

# **UPPER MORELAND MIDDLE SCHOOL**

## **STUDENT CODE OF CONDUCT AND RESPONSIBILITIES 2020-2021**



**4000 Orangemans Road  
Willow Grove, Pennsylvania 19090  
215-674-4185 - main office  
215-956-1906 fax  
[www.umtsd.org](http://www.umtsd.org)**

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**\*Please Note:**

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

The School District of  
Upper Moreland Township

Board of School Directors  
2900 Terwood Road  
Willow Grove, PA 19090  
215-830-1511

Paul Tkacs  
President

Albert DerMosesian  
Vice President

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

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

DISTRICT ADMINISTRATION

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MICHAEL Q. ROTH, ED.D.  
SUPERINTENDENT OF SCHOOLS

MICHELLE LUTZ  
DIRECTOR OF SPECIAL EDUCATION

LINDSEY STOCK  
DIRECTOR OF EDUCATION

DINA CASSIDY  
DIRECTOR OF EDUCATION

MATTHEW LENTZ  
CHIEF FINANCIAL OFFICER

UPPER MORELAND MIDDLE SCHOOL ADMINISTRATION

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LAWRENCE CANNON  
PRINCIPAL

MATTHEW BEYERLE  
ASSISTANT PRINCIPAL FOR CURRICULUM & INSTRUCTION

DENA CRISS  
ASSISTANT PRINCIPAL FOR STUDENT SERVICES

MESSAGE FROM THE ADMINISTRATION

September 2020

Parents and Students of Upper Moreland Middle School,

Welcome to the 2020-2021 school year at Upper Moreland Middle School. We will strive to provide each student with an educational experience that will develop their individual talents and abilities needed to obtain success in life. The administrative team is excited for the year that lies ahead, which will include excellence in academics, athletics, music, the art programs. This handbook will enable you to become familiar with the different aspects of the school that will help each individual child achieve success.

This Code of Conduct handbook will be most effective you review the Table of Contents and then read and discuss, as a family, the topics are most relevant to you. Some areas that should be reviewed each year as a family are specific to Attendance Policies, General School Practices and Procedures, Computer/ Internet Policies, Athletic Code, and Student Services Information. When you and your son or daughter sign and return the UMMS Student Code of Conduct and Responsibilities page, you are acknowledging your awareness of all of the information contained in this booklet.

Please keep this booklet in a convenient location. For your convenience it can be located on the district website, [www.umtsd.org/codes](http://www.umtsd.org/codes). As questions arise, locate the appropriate section, and you will most likely find the answer you are looking for. If you have any further concerns, please call the appropriate school administrator for clarification.

The faculty and staff of Upper Moreland Middle School look forward to working with each and every student this year. We thank you for your ongoing support and involvement.

Sincerely,



Lawrence Cannon  
Principal, Upper Moreland Middle School

## MESSAGE FROM THE SUPERINTENDENT

September 2020

Dear Parents and Students,

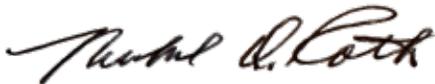
The following guidelines, mandated by the State, are important for students to ensure provisions of the rights accorded them by law and to maintain a sense of acceptable classroom behavior. The purpose of these guidelines, developed by staff and legal counsel, is as follows:

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

The Code of Conduct 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. Michael Q. Roth  
Superintendent of Schools

## UPPER MORELAND TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

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

### EQUAL OPPORTUNITY

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

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

### TITLE IX

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

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

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

**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](http://www.umtsd.org/codes). Hard copies of the Middle School Code of Student Conduct are available in the School Main Office.

## IN LOCO PARENTIS

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

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

## 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

*Goals Continued*

- 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 to engage in learning activities
- 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

*A Positive View of Student Conduct Continued*

- 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 to making the Upper Moreland Middle School a better place for everyone.

## **STUDENT RESPONSIBILITIES**

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

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

- Upper Moreland is a diverse and multicultural community that promotes inclusion for all, words and actions that exclude or promote hate will not be tolerated.
- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- 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, Chromebook), 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 middle 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 1 and Level II offenses, student's 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.

