

UPPER MORELAND MIDDLE SCHOOL

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES 2018-2019



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***Please Note:**

Your will receive the Signature Page from your child's teacher.
This must be signed, and returned to the classroom teacher by the
end of the first full week of school. This page can also be found on the
District Website www.umtsd.org/codes.

FROM THE SUPERINTENDENT

September 2018

Dear Parents and Students,

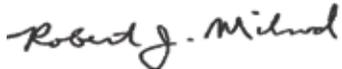
The following guidelines, mandated by the State, are important for students to ensure provisions of the rights accorded them by law and to maintain a sense of acceptable classroom behavior. The purpose of these guidelines, developed by staff and legal counsel, is as follows:

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

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

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

Respectfully yours,



Dr. Robert J. Milrod
Superintendent of Schools

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

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

IN LOCO PARENTIS

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

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

EQUAL OPPORTUNITY

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

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

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

AN OVERVIEW OF MIDDLE SCHOOL PROCEDURES

PHILOSOPHY

The philosophy of the School District of Upper Moreland is based upon the belief that every child who attends school is entitled to a quality education. In order to ensure a positive learning environment, the rules for appropriate behavior and good manners are expected and encouraged. These rules grow from the beliefs that students should demonstrate mutual respect for their teachers and fellow students, should behave in a way that assures a safe and productive learning environment, should exhibit care for school property and the property of others, and should maximize their own opportunity to receive an education. Behavior that is not consistent with these beliefs is viewed as inappropriate and will be addressed in a manner that is consistent with the Middle School's Code of Conduct.

GOALS

The goals for establishing this Code of Conduct are as follows:

- to ensure an understanding by parents and students of appropriate and inappropriate behaviors
- to ensure that consistent responses to inappropriate behaviors will occur
- to ensure fair and equitable treatment for all students
- to assist in creating a tone that will be respectful, safe, and conducive to learning
- to assist parents and students in understanding the consequences that occur as a result of inappropriate behavior
- to provide a description and model of good school citizenship which students can emulate

RESPONSIBILITIES

Creating and maintaining a safe school environment that is conducive for learning is a shared responsibility. Students, parents, teachers, and administrators each have roles in making school a productive place for children. Students have the responsibility of exhibiting appropriate behavior in the school setting. Parents have the responsibility of promoting appropriate behavior by their children and contributing to a cooperative relationship between home and school. Teachers and administrators have the responsibility of creating a positive learning environment for children, helping teach good behavior and citizenship, enforcing rules in a fair and consistent manner, and contributing to a cooperative relationship between school and home. For a successful learning environment to exist, everyone should make sincere efforts to meet their key responsibilities.

A POSITIVE VIEW OF STUDENT CONDUCT

Often when parents and children review school codes of conduct, the experience takes on a negative or disapproving tone. Typically, such codes elaborate upon long lists of inappropriate behaviors and then follow with all the possible consequences that are awaiting children when mistakes occur. As you review this Code of Conduct, you will see that such lists exist here also.

However, to part from this one-sided approach just a little, there is an attempt below to create a positive profile of what your child can do to be a successful and contributing member of the Upper Moreland Middle School. Our dream is for all students to be successful and happy in school. Given the commitment exhibited by the Upper Moreland parents and community, and given the resources which exist within the Middle School, such a dream is, for the most part, within reach.

For children to be successful students and contributing members of the Upper Moreland Middle School, they should try to accomplish these goals:

- report to each class prepared and on time
- make an honest effort to complete all assignments--in class and for homework
- take extra time to study for tests and quizzes
- be respectful of fellow students and work to resolve any problems or conflicts in a reasonable and peaceful manner
- be respectful of teachers and exhibit cooperation and good manners in class
- demonstrate respect and care for school property and the property of others
- maintain an attitude that reflects a care for learning and a desire to be successful

Helping to focus on these seven positive goals will assist your children in reaching success and will also help your children demonstrate the kind of positive school citizenship that will contribute toward making the Upper Moreland Middle School a better place for everyone.

