school official
- Rude and/or disrespectful behavior toward a staff member
- Serious classroom disruption which interferes with learning
- Use of profanity, vulgarity, obscene words or gestures; racial or ethnic slurs, or other derogatory actions
- Disruptive behavior that interferes with conducting of school drills (e.g. fire drills, weather drills, evacuation drill, lock-down drill)
- Interrupting the learning environment through the use of personal electronic devices, including but not limited to text messaging during school hours
- Vandalism of school district property or property belonging to others, which includes, but is not limited to, graffiti, tagging and/or marking of such property
- Electronically recording, or taking photographs during the school day without administrative approval
- Bullying/Hazing/Harassment whether face to face, in writing or via social media of any kind during school hours, during school sponsored activities or while using the District computer technology at any time will result in discipline
- Truancy
- Gambling
- Participation in an organized day of unauthorized student absence
- 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
- Theft or attempted theft of property belonging to others, such as the district, school employees, or students
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Continued Level II misconduct

LEVEL III - DISCIPLINARY RESPONSES

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

- Assignment to administrative detention(s) and/or closed study
- Receive a “zero” for work, and potentially loss of course credit, as a result of cheating
- Receive a “zero” for work, and potentially loss of course credit, as a

- result of plagiarism (as defined in Student Handbook)
- Loss of credit for the course for plagiarism (as defined in the Student Handbook) on the final English term paper (in courses that require a final English term paper as a course requirement)
- Placement in homebound instruction or other alternative education program
- Referral to appropriate outside agency
- Referral to law enforcement authorities
- Loss of privileges
- In-school suspension
- Out-of-school suspension - Parent conference must take place before student is reinstated
- Recommendation for expulsion

LEVEL III - STAFF PROCEDURES

Administrator will conduct an investigation of the infraction. Subsequent to the investigation, a conference with the student and/or parent will be held to review the incident and initiate the resulting disciplinary action. A record of the incident and disciplinary action is maintained.

Continuation of Level III misbehavior will result in disciplinary responses appropriate for Level IV actions.

LEVEL IV - DESCRIPTION

Acts of violence, acts 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, or at school functions, or affecting school property 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 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, or in one's vehicle 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, nun chuck stick, brass or metal knuckles, spiked jewelry, firearm, shot gun, 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.
- Possessing, using, distributing, delivering, manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of

any 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. This includes "look alike" drugs and "look alike" paraphernalia, including vaping devices.

- 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, distribution, or use of over-the-counter drugs. The school nurse may authorize a student to possess and use over-the-counter drugs
- Possession, distribution, or use of inhalants, volatile solvents, and other prescription drugs. The school nurse may authorize a student to possess and use inhalants and other prescription drugs
- Assaulting, fighting, striking, attempting to strike or harm, threatening (written or verbal or physical), harassing 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
- Assaulting, 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
- Destruction of, attempt to, and/or threat to destroy school district property or property of a school district employee
- Theft or attempted theft and/or participation or attempted participation in theft of property belonging to others, such as district, school employees, or students
- Breaking or entering any school district building or vehicle
- 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
- Tampering with or falsely activating a fire alarm or safety device
- Deliberate and serious disruption of school or a school-sponsored activity
- Throwing of objects without the legitimate purpose (including food, food containers, or utensils in the cafeteria)
- Vandalism
- Misusing 9-1-1 phone number
- Tampering with or falsely activating a fire alarm or safety device
- Making bomb and similar threats
- Making a terroristic threat
- Serious violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Continued Level III misconduct

LEVEL IV - DISCIPLINARY RESPONSES

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

- Immediate removal from school
- Referral to appropriate outside agency
- Referral to law enforcement authorities
- Out-of-school suspension with parent conference to discuss conditions for possible reinstatement
- Recommendation for expulsion
- Loss of privileges for a minimum of (90) days
- 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

LEVEL IV STAFF PROCEDURES

The administrator verifies the offense, confers with the staff involved, and meets with the student. Parents are notified of the incident and arrangements are made for the immediate removal of the student from the school environment. Law enforcement officials and/or court personnel are contacted when appropriate. Restitution of any property and/or damages is mandated. A report of the incident and subsequent actions taken is maintained. Such a report will be submitted to the District Superintendent when Board action is warranted.

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.

I. COMPUTER NETWORK AND INTERNET MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

1.1 COMPUTER USE GUIDELINES/ETHICS/ETIQUETTE

Engagement in the following behavior during school hours, during school sponsored activities or while using District computer technology and facilities at any time, will result in discipline appropriate to the level of offense and/or loss of network privileges for a minimum of one marking period and/or referral to law enforcement authorities:

- Writing and/or sending abusive messages to others
- Unprotected or vulgar language (accessed, written, or printed)
- Transmission of personal address and/or phone number of self, other students, or staff
- Failure to report activities of others which may be questionable
- Disruption of the network, e.g., sending e-mail messages or broadcast messages; annoying other users using the talk or write functions
- Use of the 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 media sites without approval by your instructor to do so
- Accessing web sites in questionable 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 Accessing blogs/forums/social networking websites (i.e., Facebook, Instagram, Twitter, SnapChat or any other non-educational site) is not permitted unless it is used as a source for research assigned by a teacher. A note from the teacher supporting specific use will be required.

1.2 COMPUTER SECURITY/ETHICAL VIOLATIONS

Engagement in the following behavior will result in discipline appropriate to the level of offense and/or loss of network privileges for a minimum of one term (semester):

- Misleading staff about document transmission requests
- Non-academic downloading
- 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

1.3 MAJOR SECURITY/ETHICAL VIOLATIONS

Engagement in the following behaviors will result in discipline appropriate to

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

- 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 by identifying oneself as an administrator or teacher user
- Vandalism, such as attempting to or actually harming or destroying data of another user, District servers, 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, or "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.

1.4 CHROMEBOOKS

Each student will be assessed a \$40 annual fee to cover our self-insurance program for the student Chromebooks (this will cover any repairs or replacement resulting from accidental damage). Students who choose to purchase their own Chromebook, from the district approved list for year-round personal and school use, will not have to pay this \$40 annual fee. Students and families with demonstrated financial need will be eligible to apply for a waiver to reduce or eliminate the required \$40 annual fee.

Students and Parents must acknowledge their responsibility for the Chromebook device by signing the Chromebook receipt form (Back Page) before the Chromebook can be issued each school year. By signing the instrument receipt form, students are also agreeing to utilize the district Wi-Fi network and are not permitted to utilize 3G or personal networks during school hours.

Students may utilize the Chromebook in the classroom **AT THE DISCRETION OF THE TEACHER** and/or in technology safe zones which include the library and cafeteria areas.

1.5 RECEIVING YOUR CHROMEBOOK

Parents & students must read, sign, and return the standard use documents as well as the Internet Acceptable Use Policy before a Chromebook can be assigned to any student.

- Students will be assigned the same Chromebook for a three year period or

until they graduate, whichever comes first.

- Each user must respect the security and privacy of others. The student's connection to the Internet will be filtered in accordance with school filter policy and required Children's Internet Protection Act (CIPA) compliance. The Chromebook is configured to apply the filter independent of connection location (inside or outside of school). Bypassing or attempting to bypass Upper Moreland High School's filtering system is prohibited.
- Violations of any provision of this policy may result in but are not limited to: limitation on a user's access to some or all computer systems, restitution for any improper use of service, and disciplinary actions, which may include but are not limited to: student conference, parent contact, conference with parent, revocation of Chromebook access and use, detention, suspension, expulsion, contact with Law Enforcement Agencies, and criminal charges.

1.6 END OF THE YEAR CHROMEBOOK RETURN

- Chromebook and power cords will be returned during the final checkout on the last day of school. If a student transfers out of the Upper Moreland High School during the school year, the Chromebook will be returned at that time.
- Failure to return the Chromebook in good working condition will result in fines or penalties similar to those paid for losing or damaging, a textbook.

1.7 DAMAGED OR MISSING EQUIPMENT

- Any damaged or missing equipment/accessories not noted at checkout will be charged to the student. If your Chromebook is damaged, immediately contact the Upper Moreland High School technology teacher or Librarian. Each damage claim will be reviewed. If damage is considered the result of abuse or negligence, the user will be charged fees for damages and repairs before a new Chromebook is issued.
- If a student does not check in the Chromebook or power adapter at the end of the school year, parents will be billed for the full replacement cost of the equipment.

1.8 STANDARD PRACTICES

Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order. Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. Students should not let others borrow their Chromebook or power adapter, as they are responsible for them.

1.9 GENERAL RULES

- Students should never carry their Chromebook while the screen is open.
- No food or drink is allowed next to your Chromebook while it is in use.
- Do not let others borrow the Chromebook or power adapter
- Chromebooks should be used while they are on a flat, stable surface such as a table or desk.
- When plugging in the power adapter, be sure to plug it into the wall first, then into the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into

the Chromebook.

- Chromebooks should always be protected from the extreme heat and cold as well as the weather.
- If exposed to cold conditions for an extended period of time, let the Chromebook warm up to room temperature before turning it on.
- The Chromebook and all accessories should be kept clean and free of marks at all times. Applying stickers, writing, drawing, engraving or otherwise defacing the laptop and/or accessories is not allowed.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks owned by Upper Moreland High School are for Educational purposes ONLY.
- Students are responsible to check school email on a daily basis.

1.10 MUSIC, GAMES AND SCREENSAVERS

- Downloading music and videos are allowed for academic purposes only.
- Pornographic, obscene or vulgar images as well as inappropriate sounds, music and foul language are prohibited. This includes screen savers, backgrounds and pictures.
- All software must be district provided.
- Students are prohibited from playing games, including Internet-based games, unless it's part of class lesson designed by the teacher

1.11 CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include lockers, hanging from a locker in a backpack in the hallway, school grounds, the lunchroom, locker rooms, library, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the technology hub and the student may lose Chromebook privileges.

1.12 STORING YOUR CHROMEBOOK

- When a student is not using their Chromebook, it should be stored in the student's assigned locker or in a designated area as assigned by the classroom teacher. If the laptop is not stored properly, students may lose Chromebook privileges.

1.13 ADDITIONAL SOFTWARE

- Students are not allowed to load extra unapproved software, applications and extensions on their Chromebook.

1.14 INSPECTION

- Students may be selected at random to provide their Chromebook for inspection.