## 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
- Inappropriate use of headphones/earbuds
- 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
- Removing food or beverages from the cafeteria
- 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
- Harassment

### 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
- Bullying
- Hazing
- Continued Level I misconduct

*Continued*

## **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
- Horseplay that incites a larger altercation or unsafe environment
- Making false statements or reports to a school official
- Cheating
- Plagiarism
- Harassment
- Disorderly Conduct
- Gambling
- Rude and/or disrespectful behavior toward a staff member
- Serious classroom disruption which interferes with learning
- 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)

*Continued*

### **LEVEL III - EXAMPLES CONTINUED**

- Bullying, Hazing, and/or Harassment whether face to face, in writing or via social media of any kind
- Electronically 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
- 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.
- 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. This includes “look alike” drugs and “look alike” paraphernalia, including vaping devices.
- Possession, consumption, or transporting of alcoholic beverages in any aspect
- 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, pushing, threatening (written or verbal or physical), harassing (written or verbal or physical), and/or intimidating a student, school district employee, school board member, or guest of the school district 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.

- 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
- 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
12. Participation at National Veterans Affairs activities and State Agricultural Fair activities

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

*Continued*

**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.

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

**E. MINIMUM EDUCATION REQUIREMENTS**

School attendance is the responsibility of the pupil and parents/guardians. A student who fails to meet the requirements for daily attendance 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

*Attendance Regulations Continued*

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. EDUCATIONAL TRIPS**

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

### **J. 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.

### **K. SCHOOL ATTENDANCE IMPROVEMENT PLAN (SAIP)**

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

The School Attendance Improvement Plan (SAIP) provides the opportunity to identify, understand and explore issues contributing to a student's absent or tardy behavior. The SAIP will assist the student in addressing and resolving school attendance issues and to succeed in school both socially and academically. The SAIP will provide documentation between the school and the student's family of a "good faith" effort should future action be required (i.e. referral to the County Children and Youth Agency and citation to the Magisterial District Judge).

## **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
  - Major Security/Ethical Violations

Engagement in the following behaviors will result in discipline appropriate to the level of offense and/or permanent loss of privileges, and/or referral to law enforcement authorities:

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

### **CHROMEBOOKS**

- The Middle School has implemented a one-to-one Chromebook program for all students in grades 6th, 7th, and 8th with students having the opportunity to use a District provided Chromebook device.
- 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 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.

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## **A. 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.

## **B. 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 2:25 PM 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 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.

## **C. 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.

### **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 library aids 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.

## **D. 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.

## **E. GENERAL RULES**

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

- If exposed to cold conditions for an extended period of time, let the Chromebook warm up to room temperature before turning it on.
- The Chromebook and all accessories should be kept clean and free of marks at all times. Applying stickers, writing, drawing, engraving or otherwise defacing the laptop and/or accessories is not allowed.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- 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.

#### **F. 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.

#### **G. 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.

#### **H. 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.

#### **I. ADDITIONAL SOFTWARE**

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

#### **J. INSPECTION**

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

#### **K. 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 Principal will view 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.

#### **L. 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.

#### **M. 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, downloading, 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, 1 day Out of School Suspension (OSS) or In School Suspension (ISS).
- 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.

#### **N. DISCIPLINARY RESPONSES**

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

#### **O. 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 30 -31
5. Yelling, shouting, or engaging in excessively loud talking which could distract the driver
6. Spitting or using a water pistol while on a school district vehicle
7. Bringing a pet on a school district vehicle unless pre-authorized and disability related.
8. Running after a school district vehicle
9. Riding a school district vehicle other than the vehicle assigned to the student. 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. Electronically 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
18. Students will utilize their student I.D. to access their assigned district bus. The I.D. identifies that the student is present on the bus and is authorized to ride the bus.

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

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent or pervasive; and

4. that has the effect of doing any of the following:
  - i. substantially interfering with a student's education
  - ii. creating a threatening environment
  - iii. substantially disrupting the orderly operation of the school.

Hazing is defined as any action or situation:

1. which recklessly or intentionally endangers the mental or physical health or safety of a student or
2. which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.
3. The term shall include, but not be limited to, any brutality of 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.