STUDENT RESPONSIBILITIES

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

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with federal, state, 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 complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.
- Be responsible for the instructional materials and supplies issued to them. Students and their parents are financially responsible for instructional materials and issued supplies (library books, text books, math/science equipment), cafeteria charges, and any other financial obligation.

STUDENT PRIVILEGES

The behavior of an Upper Moreland Middle 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, trips, etc.,
- Membership in school-sponsored clubs and organizations, and
- 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 Middle School Code of Conduct is a prerequisite for granting and retaining such privileges.

The building administrators may withdraw the privileges of any student who demonstrates a disregard for proper behavior and cooperation or violates the Middle School Code of Conduct. Upon seeing evidence of appropriate behavior modification over an extended period of time, the administration may reinstate privileges previously revoked.

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.

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

- Hallway misconduct - such as play fighting or loitering
- Classroom disturbance
- Misuse of library privileges
- Unexcused classroom lateness and/or lateness to school
- Physical, verbal or behavioral misconduct on a school vehicle
- Continual lateness to a school bus stop
- Violation of radio/headset policy (See Student Handbook)
- 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.
- Selling items on school grounds without the prior authorization of the building administration
- Failure to provide a written excuse from parent/guardian for an absence from school
- Taking food or beverages into a classroom or other academic areas
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Possession of games, toys, audio devices, skateboards
- Possession, transportation or sale of slime or any form of slime
- Other behaviors of a similar nature
- Bullying

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)
- Confiscation (Returned to parent only)

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 or after school hours
- Inappropriate and/or suggestive behavior during the school day or at school activities or bus
- Improper dress - including offensive clothing, hoods, spaghetti straps, tank tops, short skirts/shorts, pajamas or other clothing considered sleepwear; and at the discretion of the building principal- hats, bandanas, other head covering and sunglasses
- Cutting a teacher's detention
- Cutting class
- Leaving class for any reason without teacher permission
- Inappropriate language while on school grounds or at school functions
- Failure to follow the directive of a staff member
- Possession of a laser pointers, matches, lighters, and/or a paging device
- Possession of cellphone, cameras, video recording devices, etc. during testing
- Visible possession or use of cell phones, cameras, video recording devices, during the school day on school district property, on school grounds, on school buses, or while under school supervision Cell phones brought to school must be turned off and placed in student's locker upon arrival to school.
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- Bullying
- Hazing
- 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)
- Parent/guardian contact
- In-school suspension
- Behavior modification contract
- Loss of privileges
- Bus suspensions
- Confiscation. Parent must arrange to pick up cell phone from School Administrator (return to parent only)

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

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

LEVEL III - EXAMPLES

- Falsifying teacher and/or parent signatures or altering documents signed by them
- Making false statements or reports to a school official
- Cheating
- Plagiarism
- Harassment
- Disorderly Conduct
- Truancy
- Gambling
- Rude and/or disrespectful behavior toward a staff member
- Serious classroom disruption which interferes with learning
- Minor, inappropriate physical contact (tripping, kicking, poking, pushing, etc.)
- 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)

LEVEL III - DESCRIPTION

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

LEVEL III - EXAMPLES

- Bullying, Hazing, and/or Harassment whether face to face, in writing or via social media of any kind
- Video taping, recording or taking photographs during the school day or on school grounds, school events, or on School District vehicles without administrative approval
- Possession or and/or striking matches or igniting lighters
- Leaving school grounds without permission
- Vandalism of school district property or property belonging to others, that includes, but is not limited to, graffiti, tagging and/or marking of such property
- Possession of, smoking, vaping, or use of chemical stimulants or depressants 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
- Participation in an organized day of student absence
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- 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)
- Receive a “zero” for work as a result of cheating (including plagiarism)
- 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, at school functions, or affecting school property and/or persons, such as students, school employees, or invitees.

Most of these acts are criminal in nature and are so serious that they require administrative actions which may result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and expulsion by the Board of School Directors.