1.15 CHROMEBOOK DAMAGE OR THEFT

- Chromebooks that malfunction, encounter problems, or are damaged must be reported to the technology hub (Library). The Upper Moreland School District will be responsible for repairing Chromebooks that fail from a result of normal use. Students will be entirely responsible for the cost of repairs to Chromebooks that are damaged intentionally or through carelessness or negligence such as a cracked screen, broken hinge, or crushed exterior.
- Chromebooks that are stolen during the school day or at a school sponsored activity, must be reported immediately to the high school administration.
- Chromebooks that are stolen outside the school day should immediately be reported to the local police department. The student should then report the device stolen to the high school administration, immediately upon their return to school.
- The high school principal reviews all equipment reported missing or stolen and makes a final determination as to whether the proprietor of the property was negligent. If the student is concluded to be negligent for the loss, a replacement fee for the full cost of the equipment will be assessed and collected at the Upper Moreland School District Business Office before a replacement Chromebook will be issued. Lost or stolen equipment will be billed to the student at the current replacement cost.

1.16 CYBER BULLYING

- Cyber bullying includes, but is not limited to the following misuses of technology as stated in Board Policy 238: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting e-mail messages, instant messages, text messages, images, or web site postings, including blogs.
- The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of Board Policy 815.1

1.17 INFRACTIONS OF ANY RULES WILL RESULT IN THE FOLLOWING CONSEQUENCES:

- Minor offenses of rules; the student may lose the option of taking their Chromebook home. Examples of minor offenses: Chromebook left in unsupervised areas, walking around with Chromebook open, Chromebook stored unsafely, or Chromebook not check-in as stated in the student handbook.
- One Major Offense or Three Minor Offense of rules; Loss of Chromebook privileges for a length of time determined by the principal and the technology director. Examples of major offenses: Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials, downloading or transmitting game, music, or electronic files using the school network without teacher's permission, cyber bullying, or damage caused to a computer through carelessness or negligence.

- Learning and Instruction
Chromebooks may be utilized during class time at the discretion of the teacher ONLY. Students who do not follow the discretion of the teacher will be subject to disciplinary action
 - 1st Violation: Verbal warning
 - 2nd Violation: Referral to Administration, parent notification, detention
 - 3rd Violation: Confiscation of the device, mandatory parent meeting, 1 day Out of School Suspension (OSS) or In School Suspension (ISS).
- It should be recognized that using a Chromebook at Upper Moreland High School is a privilege for students, not a right. As mentioned above, students will be required to follow all classroom procedures and this student code of conduct, or forfeit this privilege and be subject to additional disciplinary consequences.

1.18 DISCIPLINARY RESPONSES

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

1.19 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 Business Education or other computer courses, which involve daily use of the computers during class, would retain privileges during class periods only. All other use would be suspended. In serious ethical violations, all access may be suspended even if course work is jeopardized. 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.

II. ATTENDANCE REGULATIONS

2.1 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. 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.
5. Exceptionally urgent reasons - must pertain to student
6. Religious holiday
7. Suspension from school
8. Required court appearance
9. College visitation (with approval up to two per year)
10. In the case of the exceptional student (special education), where absence is caused by or directly related to the student’s exceptionality
11. Religious instruction - at the written request of a parent, students may be excused for up to 36 hours of religious instruction per year
12. Participation in National Veterans Affairs activities and State Agricultural Fair activities.

Absences for these listed reasons, when verified in accordance with Section 2.2, will be excused, although work missed must be made up in accordance with Section 2.8 below. All other absences, which occur without prior administrative approval, will be unexcused for all purposes. If the school nurse determines that a child needs to be sent home prior to 9:10 a.m., the student will be marked absent regardless of the actual pick up time.

2.2 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

Each subsequent unexcused absence will result in increasing disciplinary consequences from in-school suspension to out of school suspension. Parents/guardians will be notified of the actions taken.

After the 3rd unexcused absence in a school year, for students less than 17 years of age, the school will notify parents or guardians in writing within ten (10) school days of the child's third (3) unexcused absence that the child has been truant. Additionally, the notice will inform the family that continued truant behavior can be defined as habitually truant as per Pennsylvania State Law.

After the sixth (6) unexcused absence in a school year, for students less than 17 years of age, the school will notify parents or guardians in writing within ten (10) school days of the child's sixth (6) unexcused absence that the child has been habitually truant. The notice will also inform the family that continued habitually truant behavior can result in a criminal complaint filed against the student and/or parent/s or guardian/s. Additionally, the school will hold a school attendance improvement plan and request a parent or guardian participate with the school-based team.

Students 17 years of age or older, will lose credit for all courses when they accumulate 9 or more days of unexcused absence for full year courses and 4 or more days of unexcused absence for semester courses.

SCHOOL ATTENDANCE IMPROVEMENT PLAN

A school-family conference will be utilized to discuss the cause(s) of a student's excessive absences or lateness's and develop a mutually agreed plan to assure regular school attendance. Maintaining open communication between the student, family, and school will facilitate positive outcomes.

The School Attendance Improvement Plan provides the opportunity to identify, understand, and explore issues contributing to a student's absent or tardy behavior. The plan will assist the student in addressing and resolving school attendance issues and succeed in school both socially and academically.

The plan will provide documentation between the school and the student's family of a "good faith" effort should future action be required (e.g. referral to the County Children and Youth Agency and citation to the magisterial district judge).

2.2 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 for one of the permissible reasons for absence stated in Part A above in order for the 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 may be required for any absence due to illness or injury that is three or more consecutive school days in duration and/or for a student who is consistently absent from school (ten or more days) in order for the absences not to be declared unexcused.

Any students absent from school and involved in illegal activities during school hours will have their absence recorded as a day truant from school. Additionally, unexcused tardiness minutes can be added and accumulated into unexcused absences.

2.3 CLASS CUTS

Students who are present in school on a given day but are illegally absent from a scheduled class are subject to the following penalties:

- Students will not be permitted to receive credit for any assignments due the day of the class cut or for any class work, participation grades, quizzes or assessments administered the day of the cut
And/or
- Out of school suspension with required parent/guardian conference
And/ or
- Appropriate consequences determined by Administrators

It should be noted that the above stated penalties are imposed separately and independently for each course rostered. Additionally, students will lose credit for a course when the combined number of unexcused absences from that class due to school absence or class cut exceeds 9 class absences for full year courses and 4 class absences for half year courses.

2.4 LATENESS TO SCHOOL (TARDINESS)

A student's late arrival to school will be excused for the following reasons only:

- 2.4.1. Personal illness
- 2.4.2. Quarantine of the individual or home
- 2.4.3. Death in the immediate family
- 2.4.4. Unusual weather conditions
- 2.4.5. Exceptionally urgent reasons - must pertain to the student
- 2.4.6. Religious holiday
- 2.4.7. Required court appearance
- 2.4.8. In the case of an exceptional student (special education) where the tardiness is caused by or directly related to the student's exceptionality

Students arriving at school after homeroom period must report to the attendance office for a pass to be admitted to class. A student must be present by 9:00 AM on the day of competition to be eligible to participate in the days events, unless prior approval has been received from Administration.(Section VII.)

A note signed by the parent or guardian stating the reason for lateness is required in order for the lateness to be classified as "excused." Five "parent excused" notes will be accepted each semester. After four lateness's the student will receive an administrative detention assigned for the same day as the lateness. Additional lateness's can only be excused with a doctor or dentist's note or a court subpoena.

Students who arrive late to school (unexcused) after 11:00 am will not receive credit for the day. The day will be carried as an unexcused absence and the student will receive additional disciplinary action. Students who arrive late to school and fail to check in at the attendance office will receive two administrative detentions.

Excessive lateness will result in a required parent conference and disciplinary action. If lateness's continue after the parent conference, percentage points will be deducted from final marking period averages for those classes affected by the lateness; Three or more unexcused lateness's will disqualify a student for the "Perfect Attendance Award."

The following outlines the disciplinary consequences of unexcused lateness:

<i>Violation Number</i>	<i>Unexcused Tardies</i>	<i>Disciplinary Action</i>
1	4	<i>Parent notification Administrative Detention</i>
2	6	<i>Parent conference; Administrative detention; 10-day suspension from driving</i>
3	8	<i>Parent conference; 30-day suspension from driving</i>
4	10	<i>Citation every 10 days; Driving privileges removed</i>

2.5 SUSPENSION

Students committing serious offenses and/or those students who continue to disregard school rules and regulations will be placed on suspension. While suspended, a student may not attend any school functions. This ban begins on the first day that the suspension is being served and remains in effect until the day on which classes are to be resumed. Students in violation of this prohibition policy will lose the privilege of attending school functions for the remainder of the semester.

2.7 EXCEPTIONAL STUDENTS

These regulations will be equally applicable to exceptional students except that absences or lateness's which are caused by or directly related to the student's exceptionality will be considered excused absences or tardiness under Section 2.1 and Section 2.8 below. Whether an absence or tardiness is caused by or directly related to the student's exceptionality will be determined by consultation with a committee comprised of a building administrator, special education supervisor, and/or school psychologist. Consideration will be given to the requirements of the student's Individualized Education Plan (IEP) and by the student's teacher(s) in making arrangements for make up under Section 2.8.

2.7 PROCEDURES FOR FULFILLING ACADEMIC REQUIREMENTS DUE TO ABSENCE FROM SCHOOL/CLASS

Any student who is absent from school/class for any reason (including participation in activities) must make up all missed class assignments. If the made-up work is satisfactory, the student will receive full credit for the assignment. Work is not permitted to be made up during classes unless special provisions are made with the teacher.

Parents/guardians of any student who will be lawfully absent for more than three school days must notify the school so that arrangements for home assignments can be offered. The parents/guardians of any student who will have a prolonged absence (two weeks or longer) must notify the school to make the necessary arrangements for some method of homebound instruction.

2.8 COLLEGE VISITATIONS

Normally, college visitations by juniors and seniors will be scheduled during non-school time. If the visitation cannot be so scheduled, one day prior to the visitation the student must present to the proper authority a letter from the college or a parent requesting the visitation. If prior approval is not received, the days will be declared unexcused absences. A maximum of two days' absence per year is permitted for this purpose.

2.9 MINIMUM EDUCATION REQUIREMENTS

School attendance is the responsibility of the pupil and parent/guardians. A student who fails to meet the requirements for daily attendance by absenting himself/herself from school is clearly impeding and diminishing the learning process.

To this end, this policy applies regarding minimum attendance requirements necessary for the awarding of credits for scheduled courses. Doctor's excuses are required for all absences beyond the 10th absence (unexcused/unlawful and excused combined) from school. Absences without a required doctor's excuse will be treated as unexcused/unlawful absences.

2.10 SCHOOL-SPONSORED ACTIVITIES

A student must be present in order to participate in any school-sponsored activity for that day. A student on in-school or out-of-school suspension may not attend or participate in any extra-curricular activities during the length of the suspension. The Code of Conduct will apply to all school-sponsored activities.