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## **H. PHOTOGRAPHING/RECORDING**

There are reasons why a family may not want their child's image published or shared with the public. If this applies to your situation, write a letter to the school principal, with a copy sent to the Community Information Network at the District Administration Building. Please indicate in the letter that your child should not be photographed or video recorded for the purpose of being included in 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**

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.

Students are not permitted to have their cell phones out during the school day. The school day is the time when a student first enters the building until student dismissal at 2:25 pm. Cell phones must be turned off and left secured in student lockers during the school day. A cell phone may be removed from the locker and utilized only after student dismissal at 2:25 pm.

If a student needs to use a phone during the school day, they may request a pass to use the phone in the Main Office. Cell phones will be confiscated from any student found to be in possession of the phone during the school day. This will include phones that are visible and/or phones that are not immediately visible. Further, this will include phones that are being utilized or checked, phones that are turned on, or phones that are powered off.

Students found to be in possession of a phone will have the phone confiscated as a first offense. The student must have a parent pick up the confiscated phone from a building administrator following this offense.

Students who are found to be in possession of a phone as a second offense will receive one administrative detention, in addition to the cell phone being confiscated and held until it is picked up by a parent/guardian. Subsequent violations of the possession or use guidelines will result in further disciplinary action. 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.

## **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. Pajama's 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.

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**L. SAFE SCHOOLS DRILLS**

Our first concern at UMMS is for the safety and welfare of all of our students. To that end, we hold emergency event drills to prepare our students with a quick and safe response should an emergency occur. All drills are taken seriously by the faculty and administration, and the same is expected from the students.

Safe Schools Drills will be practiced regularly throughout the year. For 2020-2021, the following drills will be conducted:

Fire Drills – These drills will be performed approximately once a month during the entire year. Should the fire alarm sound during the passing of classes, all students and school personnel should exit the building via the nearest exit in a quiet and orderly manner;

Lockout Drills – These drills will be performed three times during a normal 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 second half of the 2020-2021 school year, and will involve all students, staff members and visitors. Training and guidance will be provided by the Upper Moreland Township Police Department and the Director of Safety & Security;

Active Threat Drills – These drills will be performed twice during the second half of the 2020-2021 school year. The first such drill will include staff only. The second drill will include all students, staff members and visitors. Training and guidance will be provided by the Upper Moreland Township Police Department and the Director of Safety & Security;

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

**M. STUDENT IDENTIFICATION (I.D.) BADGES**

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

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

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

## **N. CAMERAS ON BUSES**

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

## **O. CHEATING AND PLAGIARIZING**

Cheating and plagiarizing are dishonest. Students who elect to engage in this behavior are attempting to get something for little or no effort. These actions can result in students gaining an unfair advantage over those who do honest work. When students cheat or plagiarize, they avoid real challenges, real learning and real growth by circumventing true academic challenges. Cheating and plagiarizing violate the trust and openness which underlie the thoughtful collaboration and sincere debate which are the basis of a true education. Ultimately, only a refusal to indulge in or tolerate cheating or plagiarizing will bring these actions to an end.

Here at Upper Moreland Middle School cheating includes, but is not limited to:

- Copying homework
- Having parents or tutors complete assignments
- Copying from the test or quiz of another student
- Offering or receiving information about the content of tests or quizzes
- Bringing in and using unauthorized information during a test, including information stored on a calculator or computer
- Passing information to or receiving information from a classmate
- Intentionally exposing a test paper to the view of classmates
- Submitting another's work as one's own
- Doing another person's assignment for him/her
- Presenting collaborative work as independent work
- Copying answers from answer guides in a text

Plagiarism: As a form of cheating, is defined as "the act of using another person's expressions in your writing without acknowledging the source." Acts of plagiarism include but are not limited to:

- Reproducing another person's work, whether published or unpublished, including using materials from any source that distributes prepared research papers
- Submitting, as one's own, any academic exercise prepared totally or in part by another
- Allowing another person to alter or revise one's work substantially and then submitting it as one's own
- Using another person's written words or ideas without properly acknowledging the source
- Failing to acknowledge study aids or common reference source

Failure to acknowledge and cite all sources, including the sources of ideas, and all electronic sources

Failure to acknowledge a source of information, regardless of intention

Preventative/Proactive Measures to Minimize Cheating or Plagiarizing:

- Submit original work
- Put away all notes, keep an eye on one's own paper, work in silence, and refrain from leaving one's seat once an exam has begun
- Place the names of all participants on any collaborative assignments or experiments
- Use an MLA format in all classes
- Submit a bibliography before the completion of any research paper
- Document all sources used
- Mention sources in the text of the document
- Consult the teacher if unsure about a question relating to the originality of one's work

## **P. LOCKERS**

Lockers are the property and possession of the Upper Moreland Middle School. It must be understood that both the locker and lock remain the property of the school and should be considered "on loan" to the student. A student shall not intentionally cause or attempt to cause damage to school property or the property of another person. Students found responsible for causing damage to lockers will be subject to fees associated with repairing and/or replacing the damaged locker.

Each student receives a combination lock for the locker. The school reserves the right to inspect a locker at any time. Students are responsible for maintaining a clean, graffiti-free locker.

The security of your personal belongings can only be maintained when the combination of the locker is known only to you. Students are not permitted to share lockers.

Lockers may be used before and after school, during lunch and during a designated locker use time. We encourage students to use their lockers in order to lessen the amount of materials they have to carry. At the beginning of sixth grade, each student is given a gym locker. This locker will remain with the student through the eighth grade.

## **Q. LOCKER ROOMS**

All students are assigned to a locker in the physical education locker room at the beginning of each school year. Students participating in sports may also be assigned a locker in the team locker room at the beginning of each sports season. The following rules must be followed by all students:

- The physical education locker room is open only to students who have physical education classes when those classes are scheduled. The team locker-room is open only to members of athletic teams when games or practices are scheduled.

- No food may be eaten in the locker room.
- All lockers and the locker room must be kept clean.
- Articles found in lockers not officially assigned to a student will be removed, held for a reasonable length of time, and if not claimed, will be disposed of.
- Students are encouraged to keep physical education lockers locked at all times. Money or valuables must be left with the coach or physical education teacher for safekeeping, since the school does not assume responsibility for articles left in lockers.

As with hall lockers, physical education and team lockers may be searched by school authorities. Students may only use school issued locks on a physical education or team locker.

## 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.

### **B. STUDENT ATHLETE ACTIVITY ELIGIBILITY**

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

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

Weekly Eligibility: Eligibility is evaluated on a weekly basis. Any student not meeting the aforementioned criteria on a given Friday is declared academically ineligible for the entire succeeding week.

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Academic Probation: A student who is failing a full credit course will be put on academic probation for one week. During this time, the student is required to attend at least three Athletic Department Tutoring sessions. Athletic Department Tutoring sessions will take place from 2:30 until 3:10. All tutoring sessions must be documented and submitted to the Athletic Office. During the probationary period, students are still permitted to practice and participate in competitions after attending tutoring. An email notification will be sent to the student, parent, teacher, coach and athletic director when a student is declared on probation or academically ineligible. Once declared ineligible, a student may not compete or perform with any team/ organization covered by the eligibility policy.

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

### **C. 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;

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- 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.

**GENERAL SCHOOL PRACTICES & PROCEDURES  
BEGINNING AND ENDING OF A UMMS SCHOOL DAY**

School is open for students at 7:40 AM. For safety reasons, students who do not arrive by bus should enter the front of the building if they are walkers. If they are car riders, they should be dropped off on the right side (music side) of the building, walk down the path along the building, and enter the front of the building.

Breakfast is served in the cafeteria from 7:40 AM until 7:50 AM. If students arrive after 7:47 AM, they should go directly to their lockers and then immediately to their homeroom.

At the end of the school day, students are to leave the building directly after dismissal at 2:25 PM. Only those students who are under the direct supervision of a teacher, teacher assistant, organizational sponsor or coach are permitted to remain on campus. All other students are expected to go directly home and are not to remain in school and/or on school grounds.

**A. ABSENCE NOTES**

Students are required to present absence notes excusing days of absence for reasons listed on page 16. Printable attendance notes are available on the district web page at [www.umtsd.org/ms](http://www.umtsd.org/ms) under the info tab, or in the Middle School Main Office. Hand-written notes are also acceptable. In either case, a parent/guardian signature is required and a maximum of ten notes signed by the parent/guardian may be accepted.