LEVEL IV - EXAMPLES

- Possession on one’s person or personal property, in one’s locker, 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, nunchuck stick, brass or metal knuckles, spiked jewelry, firearm, shotgun, rifle, look-a-like gun, look-a-like knife, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury. Included in this behavior is the use of common items (jewelry, compasses, pencils, select sports equipment, etc.) to harm or attempt to harm others.
- 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, or substance paraphernalia on school grounds, in one’s locker or book bag, 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.
- Possession, consumption, or transporting of alcoholic beverages in any aspect
- 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, inhalants, volatile solvents, and epinephrine auto injectors and diabetes medication. (The school nurse may authorize a student to possess and use over-the-counter drugs, inhalants, epinephrine injectors and diabetes medication.)
- Attacking, fighting, striking, attempting to strike or harm, threatening (written or verbal or physical), harassing, and/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.
- Attacking, striking, attempting to strike or harm, pushing, threatening bodily harm, or harassing (verbally or in writing or physically) a school

Level IV Examples Continued

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.
- Destruction of, attempt to, and/or threat to destroy school district property or property of a school district employee.
- Theft or attempted theft of property belonging to others, such as the district, school employees, or students.
- Bullying
- Hazing
- Breaking or entering any school district building or vehicle.
- Interfering with the safe operation of a school district vehicle or jeopardizing the health and/or safety of the passengers.
- Tampering with or falsely activating a fire alarm or safety device
- Deliberate and serious disruption of school or a school-sponsored activity
- Interfering with the safe operation of a school district vehicle that jeopardizes the health and/or safety of the passengers, driver, school district employees, or the general public
- Throwing of objects without a legitimate purpose (including food, food containers, or utensils in the cafeteria)
- Vandalism
- Misusing 9-1-1 phone number
- Making bomb and similar threats
- Serious violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- 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.

ATTENDANCE REGULATIONS

A. EXCUSED ABSENCES

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

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family (5 day maximum)
4. 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 the student
6. Religious holiday
7. Suspension from school
8. Required court appearance
9. College visitation (with approval)
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 school year

Absences for the above reasons, when verified in accordance with Part B on the next page, will be excused, although work missed must be made up in accordance with Part C.

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

If the school nurse determines that a child needs to be sent home prior to 10 :40 a.m., the student is marked absent regardless of the actual pick up time.

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

B. UNEXCUSED ABSENCES

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

Truancy Definitions:

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

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

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

C. ABSENCE VERIFICATION

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. This excuse must be 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 note 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.

D. PROCEDURE FOR FULFILLING ACADEMIC REQUIREMENTS DUE TO ABSENCE FROM SCHOOL/CLASSES

Any student who is absent from school/classes for any reason must make up all missed class assignments. If the made up work is satisfactory, the student will receive 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. Exceptions must be requested in writing. In each case, substantiation of the reason for the absence is required.

E. MINIMUM EDUCATION REQUIREMENTS

School attendance is the responsibility of the pupil and parents/guardians. A student who fails to meet the requirements for daily attendance by absenting himself/herself from school is clearly impeding and diminishing the learning process. Without question, excessive absence will impact upon both learning and performance. If a student's excessive absence leads to the inability to make up required school work, the student's report card will clearly reflect this lack of performance.

F. SCHOOL-SPONSORED ACTIVITIES

A student must be present for a minimum of four hours of the school day 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 and participate in any extra-curricular activities during the length of the suspension. A student who is absent the day before a school holiday or a weekend is not permitted to participate in a school-sponsored activity scheduled for the holiday or weekend unless a valid excuse note is presented to the faculty advisor in charge of the activity. The Code of Conduct will apply to all school-sponsored activities.

G. DISMISSAL DURING SCHOOL HOURS

Attempts should be made to schedule all medical and dental appointments at times other than during 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 or 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.

All missed class assignments must be made up in order for the student to receive full credit for the semester. This includes those assignments missed because a student is excused by the nurse or an administrator to go home or to attend a school activity. It is the student's responsibility to make arrangements for make-up work.