2.11 DISMISSAL DURING SCHOOL HOURS

Attempts should be made to schedule all medical and dental appointments at times other than the school day. A student who needs to be excused for a part of the day for such an appointment must present a written request from his/her parent/guardian, and must subsequently file a note from the doctor verifying that the appointment was attended. A student who has an excusable appointment is to attend classes until the time of dismissal and then return after the appointment, unless medical reasons prevent such a return.

Early dismissals other than those outlined above will be granted only for emergency reasons. All missed class assignments must be made up in order for the student to receive full credit.

III. OTHER RULES AND REGULATIONS

3.1 SCHOOL VEHICLES

The following are examples of student actions while on a school district vehicle that 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, vaping, eating, drinking, or chewing gum
2. Being improperly seated
3. Extending arms or head from a school district vehicle
4. Pushing, shoving another student, or fighting
5. Yelling, shouting, or engaging in excessively loud talking which could distract the driver
6. Spitting or using a water pistol while on a school district vehicle
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
10. Throwing objects of any kind while a passenger on a school district vehicle
11. Carrying firearms, other weapons, or fireworks
12. Using profanity and obscene gestures
13. Vandalizing of a school district vehicle

3.2 SEARCH AND SEIZURE

1. The District reserves the right to engage in a limited search of a PRIVATE MOBILE DEVICE if there is probable cause to believe that the device has been used to engage in non-approved or criminal activity during school hours while on school property or at school functions.
2. LOCKERS 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 locker at any time. The student shall be present when a locker is searched except for exigent circumstances
3. AUTOMOBILES may be searched by the administration to detect the possible possession of drugs, alcohol, weapons, or possible stolen properties or for any other reasonable suspicion.
4. PAT DOWN SEARCH may be made by a designated school employee of the same sex for reasonable suspicion.
5. COMPLETE SEARCH may be conducted if there is reasonable suspicion or evidence of illegal material being hidden on the person, and safety concerns require an immediate search. Such a search will be made by a designated school employee of the same sex with a witness present.

3.3 SMOKING REGULATIONS

The Pennsylvania Crimes Code and the district smoking policy prohibit the possession or use of tobacco or any tobacco related paraphernalia by students in school district buildings, school district vehicles, and on school district grounds.

A student who possesses or uses tobacco, or vaping products 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 smoking/vaping product, and smokeless tobacco in any form. Vaping is the act of inhaling and exhaling the liquid or aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. Vaping devices include not just e-cigarettes, but also vape pens and advanced personal vaporizers.

A student 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.

3.4 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 marks school property or items on school district property will be reported to the police and/or suspended 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.

3.5 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 or virtual 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 in the school building or in virtual learning environments.
 - iii. substantially disrupting the orderly operation of the school or virtual learning environment.

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 a

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.

3.6 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. Anyone in school buildings without permission is considered to be trespassing. Anyone caught trespassing on school property may be prosecuted for trespassing.

3.7 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.

3.8 CELL PHONES/ELECTRONIC DEVICES

Upper Moreland High School students are permitted to use personal electronic device, including but not limited to cell phones and other personal listening devices, in the cafeteria. Personal electronic devices, including but not limited to cell phones and other personal listening devices can be utilized in the cafeteria or the hallway during the school day and in doing so will not be declared a violation of school policy.

However, the use of these devices in the classroom is prohibited. At no time shall a student have a personal electronic device, including but not limited to cell phones and other personal listening devices, visible while a class is in session

without pre-authorized approval from a teacher or administrator. “Visible” is defined as being in the student’s hand, openly out in view, or the wearing of ear plugs, ear buds, or similar listening devices.

A class session begins when students enter the threshold of the classroom and is considered completed when the student is dismissed by the teacher to exit the classroom. Devices must be turned off and put away before entering the classroom. Students caught using the devices in the classroom will be in violation of the integrity of the classroom learning environment, as implemented and monitored by the teacher in his/her classroom, and will be subject to established consequences. Students holding, using or checking their cell phone or device while class is in session will receive administrative detentions and the cell phone or device will be confiscated until it is picked up by a parent or guardian. Subsequent violations of the possession or use guidelines will result in further disciplinary action taken, including parent-student-administrative conference.

Students electronically recording individuals in school district buildings, school district vehicles, and on school district grounds, without prior consent by an Administrator is strictly prohibited. Failure to adhere to these guidelines is a Level III offense (Page 10 & Page 11).

The School is not responsible for lost or stolen cell phones or other personal electronic devices.

Electronic devices may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules. Electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events. For purposes of this section, rules regarding electronic devices do not apply to stand-alone calculators and/or electronic reading devices. Stand-alone calculators are devices that serve as calculators only, without any other functions.

3.9 PHOTOS/RECORDING

There are reasons why a family may 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 at the District Administration Building. Please indicate in the letter that your child should not be photographed or electronically recorded for the purpose of being included in any District publications, or 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.

3.10 EXCEPTIONAL STUDENTS (OTHER THAN GIFTED)

Students who the district has defined 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 the state and federal law.

3.11 DRESSING APPROPRIATELY FOR SCHOOL

Appropriate attire should be worn in school at all times, either in a virtual setting or during face to face instruction. 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. Tank tops for boys are not acceptable.
4. Pajamas are not acceptable.
5. 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.
6. Undergarments should not be visible.

3.12 I.D. CARDS ON BUSES

Students will utilize their student I.D. to access their assigned bus. The I.D. identifies that the student is present on the bus and is authorized to ride the bus.

IV. GENERAL SCHOOL PRACTICES/PROCEDURES

4.1 ABSENCE NOTES

Students are required to present absence excuses for all days of absence. Either pre-printed forms (available in the attendance office) or hand written notes are acceptable. In either case, a parent signature is required. These notes are to be turned in via email to cjagger@umtsd.org or to hsattendance@umtsd.org from an email address listed as a parent/guardian email in the Home Access Center. If a note is not received by the 3rd day, the absence will be recorded as unexcused and illegal, and the student will receive a grade deduction. Additionally, the unexcused absence can result in truant and possible habitually truant consequences and loss of privileges.

4.2 ACTIVITY FEE - <https://uppermorelandsd.revtrak.net/>

Students who participate on athletic teams and the marching unit are required to pay an activity fee (Table 1). All forms can be found on the school district website at www.umtsd.org.

- The Activity Fee payment must be handed in before a student may participate in the selected activity.
- Waiver/activity fee reduction forms are available upon request for families experiencing economic hardship. Building principals must meet with parents/guardians to discuss all waiver or reduction requests prior to the start of each season.
- Students who are cut from a team or activity will have their fees reimbursed.
- Students who suffer a season ending injury prior to the mid-point of the season will have their fee reimbursed.
- Students who move from the District will have their fee reimbursed on a prorated basis.
- Students who quit or who are removed from a team or activity for disciplinary reasons will not receive a reimbursement of the activity fee.

4.3 ADMISSION OF NEW STUDENTS

Only students living with parents or guardians who legally reside in Upper Moreland Township are entitled to attend Upper Moreland Township public schools without paying tuition. A tuition student and his/her parent or guardian must secure approval from the office of the Superintendent before the student may enroll in Upper Moreland schools. All new students must first register at the district pupil personnel office.

4.4 ANNOUNCEMENTS

All announcements will be aired each morning during homeroom session. These announcements will also be posted on the High School homepage on the District website (www.umtsd.org/hs) as well as the Upper Moreland High School mobile app. Afternoon announcements are made to notify students of any changes to the morning announcements. All announcements must be approved by an Administrator, teacher, sponsor or coach.

4.5 ASSEMBLIES

Student performances, special speakers, music programs and a variety of other activities are part of the general assembly schedule. Whatever the program, much of its success lies in the behavior of the individual student as a member of the student body. The student will respect the efforts of those who are performing. Any discourtesy reflects not only upon the individual but also upon the school.

4.6 ATHLETIC PARTICIPATION

A variety of interscholastic sports are offered in the high school. The privilege of participation is granted to those students who maintain proscribed standards of academic performance, daily attendance, and appropriate behavior. All athletes are responsible to adhere to rules set forth in the Athletic Code of Conduct (Page 55).

4.7 AUTOMOBILES

Based on availability, parking permits will be issued to students in grade 12 first, then to students in grade 11. Students must submit their application and parking fee prior to the start of each school year. <https://uppermorelandsd.revtrak.net/> Students must be properly licensed and insured and have established an acceptable record of attendance and behavior. Students who wish to use the school parking facilities should realize that they do so at their own risk as the school district assumes no responsibility for any vehicle stolen or damaged.

All requests for driving and parking privileges must be approved by an Assistant Principal. Students making applications for this privilege will be screened for patterns of unacceptable behavior or excessive absence/lateness. Students with no discipline record or with offenses considered minor who have acceptable attendance records could receive their parking permits immediately. Students who do not maintain an acceptable attendance and disciplinary record may have their parking privileges revoked.

Students who are granted driving/parking privileges must abide by the following regulations:

1. The speed limit on school grounds is 10 miles per hour.
2. Parking hang-tags must be obtained and displayed on any vehicle that the student selects to bring to school.
3. Once issued, the hang-tag is not transferable to all vehicles the student elects to drive to school. The vehicle must be parked in the student parking areas in the assigned space that corresponds to the number on the issued hang-tag. If, for any reason, a vehicle without a permit must be driven to school, it is the responsibility of the student to notify the attendance office prior to 9:00 a.m. in order to avoid being ticketed.
4. Students are not to return to, sit in, or move cars during school hours.

5. Eastern Center students wishing to drive must have their cars in the proper space at the high school prior to the start of homeroom. Eastern Center will not issue parking permits to Upper Moreland students. Students are not to drive to Tech without a pre-approved note from a Tech teacher or high school administrator.

Any car without an official parking hang-tag or any car that is illegally or improperly parked will be ticketed and issued a \$15.00 fine. Speeding, moving the car during school hours, or multiple parking tickets will result in parking privileges being revoked for a minimum of 30 days. Reinstatement of these privileges shall be at the discretion of the administration. Once a student loses his or her parking privileges but continues to park the car on school grounds, the car will be ticketed daily and may be towed away at the owner's expense.

4.8 BICYCLES

Since specific areas are provided for parking bicycles and motor bicycles, students are required to park in these areas if they choose to use these modes of transportation. Motor bicycles are under the same rules as automobiles. Students operating motor bikes must secure a parking permit. The school assumes no responsibility for any bicycle damaged or stolen. Students are urged to secure their bicycles with a chain and lock.