**B. ASSEMBLIES**

Student performances, guest speakers, music programs and a variety of other activities are part of the general assembly schedule. Each student is expected to respect the efforts of those who are performing.

**C. BICYCLES**

A specific area (front of school) is provided for parking bicycles, and students are required to park in these areas if they choose to use this mode of transportation to/from school. The Upper Moreland Middle School assumes no responsibility for any bicycle damaged or stolen. Students are urged to secure their bicycles to a bike rack with a chain and lock.

**D. DETENTION**

Students assigned to after school detention are to report to the Cafeteria by 2:30 p.m. Detention rules are as follows:

1. Talking or sleeping is not permitted.
2. Food is prohibited.
3. Students are to complete homework, read, or do some other quiet academic activity.

Violation of these rules will result in additional detentions or in-school suspensions.

**E. EARLY DISMISSAL**

Students requesting an early dismissal must bring in a note, signed by a parent or guardian, to the Main Office before the start of the school day. Parents/guardians picking up the student should report to the Main Office at the designated time. Only an adult may sign a student out of school. Parents or guardians signing a student out for any reason must present their identification to be scanned into the automated student management system.

**F. ELIGIBILITY FOR ATHLETICS/AFTER-SCHOOL ACTIVITIES**

Students involved in athletics and/or after-school extra-curricular activities must meet minimal academic standards to remain eligible for participation. Students involved in after-school activities may not be failing any subject at any point during their activity season. Students are reminded that, while we encourage their participation in sports or activities, their first responsibility is to be good students.

The academic performance of all students involved in athletics/activities will be monitored each week, and at the end of each marking period. Students with failing grades will be notified (teacher and coach) and placed on probation from the sport/activity. It is the responsibility of the student to check with his/her teachers to see if the grade is improving. If the student improves his/her grade to a passing grade, he/she will be reinstated in the sport/activity. During the first week of probation a student may practice but not participate in athletic games or activity events. Each week following, if the student remains on probation, he/she may not practice or participate in that sport/activity.

The specific procedures are as follows:

- Names of students not passing all subjects are reported to the office each Friday by noon time.
- The teacher and coach/activity sponsor informs the student no later than Friday that he/she is ineligible and is being placed on probation for the following week of the sport/activity.
- The student remains ineligible for the entire week following notification and is placed on probation for that sport/activity. He/she may practice (week one) but not participate in any games or performances.
- Students passing all subjects at the end of the week of ineligibility may then be reinstated.
- Students not passing all subjects for two consecutive weeks may not practice, attend, or participate in athletic contests/ activity events.
- While on probation students will be provided the opportunity to remediate failing grades/academic deficiencies.
- It is the responsibility of the teacher, coach and student to communicate the status of the student's participation regarding the sport/activity to the parent.
- Students who do not pass all classes for a marking report period are automatically ineligible to participate and are placed on probation for the first fifteen days (upon issuing of report card) of the next marking period. This applies to all classes, including Unified Arts.

### **G. EXTENDED LEARNING OPPORTUNITIES (ELO)**

For students who struggle to complete assignments an Extended Learning Opportunity program is in place. This program is staffed by a Middle School teacher who will provide assistance, as necessary. Teachers who assign this to students will contact parents about the dates and missing work. The program takes place after school from 2:25 pm – 4:15 pm. A schedule will be posted on a monthly basis. Students who stay for ELO will be permitted to ride the 4:15 bus home.

### **H. FIELD TRIPS**

Field trips are offered to students throughout the school year. Only those parents who have successfully obtained the district required clearances may be requested to serve as chaperones. Please go online to review the necessary clearances. Call Dawn Hurt at 215-830-1501 if you have any questions. Only students demonstrating appropriate school behavior will be permitted to attend these trips. Students who do not attend field trips are expected to be in school and complete assignments provided.

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A signed permission slip and the cost of the trip (if applicable) must be forwarded to the sponsoring teacher within the stated appropriate timeline. Payments for all field trips should be submitted electronically. Online payment information will be included on each permission slip. If you are experiencing financial problems, please contact an Administrator. Unless the trip is cancelled, requests for refunds may not be honored.