H. LATENESS TO SCHOOL (TARDINESS)

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

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

A request for excused lateness to school requires a written note signed by a parent/guardian which must be presented at the time of arrival at school. Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Students who arrive late to school must report immediately to the designated office in order to be admitted to class. Failure to do so is a violation of the Code of Conduct.

Unauthorized tardiness and early departures during a semester will be added together. When the accumulated total equals a school day (six class periods), the total will be counted as a day of unexcused absence for the purposes of this section. This process will continue so that each additional day of tardiness/early departures will be treated as another day of unexcused absence.

I. EXCEPTIONAL STUDENTS

These regulations will be equally applicable to exceptional students, except that absences or tardinesses which are caused by or directly related to the student's exceptionality will be considered excused absences or tardiness under Part A and Part G above. 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, the special education supervisor, and/or a 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 Part C above.

COMPUTER NETWORK AND INTERNET MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

COMPUTER USE GUIDELINES/ETHICS/ETIQUETTE

- 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 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)
 - Unauthorized Transmission of personal information 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.

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

Continued

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, Tech Assistants, 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.

CHROMEBOOKS

- The Middle School will implement a one to one Chromebook program and students will have the opportunity to use a District provided Chromebook device.
- The proposed schedule for implementation is as follows:
 - Grade 8 - January 2018, Grade 7 - September 2018, Grade 6 - September 2019
- Each student who receives a District provided Chromebook device 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.

Continued

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. While on the School Network, 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 Middle 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.

CHROMEBOOK CHECKOUT AND CHECK-IN DURING THE SCHOOL DAY AND SCHOOL YEAR

- Students who do not have their Chromebook in school for any reason, with the exception of being repaired, may checkout a district owned Chromebook from the technology hub (Library) if there are sufficient numbers of loaners. Students who habitually forget to bring in their device may be given alternate assignments.
- Chromebooks may be checked out of the Library and must be returned to the Library by 2:25PM each school day.
- Chromebooks from the Library may not be checked out at night or on the weekends.
- Chromebooks must be returned to the Library before traveling on student sponsored events, i.e., sporting events, field trips, etc.
- Chromebooks and chromebook chargers must be returned before summer break (last day of school).
- In the case of repair, loaned Chromebooks may be kept by students until the repairs are completed. The loaner Chromebook must be returned when the repairs are completed and should be returned in the same condition it was originally loaned as.

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 Middle 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.

Continued

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 Middle 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.
- All damage to Chromebooks should be reported immediately to the Technology Assistants or the front office.
- Failure to do so can result in the previous user of the Chromebook being held responsible for the damages and repairs.

STANDARD PRACTICES

- Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order and condition. 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.

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 Chromebook and/or accessories is not allowed.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students who habitually forget to charge their device before coming to school may be given alternate assignments.
- Students are responsible to check school email on a daily basis.

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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.

CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include gym 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.

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.

ADDITIONAL SOFTWARE

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

INSPECTION

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

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 during expected 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 Middle 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 Middle School administration, immediately upon their return to school.
- The Middle School Administration will review 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.

CYBER BULLYING

- Cyberbullying 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 and social media.
- 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 cyberbullying are unacceptable and viewed as a violation of Board Policy 815.1.

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 checked-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 Middle School Administration. Examples of major offenses: Sending, accessing, uploading, down loading, or distributing of offensive, profane, threatening, or obscene materials, downloading or transmitting game, music, or video 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, and may result in an In School or Out of School Suspension. -
- It should be recognized that using a Chromebook at Upper Moreland Middle 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.

DISCIPLINARY RESPONSES

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

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 coursework 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.