4.9 CAFETERIA

The cafeteria is for the convenience of every student, whether purchasing food or bringing lunch from home. In order to see that all students have ample time to enjoy their food, the following rules govern cafeteria conduct:

1. All students must eat their breakfast/lunches in the cafeteria area unless excused by a teacher or administrator.
2. As a courtesy to the other students who will use the cafeteria, students should keep the tables clean. Trays and dishes must be returned to the proper windows and all waste paper must be placed in containers.
3. The throwing of food or other articles in the cafeteria will not be tolerated. Regardless of whether a student initiates such an incident or retaliates by throwing an item, they are considered to be a participant and will be subject to a multi-day suspension, the assignment of administrative detentions, and a loss of cafeteria privileges for up to 5 weeks.
4. Students are not permitted to take food/beverages out of the cafeteria.
5. Students are not permitted to order food from an outside source to be delivered to school during school hours.

4.10 School Communications

Ongoing communication between home and school is very important. To help facilitate this, we will provide you with all the important information you need in a more efficient manner. By signing up your email at www.umtsd.org/ecommunicator, High School notifications will be sent to you on Monday and Thursday mornings. This email can be sent directly to your phone, ipad, laptop or computer. In addition, stay in touch with our school activities through Facebook - Upper Moreland Township School District, Twitter @UpperMorelandSD or our High School Mobile app found in your mobile store on any mobile device.

4.11 DISTRIBUTION OF MATERIALS BY STUDENTS

While students have the right to express personal opinions and to take stands on various issues, they may not disrupt the educational process. Therefore, the following rules must be adhered to in the distribution of material within the school:

1. All printed material to be distributed, circulated, or posted on school property must be approved by the administration and bear the name of the sponsor.
2. Only a sponsoring teacher, not students, may arrange to have approved materials distributed in homerooms.
3. Announcements and posters must be approved by an Administrator prior to being posted throughout the school. Announcements may not be posted on windows or doors; materials that do not adhere to these guidelines will be removed.
4. Violators of this policy will be disciplined, and the materials will be confiscated.

4.12 EARLY DISMISSAL

Requests for early dismissals require a parental note stating the reason for the request. Parental notes are limited to 5 per semester. Notes should be turned in to the attendance office for approval on the day prior to the early dismissal. All early dismissals for a doctor or dentist appointment will require a note signed by the doctor or their office stating the date and time the student was seen. The note must be turned in to the attendance office the following school day to avoid being marked as illegally absent.

4.13 EMERGENCY CLOSING OF SCHOOLS

If emergency conditions make it necessary to close school, official notification will be made via the District's One-Call Now system, eCommunicator, the District Website, Facebook, Twitter, School Emergency Hotline (215-830-1508) the District local cable access channel - BNN Comcast Channel 60 or Verizon Channel 37 and various TV stations. In any event, please do not call the principal, teacher, or the school so that the channels of communication may remain open for decision making.

4.14 EMERGENCY PREPAREDNESS DRILLS

Emergency drills are occasionally held to prepare for fire, severe weather and other events that may disrupt the learning environment.

An emergency alarm and announcement will sound to begin each drill. Upon hearing this signal, students should look for the red emergency location sign (usually posted above the classroom door), move to that location, and remain there until the all-clear signal is given. An eCommunicator will be sent out to parents of students of such drills. The District Safe Schools Committee meet throughout the year to evaluate the District's emergency procedures.

4.15 ENTRANCE/EXIT PROCEDURES VISITORS TO THE BUILDING

All doors to the building will be locked during the school day. To improve building security, All doors to the building will be locked during the school day. Visitors will need to use the main entrance to access the lobby of the school. Visitors will need to push the intercom buzzer, look into the camera, and state their name and purpose for coming to school. Upon entry, visitors will utilize the Lobby Guard system to sign in before pressing the inner door intercom. From there, visitors will report immediately to the main office secretary.

A visitor's badge will be printed and must be visibly displayed on the person at all times while he/she is in the building. Faculty and Staff have been directed to stop anyone in the building without a badge and ask them to report to the office to officially sign in.

Upon departure from the building, visitors are to return to the Main Office. Visitors are expected to return the visitor pass so they can be officially logged out of the system.

At 2:00 p.m. the lobby doors closest to our main gym will be unlocked for use by after school sports teams. Visitors are not permitted to enter through these doors. All parents, volunteers and visitors to the building will need to use the main entrance and report immediately to the office at all times.

Faculty and Staff have been directed to stop anyone in the building without a badge and ask them to report to the office to officially sign in. This not only gives us tighter security control, but methods of accountability for all people in the building should an emergency situation arise.

As in the past, parents are not required to report to the office to sign students out. Unless a parent has a specific purpose to visit a classroom, they will be asked to remain in the main office and the child will be called for dismissal. If the parent has a specific reason to visit a classroom, i.e., student presentation, pre-arranged conference, etc., he or she will follow the procedure for a visitor and be issued a badge.

ARRIVAL AND DISMISSAL PROCEDURES

These procedures are in place to help ensure the safety of our student body. Our school is locked during school hours. Entrance is available by pressing the buzzer located at the main entrance across from the district office building, entrance - B4.

Arrival Procedures:

Students should not be dropped off prior to 7:15am and no later than 7:43am. Students coming to school by district-provided bussing will be dropped off at the entrance of the Auxiliary Gym, entrance - D2. They will then proceed to their first block class or the cafeteria until the bell sounds. Students being dropped off by car must enter the building at the Main Office of the high school across from the district offices, entrance - B4. Students are not permitted to be dropped off any earlier than 7:15 am unless arranged by a teacher. Students who drive to school and who have purchased a parking permit may enter the building in two places: Auxiliary Gym, entrance - D2 or Main Office, entrance - B4. Student drivers and their passengers may not enter the building at any other location for any purpose. Students allowing entrance to the building in other locations will be subject to discipline.

Dismissal Procedures:

Parents/guardians who wish to pick up their child during the school day or at the end of the school day before dismissal (2:31 pm), must provide documentation one day prior to the dismissal or contact the school on the given day to provide notice. Parents/guardians must enter through the Main Office of the high school across from the district offices, entrance - B4. Visitors will need to push the intercom buzzer, look into the camera, and state their name and purpose for coming to school. Upon entry, visitors will utilize the Lobby Guard system to sign in before pressing the inner door intercom. From there, visitors will report immediately to the main office secretary.

A visitor's badge will be printed and must be visibly displayed on the person at all times while he/she is in the building. Faculty and Staff have been directed to stop anyone in the building without a badge and ask them to report to the office to officially sign in.

Students are permitted to use one of two locations to exit the building during dismissal at 2:31 pm - Auxiliary Gym, exit - D2 or Main Office, exit - B4. Students are not permitted to leave the building through any other door during dismissal. Failure to follow these procedures will result in significant consequences and well as a loss of student privileges.

Seniors who have the privilege of coming to school late (following Block 1) or leave early (following Block 3) must also adhere to the arrival/dismissal procedures and use either the Auxiliary Gym, exit - D2 or Main Office, exit - B4. Failure to follow these procedures will result in a loss of this privilege or removal from either the 2+1+2 or Internship Programs.

Dismissal Precautions Procedure:

Our procedures allow students to be released to either parent unless a custodial parent supplies the school with a certified copy of a court order or divorce decree to the contrary. No student may be released from school to anyone other than the parent, guardian, or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school on the school emergency form at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders, e.g., it is the parent's responsibility to make the school is aware of any legal custody agreements pertaining to their child (ren). A copy of legal custody papers should be submitted to the main office, or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the main office files. If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to school personnel.

4.16 FACULTY ROOM

The faculty dining room and lounges are reserved for staff members. Students are expected to refrain from entering these areas without special permission.

4.17 FALSE ALARMS

The fire alarms in all schools are automatically connected to the police station. Any student found guilty of pulling the fire alarm may be subject to a minimum \$500 fine. This action will be considered a Level IV offense in the Upper Moreland High School Code of Conduct.

4.18 FIRE, LOCKDOWN, AND EVACUATION DRILLS

Fire drills are conducted monthly with the sounding of an automatically controlled bell system. Signs have been posted throughout the building to indicate the proper exits. The entire school body should be able to evacuate the building in less than two minutes in a quiet and orderly manner.

All doors and windows should be closed and all lights turned off. After reaching the outside of the building, everyone should move to a safe distance from the building and out of the pathway of incoming fire vehicles. Upon a signal from faculty members or an announcement over the public address system, everyone should return to the building.

4.19 HALL TRAFFIC

During the passing of classes, students should walk briskly and in an orderly fashion to their destination. Loitering is discouraged and horseplay will not be tolerated. No student is permitted in the hallways during classes without a hall pass signed by a staff member. All staff members will keep an accurate log of students signing in and out.

4.20 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.

4.21 HOMEROOM

Students will report to Block 1 every morning at 7:45am. Teachers will record attendance and project the morning announcements. Block 1 on either Purple or Gold days will serve as a traditional homeroom. Students who are late to Block 1 are sent to the attendance office and marked as tardy.

4.22 HOME ACCESS CENTER

Each student is issued a password and username to access our student information portal. Parents and students can review student's schedules, grades and attendance record. All Interim Reports and Report cards are posted in the

Home Access Center. A link to the Home Access Center can be found on the district website. If you require a username and password, please contact the Guidance Secretary (215-706-2382).

4.23 STUDENT IDENTIFICATIONS (ID) BADGE

Upper Moreland High School uses a school-wide Identification (I.D.) badge system for our students.

- Student I.D.'s add additional safety measures for our staff and students. I.D.'s are important for safety and security. All students can be identified almost immediately in an "official" manner and it is a quick way for emergency personnel who may not be familiar with our students to know who is, and who is not, a student in an emergency situation. Our goal is to provide a safe and orderly environment to foster student learning, and the I.D. badges assist us in the security of everyone on campus.
- Student I.D.'s also assist Upper Moreland High School students prepare for the world after high school, where real-world identification is often required. Identification badges are mandatory in government and military facilities, colleges and universities, and in most work-places to emphasize the importance of identification and security.
- I.D.'s provide Upper Moreland High School with an efficient way to manage our computerized library of Chromebook allocations to the student body, thus improving services to students.
- Finally, besides enhancing school safety, badges will create a feeling of unity and school spirit among students.

POLICIES AND PROCEDURES

1. Each year students will be issued an I.D. card after fall pictures are taken. (In year one of implementation, a prior school year picture will be utilized so students can be issued an I.D. on the first day of school.)
2. Students must wear their photo I.D. badge on the School-authorized lanyard at all times while in the high school building or on any campus throughout the school district. Neither the I.D. card nor the lanyard may be decorated or marked in any way. I.D. badges must be worn on their lanyard every day during the school day while students are in Upper Moreland High School or participating in a school sponsored event, i.e., field trips, work study, internships, etc. I.D.'s should be taken home every day and brought back to school each day.
3. Students must have their UMTSD issued I.D. to board District transportation.
4. The I.D.'s may not be changed or altered in *any way*.
5. The first I.D. and one (1) replacement are free. Since I.D.'s are required, the cost of additional replacement I.D.'s is \$5.00. I.D.'s may be obtained at the front desk of the Main Office. Replacement lanyard's and card holders can be purchased at the school store or in the Main Office for \$5.00 dollars.