### **I. GRADING AND REPORT CARDS**

The school year is divided into four academic report quarters. Parents/guardians will receive a copy of the report card at the end of each academic quarter. All report cards are products of our computerized reporting system. Each student report contains grades, optional comments, absentee information, and Honor Roll\* achievement if applicable.

### **J. GUIDANCE AND COUNSELING SERVICES**

The Middle School has two Certified School Counselors who are available to help students in a variety of ways. School Counselors may work with students to mediate conflicts, manage stressful situations, develop positive coping skills, and solve problems. School Counselors also run small groups to build skills in specific topic areas, and present classroom guidance lessons on special topics specific to each grade level. These lessons align with the American School Counselor's Association (ASCA) National Standards and are intended to support positive development for all students.

Students who wish to see their School Counselor should obtain a pass from their classroom teacher. Conversations between students and School Counselors are confidential, except in cases where the School Counselors feels that a student is in danger or otherwise in need of additional support. School Counselors are also available to speak with parents/guardians about emotional, social, or developmental concerns they have about their student. The 8th grade School Counselor will also assist students and their families with high school course selection and career exploration and planning.

### **K. HEALTH SERVICES**

The function of health service is to promote better health among students and to provide instruction in health matters through individual and collective conferences with the nurse. The Certified School Nurse is available to provide immediate, temporary care in case of illness or accidental injury. Any student who becomes ill or is injured during the school day should report to the School Nurse. If in class, the student should request a pass to report to the Nurse's Office. The School Nurse will decide whether or not the student is to go home or is to be seen

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by the School Nurse and then should return to class. If the School Nurse is not in her office, the student should report to the Main Office. A student should not go to the health suite between classes but should go to the next class and receive permission from that teacher to come to the Nurse's Office.

If the School Nurse determines that it is in the best interest of a student to be sent home during the school day, a parent/guardian must come to the Upper Moreland Middle School and release the student from school. Emergency exceptions to this requirement must be approved by the Principal or an Assistant Principal.

#### **L. HOME ACCESS CENTER (HAC)**

The "Home Access Center" is the portal for parents/guardians to check on the daily academic progress of their student. It is a web-based program that allows parents/guardians to see up-to-date information about their student's attendance, assignments, grades and transportation from a personal computer. Families are expected to check the HAC center for bus assignments to and from school.

#### **M. PROMOTION AND RETENTION**

Students must earn a minimum passing final grade (65%) in all academic and unified arts subject areas in order to be promoted to the next grade. Final grades of 64% or below will require remediation before a student can be promoted. Students may remediate failing grades by:

- Attending an approved summer school program (60 hours per course) and earning a final passing grade in one or both courses being remediated. (Note: Upper Moreland Middle School does not offer a summer school program)
- Securing private tutoring (30 hours per course)

Please be advised that students are only permitted to remediate two subjects.

#### **N. STUDENT ACCIDENT INSURANCE (Voluntary)**

Coverage can also be purchased by parents with a child or children attending school in our School District, with the opportunity to select a primary group insurance plan for students. Student accident insurance can help you eliminate the possibility of out-of-pocket expenses, since many group insurance policies no longer pay full hospital and medical expenses and may require a deductible or coinsurance. The district website contains information and forms for Student Accident Insurance under the info tab, or you may contact American Management Advisors directly at (215) 946-8888 between 8:00 am and 4:30 pm.

#### **O. STUDENT ASSISTANCE TEAM**

The Student Assistance Program is an intervention program designed to identify and refer students for assistance. The Student Assistance Referral Team (START) includes the nurse, teachers, counselors, psychologists, administrators, and appropriate agencies from the community who have special training in areas such as drug and alcohol issues, depression, family problems and suicide. Referrals are accepted from staff, students, and parents.

#### **P. SUSPENSION**

Students involved in disciplinary action, which warrants in-school or out-of-school suspension, will be excluded in compliance with the following:

1. Parents will be notified of the infraction and length of suspension.
2. While on suspension, a student is not permitted to participate in, or attend school functions; or be on school grounds.

In-school suspension shall mean exclusion from attending regular classes for one entire school day. A student assigned to ISS will report to the ISS room immediately upon arrival to school. The student will complete assignments gathered from his/her classroom teachers. Parents will be notified in all such cases.