OTHER RULES AND REGULATIONS

A. 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, eating, drinking, or chewing gum except as individually pre-authorized
2. Being improperly seated
3. Extending arms or head from a school district vehicle
4. Pushing or shoving another student, or fighting/bullying as outlined on Page 20
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
8. Running after a school district vehicle
9. Riding a school district vehicle other than the vehicle assigned to the student. All students must ride the bus to which they are assigned, both to and from school daily. No student assigned to a bus is permitted to walk home.
10. Throwing objects of any kind while a passenger on a school district vehicle
11. Carrying firearms, other weapons, or fireworks
12. Using profanity, vulgarity, obscene words or gestures, racial or ethnic slurs, or other derogatory actions
13. Vandalizing a school district vehicle
14. Using an electronic device on a school district vehicle
15. Unauthorized riding of district late buses
16. Video taping, recording or taking photographs during the school day or on school grounds, at school events, or on school district vehicles without administrative approval
17. Viewing, posting, or distributing of inappropriate material during the school day, on school grounds, on school district vehicles or while under school supervision

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

B. SEARCH AND SEIZURE

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.

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.

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

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

C. SMOKING REGULATIONS

The Pennsylvania Crimes Code and the district smoking policy prohibit the possession or use of tobacco by students in school district buildings, school district vehicles, and on school district grounds. A pupil who possesses or uses 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 product, and smokeless tobacco in any form. A pupil who commits an offense under the Crimes Code will be subject to prosecution initiated by the school district and will, upon conviction, be sentenced to pay a fine of not more than \$50 and the cost of prosecution for each violation.

D. GRAFFITI POLICY

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

E. BULLYING/HAZING

Bullying is defined as the repeated and systematic harassment or attacks on another student, perpetrated by a student or group of students, in school, on school grounds, in school vehicles, to or from school, or at school-sponsored activities or sanctioned events, including any abuse through use of computer/internet/instant messaging or any other technological/telecommunications system or device and that has the effect of:

1. physically harming a student or damaging a student's property;

2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. placing severe mental or emotional distress upon the student.

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.

F. 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.

G. HELIUM BALLOONS AND DELIVERIES

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

H. PHOTOS/VIDEO TAPING

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, please feel free to 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 video recorded for the purpose of being included in any District: publications, video 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.

I. CELL PHONES/ELECTRONIC DEVICES

Middle School students who bring phones to school must turn off their phone, and secure them in their locker. Phones must be placed and secured in student lockers the first time that students are permitted to go to their lockers for the day. Until students are permitted to go to their lockers, phones must be put away so that they are not visible to staff members.

If a student needs to use a phone during the school day they should get a pass to use the phone in the main office. With any violation of the above, student phones will be confiscated. As a first offense, the student's parent will need to pick up the phone from a building administrator. Students, who are found to be in violation of phone rules as a second offense, will receive up to two administrative detentions and the cell phone will again be confiscated until it is picked up by a parent. Pursuant to the District Electronic Device Policy (Policy #235.1), upon request from an administrator, failure to turn over a cell phone to a staff member will result in suspension. 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.

J. 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.

K. DRESSING APPROPRIATELY FOR SCHOOL

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

1. Hats, hoods, other head covering, and sunglasses are not to be worn in the school building at any time (except for medical or religious reasons). This applies to both boys and girls.
2. Spaghetti straps and tank tops are not acceptable (shoulders should be covered). Tops must reach at least to the waist.
3. 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.

L. SAFE SCHOOLS DRILLS

Safe Schools drills will be practiced regularly throughout the year. For 2018-2019, the following drills will be conducted:

Lockout Drills – These will be performed three times during the 2018-2019 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 twice during the first half of the 2018-2019 school year, and will involve all students, staff members and visitors. Training and guidance will be provided by the Upper Moreland Township Police Department;

Active Threat Drills – These drills will be performed twice during the second half of the 2018-2019 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;

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

For 2018-2019, Lockdown and Active Threat Drills will be announced to parents and community members in advance. The Safe Schools Parents Advisory Committee will provide support in communicating with parents and community members about the drills.

STUDENT ACTIVITIES/ ATHLETIC CODE OF UPPER MORELAND MIDDLE SCHOOL

The Upper Moreland Middle 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. 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.

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.

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.