6. Students are to adhere to the following guidelines, procedures, and consequences:
- Damaged or defaced I.D. cards will be confiscated and must be replaced at the student's expense.
 - Students are responsible for their I.D. badges. A student who has lost his/her identification card and or lanyard should apply for an immediate replacement in the Main Office and will be issued a temporary I.D. badge.
 - ID badges shall not be duplicated.
 - Any student with unauthorized possession of an I.D. badge not belonging to him or her will be subject to disciplinary action.
 - A student must surrender his or her I.D. badge to any staff member upon the staff member's request.
 - Anyone without an I.D. badge may be stopped and questioned as to their purpose.
 - Students withdrawing from school must return the I.D. badge in order to complete the checkout process.
 - Student I.D.'s will not be collected at the end of the school year and are the sole responsibility of the students throughout the summer. Students should return to school each year with their lanyard and I.D. card holder each school year. Graduates may keep their I.D. Badge upon successful completion of their Senior Year of High School.

4.24 LOST AND FOUND

Any lost or found article should be taken to or claimed in the main office.

4.25 MEDICATIONS

All medications, whether prescription or non-prescription, should be kept in the nurse's office. In order for medication to be given in school, a note from the parent must accompany the medication. This note should contain the student's name, name of the medication, dosage and time to be given, and the reason for the medication. All medicine must be in the original container from the pharmacy. Notwithstanding this paragraph, on an individual basis after nurse assessment and with parental consent, students may be approved to carry on their person self-administered medications including diabetes monitoring and medication devices, asthma inhalers and epinephrine auto-injectors and over-the-counter medications.

4.26 PHOTOGRAPHING/RECORDING

Throughout every the school year, photos will be taken by the Community Information Network and displayed in various school publications. We realize that there are reasons why a family might not want their child's picture 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 at the District Administration Building. Please indicate in the letter that your child should not be photographed for the purpose of being included in a publication or recording production. Please include your child's name, grade, age, and homeroom teacher's name. This request should be done on a yearly basis.

4.27 PHYSICAL EDUCATION EXCUSES

An excuse written and signed by a parent or guardian containing a full explanation of the reason for the excuse will be honored for three days only. A doctor's note is required in order for a student to be excused from gym classes after the third day. These excuse notes must be presented to the school nurse prior to the opening of school and at no other time during the school day. At the discretion of the physical education teacher, a written assignment may be given on days of medical excuse. Failure to complete such assignments will result in a zero for that day's work.

4.28 SCHOOL ACCIDENT INSURANCE

The School District of Upper Moreland Township makes available to all students a group accident insurance plan. Brochures and application forms are available prior to every school year on the District Website under the Info tab. Students participating in interscholastic athletics are strongly encouraged to enroll in this or some other insurance plan, since the school district does not provide coverage for sports-related injuries.

ID Badge Procedures – Consequences	
Failure to wear and swipe in on the bus with student I.D. (1st Offense)	Warning, parent(s) notified, student provided an I.D. for the remainder of the school day;
Failure to wear and swipe in on the bus with student I.D. (2nd Offense)	Detention Issued; parent notified, loss of student privileges, student provided an I.D. for the remainder of the school day;
Failure to wear and swipe in on the bus with student I.D. (3rd Offense)	Detention Issued (2); parent notified, loss of student privileges; Student will receive a new student I.D. (\$5 obligation)
Failure to wear and swipe in on the bus with student I.D. (4th Offense)	In-School-Suspension, parent notified, loss of student privileges which will include the use of district transportation; Student will receive a new student I.D. (\$5 obligation)
Failure to wear and swipe in on the bus with student I.D. (5th Offense)	1 Day Out-of-School Suspension, parent notified, loss of student privileges which will include the use of district transportation; Student will receive a new student I.D. (\$5 obligation), student/parent intervention meeting.

4.29 STUDENT PRIVILEGES

The behavior of an Upper Moreland High School student should reflect the standards of good citizenship expected by society. Self-discipline is one of the most important goals of education. While education is the right of American youth, student participation in certain ancillary programs and activities are not rights which are guaranteed, but rather privileges which can be granted and revoked. Examples of such privileges are:

- Participation in co-curricular activities (both athletic and non-athletic)
- Attendance at home athletic events
- Attendance at school-sponsored social events, such as dances, proms, trips
- Participation in the commencement ceremony
- Membership in school-sponsored clubs and organizations
- Driving and parking privileges
- Open study period
- Unassigned seating in cafeteria and auditorium

Students wishing to take advantage of these opportunities are required to exhibit appropriate behavior on a regular basis. Compliance with the Upper Moreland High School Code of Conduct is a prerequisite for granting and retaining such privileges. In addition, students must agree to comply with the UMHS Athletic Code and Activity Code (Page 45). A disciplinary review board, comprised of professional staff members and/or administrators, may withdraw the privileges of any student who demonstrates a disregard for proper behavior and cooperation or violates the High School Code of Conduct, Athletic Code, or Activity Code. Upon seeing evidence of appropriate behavior modification over an extended period of time, the review board may reinstate privileges previously revoked. Open study hall is a privilege offered to seniors who maintain all coursework at or above a 70%. Open study hall privileges are held during first and fourth blocks and require parent/guardian and administrative approval. Seniors failing to meet the 70% grade point average in each course at the conclusion of the marking period, will lose the privilege for open study hall and we will be required to report to the library. All students arriving to school late or leaving school early for open study hall are required to enter/exit the building through the Main Entrance. Failure to do so will result in disciplinary action. and potential loss of open study hall privileges.

4.30 STUDENT SALES

Students are prohibited from selling items in school unless they are a part of a school-sponsored fund-raiser. All such sales have very strict guidelines concerning when and where the items may be sold. Profits from sales are maintained in the student activities accounts under the name of the organization conducting the sale. Funds maintained under the names of individual students, within organizations, do not earn interest. The teacher in charge of the fund-raiser will notify all participants of these guidelines. All sales must be approved by Building Administrators and by the District Business Department.

Students who buy or sell items in the classroom or the learning areas may receive an administrative detention.

4.31 TEXTBOOK AND EQUIPMENT

Textbooks and certain other equipment needed by the students are supplied by the school district. These are loaned and are to be returned in good condition at the close of the school year. Students are responsible for managing the condition of the textbooks or material distributed by the District. Failure to do so, will result in obligation to pay for the damage.

All equipment which is lost or damaged by misuse or neglect must be replaced or paid for by the student before report cards are issued.

4.32 VISITORS

All visitors are required to register in the main office where visitation privileges will be determined by the Administration. If approval is given, all visitors will be issued a temporary pass that must be displayed at all times. To minimize disruptions to our educational program, only those people who have academic or educational goals to pursue will be granted permission to observe our school and classrooms during the school day. Any visitor, whether students from other schools, former graduates or other adults, must abide by the following regulations:

1. Visitation requests must be made with the main office at least one day in advance of the visit to describe the intended purpose of the visit and the anticipated date(s) and time(s).
2. The Administration will review the request and will obtain prior approval from all teachers who will be affected before granting visitation privileges.
3. Visitations for social reasons are not permitted.
4. Visitations will be discouraged during the first week of classes, the last week of classes, or on the day prior to or immediately following a school holiday.
5. All visitors will sign in with the raptor system located in the Main Office.

4.33 WITHDRAWAL PROCEDURES

When a student is withdrawing from school, the parents are required to inform the school in writing. On the day a student plans to leave, he or she must obtain a withdrawal form from the high school attendance & guidance offices. The completed withdrawal form must be returned to the attendance & guidance office, whereupon the student will be issued a transfer card. It is the responsibility of the student to meet all school obligations prior to withdrawal.

Families may move from the district during the summer months. Unless notified of such a move, the school reserves class space and bus seating for these students. It is also impossible to forward records without this knowledge. Therefore, parents and guardians are reminded of the necessity to notify the school in writing of any withdrawals.

4.34 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.

V. ACADEMIC PROGRAM

5.1 ACADEMIC ELIGIBILITY

Academic eligibility pertains to all students participating on Athletic Teams, Marching Band, Jazz Band, Indoor Color Guard, the Fall Drama and the Spring Musical. This policy shall not be confined to participants in these activities, but rather shall also include support personnel such as managers, statisticians, etc. A student is declared ineligible when he/ she falls under the following academic standing:

1. A student is failing **two or more full credit courses**
2. A student is failing **any course** for 3 consecutive weeks.

Weekly Eligibility: Eligibility is evaluated on a weekly basis. Any student not meeting the aforementioned criteria is declared academically ineligible for seven consecutive days from the day the eligibility report is run.

5.2 Academic Probation

A student who is failing a full credit course will be put on academic probation for up to two weeks. During this time, the student is required to attend ASAP tutoring or tutoring with the teacher of the course after school. All tutoring sessions must be documented and submitted to the Athletic Office. During the probationary period, students are still permitted to practice and participate in competitions.

An email notification will be sent to the student, parent, teacher, coach and athletic director when a student is declared on probation or academically ineligible. Once declared ineligible, a student may not compete or perform with any team/ organization covered by the eligibility policy.

Marking Period Eligibility: Any student failing two or more full credit courses at the conclusion of a marking period is declared academically ineligible for a period of 15 consecutive school days beginning with the day the report cards are issued. If a student fails two or more courses during the 4th Marking period, the student will be ineligible for the first 15 schools days of the following academic year.

5.3 COURSE REQUIREMENTS

To earn credit for a course, a student may be expected to meet certain minimum course requirements. This position is supported by the Pennsylvania School Code in the section labeled "Student Responsibilities." At the beginning of a course, teachers will provide students with a written statement of any such minimum course requirements. Failure to meet these requirements will result in loss of credit for the course. In addition, failure to take the final examination for any course will result in loss of credit for that course.

In addition, the administration is in full accord with the position that it is the student's responsibility to attend school regularly, be present in classes, and put forth conscientious effort in completing assignments, tests, and other activities as directed by the teacher.

5.4 EXAMS

Final examinations and Mid-Terms are given in all Full Year courses, and they constitute a minimum course requirement. The mid-term and the final exam are each worth 10% of the final grade.

Seniors are required to take the midterm exams in full year courses. Seniors having a grade of 92% or higher each marking period and a mid-term grade of 90% or higher in a course is exempt from taking the final exam in that course.

An examination schedule will be developed each semester and distributed to students prior to exam days. On final exam days, students are only required to attend those classes in which their exam is being given.