#### **Q. TEAM ORGANIZATION OF THE MIDDLE SCHOOL**

In an effort to create a more child-centered environment where optimum learning and achievement takes place, the sixth grade consists of four teams of teachers, (two-three per team), each identified by a team color: Blue, Orange, Green, and Yellow. One member of the team will teach math and science, the other will teach literacy and social studies. The seventh and eighth grades each have two teams with five teachers per team identified by the school's colors – Purple and Gold. In both instances, the structure of the teams allows time for planning interdisciplinary units, peer-coaching, mentoring, discussion of student concerns, planning of field trips, and opportunities to conduct other business relevant to the team.

#### **R. VISITOR PROCEDURES TO UMMS WHILE SCHOOL IS IN SESSION**

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

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

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

As in the past, parents are required to report to the office to sign students out. Unless a parent has a specific purpose to visit a classroom, they will be asked to remain in the main office and the child will be called for dismissal. If the parent has a specific reason to visit a classroom, e.g., student presentation, pre-arranged conference, etc., they will follow the procedure for a visitor and will be issued a badge. Any visitor, whether students from other schools, former graduates, or other adults, must abide by the following regulations:

- Visitation requests must be made with the main office at least one day in advance of the visit to describe the intended purpose of the visit and the anticipated date(s) and time(s).
- The Administration will review the request and will obtain prior approval from all teachers who will be affected before granting visitation privileges.
- Visitations for social reasons are not permitted.

Visitations will be discouraged during the first week of classes, the last week of classes, or on the day prior to or immediately following a school holiday.

## 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.
4. 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.
5. 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.

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#### 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.

#### **B. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

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

#### **C. AHERA NOTICE SEPTEMBER 2019**

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

#### **D. 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.

## **E. 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.

## **F. 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.*

## **G. 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

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](http://www.umtsd.org), then click on District Offices/ Special Education"Annual Notice to Parents".

## H. HOMELESS STUDENTS

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

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Living in emergency, transitional, or domestic violence shelters
- Abandoned in hospitals
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings
- Living as migratory children in conditions described in previous examples
- Living as run-away children
- Abandoned or forced out of homes by parents/guardians or caretakers
- Living as school-age unwed mothers in houses for unwed mothers if they have no other living conditions

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

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

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

## **I. MEAL CHARGE PROCEDURES & BALANCES**

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

## **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

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.

“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

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.

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

### **ACCEPTABLE USE AND DIGITAL CITIZENSHIP**

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

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

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

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

Information regarding computer use guidelines, ethics, and etiquette can be found in the Middle School Code of Conduct on pages 22-28.

### **ATTENDANCE**

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

### **REPORT CARDS & GRADES**

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

### **SAFETY AND HEALTH GUIDELINES**

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

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

For athletics and extracurricular activities, all students and staff members must adhere to and follow the Safety and Health Guidelines for Athletics and Activities for the COVID-19 Return to School Plan as approved by Upper Moreland School District.

### **ACCEPTABLE USE POLICY**

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

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

## UMMS BEAR DEN VIRTUAL SCHOOL SCHEDULE

<b>Asynchronous Learning/Teacher Office Hours/Counseling Sessions/ Intervention &amp; Remediation</b>	<b>7:55 to 9:00</b>
<b>Class 1 Synchronous Window</b>	<b>9:00 to 9:30</b>
<b>Class 2 Synchronous Window</b>	<b>9:35 to 10:05</b>
<b>Class 3 Synchronous Window</b>	<b>10:10 to 10:40</b>
<b>Class 4 Synchronous Window</b>	<b>10:45 to 11:15</b>
<b>Class 5 Synchronous Window</b>	<b>11:20 to 11:50</b>
<b>Lunch Optional Group Counseling Sessions</b>	<b>11:50 to 12:30</b>
<b>Class 6 Synchronous Window</b>	<b>12:30 to 1:00</b>
<b>Asynchronous Learning/Teacher Office Hours/Counseling Sessions</b>	<b>12:30 to 2:25</b>

All students are STRONGLY encouraged to attend each of the Synchronous Learning Windows for their Core classes. Attendance will be taken during these live sessions to provide data for our academic supports and intervention.