1. Participants in the interscholastic athletic program must abide by the PIAA 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.
2. Participation in two sports within the same season is not permitted.

3. A student may not participate on a day that he/she has been absent from school, unless such absence had prior approval from Administration.
4. A student must be present by 9:00 AM on the day of competition to be eligible to participate in the days events, unless student has prior approval of Administration.
5. 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.
6. 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 Faculty Manager. 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.
7. Team members are expected to be present at all practices, team meetings, and contests unless excused by the coach.
8. 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.
9. All team members are to travel to and from away contests by means of the transportation provided by the school district. Exceptions to this requirement will be made for emergency purposes only and must be pre-approved by the Faculty Manager.
10. 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.

STUDENT ACTIVITY FEE

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

At the Upper Moreland Middle School, season-based fees will be required for participation in co-curricular activities as follows:

\$50.00 Level: Football, Wrestling

\$25.00 Level: Baseball, Basketball (Boy/Girl), Cheerleading, Field Hockey, Lacrosse, Marching Unit, Soccer (Boy/Girl), Softball, Tennis (Boy/Girl), Track (Boy/Girl)

- 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.

IMPORTANT DISTRICT INFORMATION

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

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

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

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

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

FERPA Directory Information Notice

The District may disclose certain information, known as directory information, at 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.

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.

AHERA NOTICE SEPTEMBER 2018

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

INTEGRATED PEST MANAGEMENT PLAN

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

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

Upper Moreland's IPM strategies include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate

pesticides. Whenever possible the school district makes recommended building repairs and improve sanitation practices to avoid unnecessary pesticide use.

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

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

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

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

NOTICE TO PARENTS WHOSE CHILDREN RESIDE IN UPPER MORELAND TOWNSHIP

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

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

Under the Individuals with Disabilities Education Act, commonly referred to as the "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) mental retardation, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional disturbance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities, (11) multiple disabilities, or (12) for preschool age children, developmental delays. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Students in Kindergarten through age 21 may be eligible for special education and related services.

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

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

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

State and federal law affords many rights and protections to children

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

Students who are Mentally Gifted

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

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

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

Student Records

The School District of Upper Moreland Township maintains records concerning all children enrolled in public school, including students with disabilities. Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. All records are maintained in the strictest confidentiality.

Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school officials, including staff and contractors, with a legitimate educational interest in the information; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the

United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as "directory information." Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

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

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

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

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

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. This Science will need to be reviewed and signed by parents and students. *THIS CONTRACT IS PART OF THE CODE OF CONDUCT SIGNATURE PAGE DISTRIBUTED BY YOUR CHILD'S TEACHER. THE CONTRACT MUST BE RETURNED TO THEIR ADVISORY TEACHER BY THE END OF THE FIRST FULL WEEK OF SCHOOL.* Please assist us to help students remain safe in the science classroom.

ALTERNATIVES TO DISSECTION

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 video 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.

UPPER MORELAND MIDDLE SCHOOL SCIENCE SAFETY CODE OF CONDUCT

PURPOSE

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 available online, as well as hanging in each science classroom, as a constant reminder of the safety rules.

GENERAL RULES

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 teacher before proceeding.
3. Never work alone. No student may work in the laboratory without a teacher present.
4. 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.
6. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Read all procedures thoroughly.
8. Behave responsibly in the Science Classroom. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Work areas should be kept clean and tidy at all times.
10. Know the locations and operating procedures of all safety equipment including eyewash station, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
11. Tell the teacher immediately of any unsafe conditions you observe.
12. Dispose of all materials properly.
13. Keep hands away from face, eyes, mouth and body while using laboratory materials. Wash your hands, work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
14. You will be assigned an area at which you will work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
15. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their teacher.
16. Handle all living organisms used in a laboratory activity in a humane manner.
17. If you have a medical condition such as allergies tell your teacher.
18. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!

19. 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.
20. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it may appear.
21. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water.
22. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
23. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass.
24. If you do not understand how to use a piece of equipment, ask the instructor for help.