Students must be present on the designated time and day for their course finals and midterms. Students cannot sit for exams prior to or after the scheduled exam. Exams can only be made up during the scheduled make-up date with an excused absence from a physician.

5.5 GRADING

GRADING SCALE FOR ALL COURSES AT UMHS		
A+ 97-100%	A 93-96%	A- 90-92%
B+ 87-89%	B 83-89%	B- 80-82%
C+ 77-79%	C 73-76%	C- 70-72%
	D 65-69%	
	F 0-64%	

EX - EXEMPT

I - INCOMPLETE

NG - NO GRADE - INSUFFICIENT TIME IN CLASS TO RECEIVE A GRADE

WP - WITHDRAWN PASSING

WF - WITHDRAWN FAILING

The above percentages are used to determine students' grades. Each teacher maintains both the percent grade and its equivalent letter grade for each student. Only the percentage will appear on the report card and transcript.

5.6 GRADE POINT AVERAGE (SEE TABLE II)

Both unweighted and weighted Grade Point Averages (GPA) are maintained for all students. The yearly GPA is based on the course grades earned during the year. The cumulative GPA is based on all courses taken up to the given date. Only courses taken at UMHS and approved dual enrollment college courses (this includes all 2+1+2 Program Courses) taken while the student is enrolled as a high school student are included in the GPA. Courses taken at UMHS by students in the Upper Moreland Middle School are not included in the student's GPA.

All UMHS courses and dual enrollment courses are included in the GPA except those for which a pass/fail grade is issued. When a student repeats a failed subject in the regular school schedule, the original failing grade will become a grade of NG(no grade) and only the new grade will be calculated in the GPA. When a student repeats a failed grade in an accredited credit recovery program that provides fewer hours of instruction than the regular course, the original grade and the make-up grade and credit are both used in computing the GPA.

The unweighted GPA is derived by dividing the total number of grade points earned by the total number of eligible credits attempted. Unweighted GPA is reported on the final report card and is used for National Honor Society, honor roll and graduation honors eligibility. The weighted GPA, which reflects additional weight for honors and Advanced Placement courses, is used for decile placement and for class rank when it is provided by the school counselor to a requesting university or scholarship fund. See Table 1 for additional information and examples of GPA.

5.7 GRADUATION HONORS

Graduates earn distinction for academic performance based on their cumulative unweighted grade point average as computed at the end of the first semester of Grade 12:

- Cum Laude – Unweighted GPA of 3.5 to 3.64
- Magna cum Laude – Unweighted GPA of 3.65 to 3.70
- Summa cum Laude – Unweighted GPA of 3.8 and above

5.8 DEFINITION OF ACADEMIC LEVELS

Upper Moreland High School offers classroom instruction on various levels with differing academic expectations. Students are grouped by level in English, mathematics, science and social studies classes. Instructional levels are assigned on the basis of teacher recommendation, academic record, standardized test scores, student motivation and interest. Student progress is monitored throughout the year so that adjustments in placements may be made when appropriate. If a level adjustment is made during the school year, the grades and absences earned in the previous course level are carried-over to the new level. The academic level categories are as follows:

- **Advanced Placement (AP):** The most academically demanding course level possible. Successful completion of the course may eventually lead to college credit. Enrollment is highly selective and honors credit is earned.
- **Honors:** Honors courses require a high level of academic maturity, interest, ability, reading and study skills. The pace is extremely rigorous and enrollment is highly selective.
- **College Preparatory (CP):** Courses that have a higher academic demand and requirements and are appropriate for college bound students.

5.9 HOMEWORK

The completion of homework is an integral part of the learning process and is an expectation of students. Individual teachers/departments determine their own homework policy regarding penalties for incomplete assignments.

In case of absence from school, students are to contact the teacher via email and also monitor the course calendar on the Black Board. In periods of extended absence from school, three (3) days or more, arrangements can be made through the Guidance Office (215-706-2382) to have assignments sent home. It is the responsibility of the student or parent to initiate this process. Twenty-four (24) hour notice is necessary and assignments can be picked up in the Guidance Office at the end of the school day.

5.10 HOMEWORK/MAKE-UP WORK

All work missed by an unanticipated, excused absence from school must be made up for credit upon return to school. It is the student's responsibility to meet with each teacher to make plans for this purpose. Normally all missed tests, examinations, and mandatory class work should be completed immediately following the student's return to school; within two (2) school days for each day of absence and within a maximum of ten (10) days for absences of a week or longer. However, students who miss a test, exam, quiz, etc. because of a single day of absence must make up the test, exam, quiz, etc. on the first day of their return to the class.

5.11 HONOR ROLL

Distinguished Honors - 4.0 or higher average (93% to 100%), with no grade lower than an 87% - Distinguished Honors level will be achieved by having an Average GPA of a 93% and higher. Students may not have lower than an 87% (B+) in any course during that Marking Period.

Honor Roll = 3.0 or higher average (83% to 100%), with no grade lower than a 77% - Honors will be achieved by having an Average GPA of an 83% and higher. Students may not have lower than a 77% (C+) in any course during a Marking Period.

5.12 LIBRARY-MEDIA CENTER

The library, which is central to student success at the high school, has an extensive collection of books, reference materials, paperbacks, magazines, reprint articles, and computer resources. Library staff and technical aides are always available to help students. Students may use the library from 7:00 a.m. to 3:15 p.m., during open periods or with teachers during class time.

The library currently has 70 computers available for student use. The computer network offers Microsoft software. In addition to Internet access, on-line subscription services and academic reference materials are available. Locally available materials can be accessed using Athena, the on-line library catalog. Use of the computers in the library is a privilege, not a right. Since curriculum use of computers takes precedence over all other uses, computers will at times be reserved for library or class use.

Preference is given to students who have academic work. Students who have difficulty with software, passwords or other problems with their computer file should report to the technical aides for help.

Everything in the library is available to help students succeed. Most materials can be taken home or to the classroom as necessary. However, all materials must be checked in and out at the circulation desk. Materials should be returned to the shelves or the circulation desk after use.

5.13 MINIMUM SCHEDULING REQUIREMENTS PER YEAR

The minimum number of credits for which a student must be scheduled in each of the four high school years are:

Freshmen:	8 credits	Juniors:	8 credits
Sophomores:	8 credits	Seniors:	7 credits

5.14 PROCEDURES FOR FULFILLING ACADEMIC REQUIREMENTS DUE TO ABSENCE FROM SCHOOL/CLASS

Any student who is absent from school/class for any reason (including participation in activities) must make up all missed class assignments. If the made up work is satisfactory, the student will receive full credit for the assignment. Work is not permitted to be made up during classes unless special provisions are made with the teacher. Parents/guardians of any student who will be lawfully absent for more than three school days must notify the school so that arrangements for home assignments can be offered. The parents/guardians of any student who will have a prolonged absence (two weeks or longer) must notify the school to make the necessary arrangements for homebound instruction. In each case, substantiation of the reason for the absence is required.

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

5.15 PROCEDURES FOR RE-TAKING A COURSE DUE TO ACADEMIC FAILURE, LOSS OF CREDIT, OR THE DESIRE TO IMPROVE THE GRADE IN A COURSE PREVIOUSLY PASSED

Option A - Repeat the entire course during a future school year.

Option B - Attend Remedial Summer School:

The student may attend summer school if his/her final average in the course is a minimum of 40%, all the course requirements have been completed and he/she has taken the final exam in the course.

1. The student must have completed all obligations established by the attendance office for absence or lateness.
2. The student must attend the summer school course for 60 hours.
Payment for the course is the responsibility of the family.
3. The student's final transcript will show both grades and both grades will be calculated into the student's overall GPA.

Option C - Receive one-to-one tutoring:

A student may receive credit for review of a course if he/she is tutored for 30 hours in the course content of a course in which the student passed at least two marking periods or one marking period and the mid-term and final exam. If the student has not met this criterion, he/she may receive credit for the course by being tutored for 60 hours.

1. The tutor must be a Pennsylvania certified teacher in the subject area of the course.
2. Payment for the tutor is the responsibility of the family.
3. The student is required to take and pass (60%) the UMHS final exam in the

selected course

4. The grade from the course will be posted on the transcript but it is not to be included in the overall GPA.

5.16 REQUIREMENTS FOR GRADUATION

To earn a Pennsylvania endorsed high school diploma from Upper Moreland High School, a student must fulfill the following minimum:

- Successfully complete all state mandated testing or project required for graduation.
- Successfully complete a minimum of 28 high school credits
- Successfully complete the following minimum course requirements as defined by the Upper Moreland Township Board of School Directors:
 - 4 credits of English, one year (1 credit) in each grade 9-12 (English electives do not satisfy the requirement)
 - 7 credits of Mathematics and Science (minimum 3 credits each)
 - 4 credits of Social Studies (Civics is Required)
 - 7.5 credits of Electives
 - 2 credits of World Language
 - 2 credits of Physical Education/Fitness
 - 1 credits of Health/Nutrition
 - .5 credit Personal Finance

High school level courses taken prior to grade 9 may be used to meet prerequisites or to advance levels. However, because graduation requirements may be met only by courses taken in grades 9-12, high school level courses taken prior to grade 9 are not included in the calculation, are not credit-bearing, and do not appear on the transcript.

Minimum graduation requirements should not be confused with college admission requirements. The general rule of thumb for most four year colleges is that applicants should have completed a minimum of 16 "academic units." Typically, one unit equals a full year college preparatory course in English, Mathematics, Science, Social Studies, or World Languages.

5.17 REQUIREMENTS FOR NCAA ELIGIBILITY (III APPENDIX PG 12 COURSE)

If you are planning to participate in athletics at the collegiate level, you must meet the requirements set by the NCAA. All prospective collegiate student athletes have to register with the NCAA eligibility center at www.eligibilitycenter.org. For assistance in this process, please inform your guidance counselor of your intentions and visit the NCAA eligibility center website for the list of UMHS approved core courses.

5.18 SCIENCE SAFETY

Safety in the science classroom is a top priority for the students of our District. Each fall, science teachers will provide students with a Science Safety Code of Conduct which is located on page 55. This Science Contract - this form can be found on the District Website, www.umtsd.org/codes, must be reviewed, signed by parents and students, by the end of the first full week of school. Please assist us to help students remain safe in the science classroom.

5.19 SCIENCE - ALTERNATIVES TO DISSECTION (SEE TABLE 3)

Dissection may be utilized as part of the science program and may contribute to the attainment of specific course objectives. The Board recognizes, however, that students may have valid reasons to request an alternative to this technique.

In accordance with Act 88 of 1992, regarding Student Rights, Section 2, public or non-public school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals, or any parts thereof, as part of their courses of instruction.

“Animal” means any living organism of the Phylum Chordata. The term also includes an animal’s cadaver or severed parts of any animal’s cadaver.

Students requesting alternatives to dissection must follow these procedures:

1. A letter signed by the student and parent/legal guardian requesting an alternative educational project must be presented to the student’s teacher.
2. The student and his/her teacher will meet to develop an alternative educational project to be completed in place of the dissection.
3. An alternative educational project may include, but is not limited to the following:
 - a. Observation of the dissection in lieu of the actual dissection work, so long as student and parents find this an acceptable alternative
 - b. Use of diagrams and models instead of preserved specimens to complete written laboratory sheets
 - c. Completion of supplementary reports on the anatomy and physiology of the specimens being studied
 - d. Completion of other assignments as provided by the teacher which may include electronic programs, computer simulations, or activities from laboratory manuals
4. The deadline for the completion of the alternative educational project will be the same as the completion of the actual laboratory experience. The teacher will use the grade on the alternative educational project in lieu of the dissection grade.
5. “Alternative educational projects” also include “alternative test.” The student may refuse a test, which also involves or necessitates harmful use of an animal or animal part.

5.20 STANDARDS FOR PROMOTION

Grade placement is determined by accumulated earned credits as follows:

Sophomore (Grade 10) Status:	Minimum 7.00 credits earned
Junior (Grade 11) Status:	Minimum 14.00 credits earned
Senior (Grade 12) Status:	Minimum 21.00 credits earned

5.21 STUDY HALL

Students in grade twelve may be scheduled into a study hall. Twelfth grade students with Block 1 or Block 4 study hall may request permission to arrive late or leave early, if they meet the following requirements:

1. Have at least a 70 average in all subject areas for the marking period
2. Are in good standing with the attendance and discipline policies of Upper Moreland High School.

Students can pick-up the late arrival/early dismissal request form from the front office. The student must obtain the signature of their parent/guardian prior to submission to the principal. This form must be renewed each marking period. Students will not be excused prior to the close of the first marking period.

5.22 STUDENT INTERNSHIPS

Students in grade twelve may be scheduled for an internship program. The internship program is designed for hands-on learning and experiences toward the student’s desired college or career pathway. Students work with the program coordinator to develop career goals to maximize the on-site learning experience.

Criteria:

1. Students are in good academic standing and have met all requirements necessary for graduation.
2. Students are in good standing with the attendance and discipline policies of Upper Moreland High School.
3. Students are responsible for the submission of an internship request to the Guidance Office at least two months prior to the start of the class for administrative approval.
4. Students are responsible for their transportation to and from the site during the designed class time.

VI. STUDENT SUPPORT SERVICES

6.1 GUIDANCE

The high school guidance staff consists of three counselors a college counselor, and a school psychologist. All students are assigned to a counselor who is responsible for their academic progress and vocational planning.

The guidance office, located on the first floor near the main entrance, is open from 7:00 a.m. to 3:30 p.m. each school day. Although the guidance office is always open to students, appointments should be made in order to avoid confusion.

6.2 HEALTH SERVICES

The function of the health service is to promote better health among students and to provide instruction in health matters through individual and collective conferences with the nurse. The school nurse is available to provide immediate, temporary care in case of illness or accidental injury.

Parental permission is required for medication of any kind to be given in school.

Any student who becomes ill or is injured during the school day should report to the nurse. If in class, the student requests a pass to report to the nurse's office. The nurse will decide whether or not the student is to go home or is to be taken care of by the nurse and returned to class. If the nurse is not in her office, the student should report to the main office.

A student should not go to the Health Suite between classes. A student should go to the next class and receive permission from that teacher to come to the nurse's office. If the nurse determines that it is in the best interest of a student to be sent home during the school day, a parent must come to the high school and release the student from school. Emergency exceptions to this requirement must be approved by the Principal or an Assistant Principal.

6.3 STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is an intervention program designed to identify and refer "high risk" students for appropriate treatment. The Student Assistance Program includes the nurse, teachers, counselors, psychologists, administrators, and appropriate agencies from the community who have special training in areas such as drug and alcohol issues, depression, family problems and suicide. As outlined in the mandatory Student Suicide Awareness and Prevention Policy (819), we are committed to maintaining a safe school environment; to protect the health, safety and welfare of our students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The Student Assistance Program accepts referrals from parents, staff members and students.

6.4 SAFE SCHOOLS DRILLS

Safe Schools drills will be practiced regularly throughout the year. The following drills will be conducted:

Lockout Drills – These will be performed during the 2020-2021 school year. Students and staff members who are inside the school building will not be impacted by this drill;

Lockdown Drills – These drills will be performed during the second half of the 2020-2021 school year, and 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;

Active Threat Drills – These drills will be performed during the second half of the 2020-2021 school year. The first such drill will include staff only. The second drill will include 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;

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

Lockdown and Active Threat Drills will be announced to parents and community members in advance.

VII. ACTIVITY/ATHLETIC CODE OF CONDUCT

Upper Moreland High School believes it is important to maintain a co-curricular program to enhance the regular curricular program. Participation in these co-curricular activities is a privilege which students earn through appropriate behavior, conduct, and attitudes. Student athletes are expected to follow the return to play protocols that were board approved and can be found on the district website.

While this policy encompasses student responsibilities related to school attendance and overall behavior, we are most concerned with the involvement of our young people with drugs and alcohol. As stated in the Code of Conduct, "Possessing, using, distributing, delivering manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any 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" is a violation of school policy.

Any participant in a school activity who violates this Code may be suspended from participation in activities for a minimum of the remainder of that current activity season. Students may be suspended from an activity at the beginning of a season if the violation occurs between seasons. Students who participate in extra-curricular activities are representatives of the district 24 hours a day and are, therefore, subject to the Code even outside of school hours and off school premises and are subject to the same consequences as if it happened in school. Other discipline may be imposed as determined by Administration.

Consistent with our district's philosophy, the guidelines and regulations contained herein represent responsibilities to which students must adhere in order to participate in the co-curricular program:

1. Participants in the interscholastic athletic program must abide by the PIAA, Suburban I, and Upper Moreland School District requirements concerning the eligibility of students which include, but are not necessarily limited to age, amateur status, attendance, health, transfer, academic performance, conduct, and out-of-season regulations. (Section 2.4)
2. A student must be present by 9:00 AM on the day of competition to be eligible to participate in the days events, unless prior approval has been received from Administration. A student may not participate on a day that he/she has been absent from school, unless such absence had prior approval from administration.
3. Participation in two sports within the same season is not permitted unless authorized by the Athletic Director.
4. Prior to a student participating in practices, scrimmages, and or contests, at Upper Moreland in the student's first sport in a school year, the student is required to complete a physical evaluation. Certification for more than one sports season at a single examination is permitted using the Comprehensive Initial Pre-Participation Physical Evaluation form. Prior to the beginning of each subsequent season, a Re-Certification by Parent/Guardian form must be completed.
5. As a result of athletic participation, it may be necessary to seek medical

treatment on an emergency basis from a medical doctor or hospital facility. Also, conditions may warrant the application of first aid, the routine evaluation of minor injuries, or the recommendation for exercise or rehabilitative therapy, any of which would be performed by a certified athletic trainer. The choice of contractor(s) providing this emergency care and day-to-day athletic trainer services is at the discretion of Upper Moreland School District, and such contractor(s) shall be the exclusive provider(s) of these services. Recognizing this, parental consent, in advance, for such care is a prerequisite for participation.

6. Upper Moreland School District does not provide accident and/or hospital insurance for students participating in interscholastic athletic programs. It is the responsibility of the parent to see that their child is properly covered by an individual or family policy prior to participating in the interscholastic athletic program.
7. Transportation to and from athletic events scheduled by the Upper Moreland Athletic Department will be provided by the Upper Moreland School District. While such transportation will normally be via a school bus, private transportation will be made for emergency purposes only and must be pre-approved by the Director of Athletics. All students are required to ride District transportation to and from competitions.
8. A student on suspension from school (in-school or out-of-school) may not attend practices and may not compete while on suspension. This ban shall begin on the first day that the suspension is being served, and remains in effect until the day on which classes are to be resumed.
9. Displays of unsportsmanlike conduct or the use of profanity toward an opponent, teammate, official, or coach will result in counseling by the coach and possible suspension from the team by the coach or the Director of Athletics. Athletes removed from a contest for unsportsmanlike conduct will receive a mandatory minimum one game suspension. This suspension shall commence with the first scheduled game following the ejection.
10. Team members are expected to be present at all practices, team meetings, and contests unless excused by the coach. This also includes post-season playoff competition.
11. Students will be provided two (2) full days of practices before rosters are determined.
12. Students quitting a team make themselves ineligible for any other sport during that season. However, students who try out and are "cut" from a team are eligible to try out for and participate in another sport.
13. Athletes are responsible for returning all uniforms and equipment that were issued to them. Failure to do so will result in a financial obligation equal to the full replacement cost of the item.

By being allowed to participate in a school activity, the student agrees to follow the guidelines outlined in this Code and accept the responsibilities set forth herein.

We hope that all persons in our school community will be supportive in helping to establish a positive, meaningful, healthy, and safe atmosphere for our students and families. Students involved in extra-curricular activities and benefiting from their privileges should be committed to the same sense of purpose.

VIII. ACTIVITY FEE AT UPPER MORELAND HIGH SCHOOL

Families of all students who participate in co-curricular sports or marching band activities will be required to contribute an activity fee. This fee will provide support for the funding of activity equipment, uniforms, and transportation.

At the Upper Moreland High School, season-based fees will be required for participation in co-curricular activities as presented in Table 1. More information can be found on the high school website (www.umtsd.org/activityfee).

- The Activity Fee Payment must be handed in before a student may participate in the selected activity;
- Waiver/activity fee reduction forms are available upon request for families experiencing economic hardship. Building principals will meet with parents/guardians to review all waiver or reduction requests;
- Students who are cut from a team or activity will have their fees reimbursed;
- Students who suffer a season ending injury prior to the mid-point of the season will have their fee reimbursed;
- Students who move from the District will have their fee reimbursed on a pro-rated basis;
- Students who quit or who are removed from a team or activity for disciplinary reasons will not receive a reimbursement of the activity fee;
- A District and Community Committee will meet regularly to determine how best to allocate funds which have been generated by the Activity Fee;
- This fee will be in addition to funds already allocated for co-curricular activities, and will not reduce the budgeted monies available for such activities. These funds will be treated as “value-added” to ensure that activities have their equipment, uniforms, and transportation needs met.

IX. IMPORTANT DISTRICT INFORMATION

9.1 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.

9.2 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.

9.3 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.

9.4 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 215-830-1558.

Sincerely,

Matthew Lentz
Chief Financial Officer

9.5 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.

9.6 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 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.

9.7 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.

9.8 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 215-830-1511 and fax 215-659-3421:

Director of Special Education
School District of Upper Moreland Township
2900 Terwood Road
Willow Grove, PA 19090

District Website: www.umtsd.org, then click on District Offices/Special Education - Notice to Parents.

9.9 TRANSCRIPT PROCESS

The UMHS Guidance Department will carry out the following process for all Upper Moreland High School students that will be entering their senior year. This process is to ensure that all transcripts are up to date and accurate prior to sending out to colleges and universities in the fall. Parents may request transcripts early by coming in for a hard copy, but official transcripts will not be uploaded to Naviance until the second week of September.

- Spring of Junior Year: Counselors will meet with all of their juniors to discuss the college application process.
- August of Senior Year: **Guidance Department Senior Mailing**
 - Transcript and College Process letter to Parents
 - Students process for requesting transcripts
 - Request form for Teacher/Counselor Recommendations
 - Release of Student Records
- 2nd Week of September: **College Application Process Parent Evening Program**
- 2nd Week of September: **Official Transcripts uploaded to Naviance**
- September/ October: **Individual Meetings with Counselors**

9.10 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.

9.11 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.

THIS PAGE INTENTIONALLY LEFT BLANK.

TABLES

TABLE 1

ATHLETIC TEAMS

ATHLETIC TEAMS	SEASON	ATHLETIC TEAMS	SEASON
Baseball	Spring	Soccer (Men)	Fall
Basketball (Men)	Winter	Soccer (Women)	Fall
Basketball (Women)	Winter	Softball	Winter
Bowling	Winter	Spring Track (Men)	Spring
Cheerleading	Winter	Spring Track (Women)	Spring
Cross Country (Men)	Fall	Swimming (Men)	Winter
Cross Country (Women)	Fall	Swimming (Women)	Winter
Field Hockey	Fall	Swim-Diving (M & W)	Winter
Football	Fall	Tennis (Men)	Spring
Golf	Fall	Tennis (Women)	Fall
Lacrosse (Men)	Spring	Winter Track (M & W)	Winter
Lacrosse (Women)	Spring	Wrestling	Winter

ACTIVITY FEE SCHEDULE

\$150 LEVEL

Marching Band, Indoor Percussion

\$125 LEVEL

Football, Swimming

\$100 Level

Cheerleading, Wrestling, Indoor Guard

\$75 LEVEL

Baseball, Basketball (Boy/Girl), Bowling, Cross Country (Boy/Girl), Field Hockey, Golf, Lacrosse (Boy/Girls), Soccer (Boy/Girl) Softball, Tennis (Boy/Girl), Winter Track (Boy/Girl), Track (Boy/Girl)

TABLE 2

CHART FOR GRADES AND GPA			
LETTER GRADE %	GRADE POINTS FOR UNWEIGHTED GPA - COLLEGE PREP	GRADE POINTS FOR WEIGHTED GPA - HONORS	GRADE POINTS FOR WEIGHTED GPA - ADVANCED PLACEMENT
A+ 97-100%	4.3	4.8	5.5
A 93-96%	4.0	4.5	5.0
A- 90-92%	3.7	4.2	4.7
B+ 87-89%	3.3	3.8	4.3
B 83-86%	3.0	3.5	4.0
B- 80-82%	2.7	3.2	3.7
C+ 77-79%	2.3	2.8	3.3
C 73-76%	2.0	2.5	3.0
C- 70-72%	1.7	2.2	2.7
D 65-69%	1.0	1.0	1.0
F 0-64%	0	0	0

TABLE 3 UPPER MORELAND HIGH SCHOOL SCIENCE SAFETY CODE OF CONDUCT

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this Science Safety Code of Conduct. These rules must be followed at all times. A copy of this document will be made for your student to keep in their notebook as a constant reminder of the safety rules.

General Guidelines

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horse play, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
11. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
15. Keep hands away from face, eyes, mouth and body while using chemicals or reserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.

16. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
19. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
20. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

CLOTHING

21. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
22. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
23. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
24. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

25. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
26. If you or your lab partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention.
27. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
28. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

HANDLING CHEMICALS

29. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
30. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
31. Never return unused chemicals to their original containers.
32. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
33. When transferring reagents from one container to another, hold the containers away from your body.
34. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.

HANDLING CHEMICALS CONTINUED

35. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
36. Never remove chemicals or other materials from the laboratory area.
37. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

38. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
39. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
40. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
41. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
42. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
43. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
44. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
45. If you do not understand how to use a piece of equipment, ask the instructor for help.
46. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

47. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
48. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
49. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
50. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
51. Never look into a container that is being heated.
52. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
53. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

TABLE 4

UMHS BELL SCHEDULE 2020-2021

Time	PURPLE DAY	GOLD DAY
7:45 - 9:22 (97)	HR/Block 1	HR/Block 1
9:25 - 10:54 (89)	Block 2	Block 2
10:57 - 11:27 (30) 11:30 - 12:59 (89)	A Lunch Block 3	A Lunch Block 3
10:57 - 11:42 (45) 11:44 - 12:14 (30) 12:15 - 12:59 (44)	Block 3 B Lunch Block 3	Block 3 B Lunch Block 3
10:57 - 12:26 (89) 12:26 - 12:59 (30)	Block 3 C Lunch	Block 3 C Lunch
1:02 - 2:31 (89)	Block 4	Block 4

TABLE 5

UMHS BELL SCHEDULE
BEAR BLOCK
2020-2021

	Time	PURPLE DAY	GOLD DAY
Block 1	7:45 - 9:00 (75)	Announcements/Attendance Block 1	Announcements/Attendance Block 1
Block 2	9:03 - 10:18 (75)	Block 2	Block 2
Block 3	10:21 - 10:51 (30) 10:54 - 12:09 (75)	A Lunch Block 3	A Lunch Block 3
	10:21 - 10:58 (37) 10:59 - 11:29 (30) 11:31 - 12:09 (38)	Block 3 B Lunch Block 3	Block 3 B Lunch Block 3
	10:21 - 11:36 (75) 11:39 - 12:09 (30)	Block 3 C Lunch	Block 3 C Lunch
BEAR BLOCK	12:12 - 1:12 (60)	BEAR BLOCK	BEAR BLOCK
Block 4	1:16 - 2:31 (75)	Block 4	Block 4

TABLE 6

UMHS BELL SCHEDULE
2 Hour Delay SCHEDULE
2020-2021

	Time	PURPLE DAY	GOLD DAY
Block 1	9:45 - 10:47 (62)	Announcements/ Attendance Block 1	Announcements/ Attendance Block 1
Block 2	10:50 - 11:52 (62)	Block 2	Block 2
Block 3	11:55 - 12:20 (25) 12:23 - 1:25 (62)	A Lunch Block 3	A Lunch Block 3
	11:55 - 12:26 (31) 12:26 - 12:54 (25) 12:54 - 1:25 (31)	Block 3 B Lunch Block 3	Block 3 B Lunch Block 3
	11:55 - 12:57 (62) 1:00 - 1:25 (25)	Block 3 C Lunch	Block 3 C Lunch
Block 4	1:28 - 2:31 (63)	Block 4	Block 4

TABLE 7

**UMHS Early Release SCHEDULE
2020-2021**

Time	<i>PURPLE DAY</i>	<i>GOLD DAY</i>
7:45 - 8:35 (50)	HR/Block 1	HR/Block 1
8:38 - 9:28 (50)	Block 2	Block 2
9:31 - 10:21 (50)	Block 3	Block 3
10:24 - 10:49 (25) 10:52 - 12:00 (68)	A Lunch Block 4	A Lunch Block 4
10:24 - 10:58 (34) 11:59 - 11:24 (25) 11:26 - 12:00 (34)	Block 4 B Lunch Block 4	Block 4 B Lunch Block 4
10:24 - 11:32 (68) 11:35 - 12:00 (25)	Block 4 C Lunch	Block 4 C Lunch

Early Dismissal Dates - 12:00 PM (AM Eastern Students will be dismissed from Tech at 9:30 AM to return to UMHS for Blocks 3 & 4)

Wednesday	December 9th & 23rd
Wednesday	February 10th & 24th
Wednesday	March 10th & 24th
Wednesday	April 14th & ^ 28th
Wednesday	May 5th

TABLE 8

UMHSGUIDANCECOUNSELORBREAKDOWN

Grade 9 and 10

Mrs. Purcell A through K
Mrs. Charles L through Z

Grade 11 and 12

Mrs. Barratta A through K
Mrs. Vesper L through Z

TABLE 9

UMHS ADMINISTRATOR CONTACT INFORMATION

Mr. Joseph Carracappa, Principal, JCarracappa@umtsd.org

Dr. Leslie Djang, Assistant Principal, Idjang@umtsd.org

Mrs. Shannon Franczkowski, Assistant Principal, SFranczkowski@umtsd.org

Mr. Sean Feeley, Assistant Principal & Athletic Director, SFeeley@umtsd.org

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.

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 High School Code of Conduct on pages 15-18.

During the time designated for virtual learning, students will be responsible for demonstrating appropriate etiquette and proper attire during both synchronous and asynchronous learning environments. It is strongly recommended that students follow the virtual schedule designed by the school and participate in synchronous learning dressed appropriately and in a common area. This would be areas other than a students' or siblings' bedroom.

ATTENDANCE

Daily attendance in the Virtual Learning Program will measure two essential criteria that measure student success during remote learning, Access and Completion. All student attendance will be monitored through the completion of "Measurement of Learning" activity at the conclusion of each class. This will measure understanding based on the synchronous and asynchronous work assigned. By completing this daily task in each class, students will be given credit for daily attendance based upon Access to their learning, as well as Completion of assigned work.

REPORT CARDS & GRADES

During the time designated for virtual learning, students will be graded and assessed in the same manner as they would be if attending school in a face to face environment. Formative and summative assessments will be collected by the teacher through completed work, quizzes, exams, projects, etc. Grades will be calculated based on the information found in the Student Code of Conduct under section V. Academic Program on page 45.

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

For athletics and extracurricular activities, all students and staff members must adhere to and follow the Safety and Health Guidelines for Athletics and Activities for the COVID-19 Return to School Plan as approved by Upper Moreland School District. In order for an athlete or member of the Marching Unit to be eligible for participation during the designated virtual learning period, students must meet the attendance requirement on a daily basis. Students who do not show Access to a teachers google classroom, and complete the Evidence of Learning Statement posted for each course will be considered absent and ineligible for participation that day.

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 per UMHS while participating in the Virtual Learning School will have appropriate actions taken, up to and including documentation on their student record.