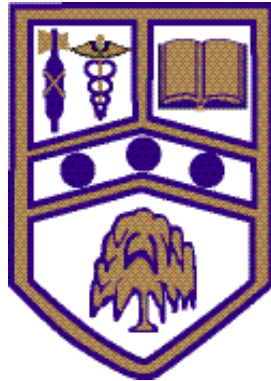


Code of Conduct



HIGH SCHOOL EDITION
2009-2010

Upper Moreland School District
Willow Grove, Pennsylvania

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Please Note:

*The Code of Conduct, Computer Use Guidelines, Alternatives to Dissection, Athletic Code, Activity Code, UMHS Family Handbook, and Science Safety Agreement Signature Page for parents/guardians and students appear on the last page of this book. **The Signature Page must be removed, signed, and returned to the classroom teacher by the end of the first full week of school.***

FROM THE SUPERINTENDENT

September 2009

Dear Parents and Students,

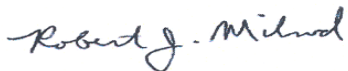
The following guidelines, mandated by the State, are important for students to ensure provisions of the rights accorded them by law and to maintain a sense of acceptable classroom behavior. The purpose of these guidelines, developed by staff and legal counsel is as follows:

- 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 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, which reflects an on-going review of the original 1984-1985 guidelines, incorporates suggestions made by students, staff, administration, and parents. We thank everyone for their cooperation in this important endeavor.

Respectfully yours,



Dr. Robert J. Milrod
Superintendent of Schools

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT



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



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

principal or:

Upper Moreland School District, Attn: Human Resources
2900 Terwood Road, Willow Grove, Pennsylvania 19090
(215) 659-6800

STUDENT RESPONSIBILITIES

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

1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.
11. Be responsible for the instructional materials and supplies issued to them. Students and their parents are financially responsible for instructional materials and issued supplies (library books, text books, math/science equipment), cafeteria charges, and any other financial obligation.

IN LOCO PARENTIS

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

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

**STUDENT MISCONDUCT
DISCIPLINARY RESPONSES AND PROCEDURES**

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

LEVEL I - DESCRIPTION

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

LEVEL I - EXAMPLES

- Disruptive behavior
- Misuse of library privileges
- Unexcused classroom lateness
- 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.
- Misconduct on a school vehicle
- Violation of radio/headset policy (See Student Handbook)
- Misuse of cameras, video recording devices, 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
- Food or beverages in a classroom or other academic areas
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- Bullying
- Inappropriate use of skateboards

LEVEL I - DISCIPLINARY RESPONSES

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

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

LEVEL I - STAFF PROCEDURES

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

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

LEVEL II - DESCRIPTION

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

LEVEL II - EXAMPLES

- Misconduct anywhere on school grounds or school property, such as in classrooms, assemblies, hallways, library, cafeteria, gymnasium, and lavatories
- Misconduct on a school vehicle, including eating, drinking, and inappropriate language
- Presence in unauthorized areas of building or school grounds during school hours
- Inappropriate and/or suggestive behavior during the school day or at school activities or bus
- Cutting Class (Also see page 12)
- Improper dress (including offensive clothing, hats, headbands, bandanas, spaghetti straps, tank tops, short skirts, pajamas or other clothing considered sleepwear)
- Cutting a teacher's detention
- Leaving class for any reason without teacher permission
- Inappropriate language while on school grounds or at school functions
- Failure to follow the directive of a staff member
- Possession of a laser pointer
- Visible possession or use of cell phone, pocket pager, IPOD, personal music system or any similar electronic device during the school day without the prior approval of a school administrator
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- Bullying
- Continued Level I misconduct

LEVEL II - DISCIPLINARY RESPONSES

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

- Assignment to administrative detention(s) or closed study hall
- Saturday Detention
- Parent/guardian contact
- In-school suspension
- Out-of-school suspension – Parent conference must take place before student is reinstated
- Behavior modification contract
- Loss of privileges
- Confiscation (returned to parent)

LEVEL II - STAFF PROCEDURES

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

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

LEVEL III - DESCRIPTION

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

LEVEL III - EXAMPLES

- Falsifying teacher and/or parent signatures or altering documents signed by them
- Cheating
- Plagiarism
- Rude and/or disrespectful behavior toward a staff member
- Serious classroom disruption which interferes with learning
- Use of profanity, vulgarity, obscene words or gestures; racial or ethnic slurs, or other derogatory actions
- Disruptive behavior that interferes with conducting of school drills(e.g. fire drills, weather drills, evacuation drill, lock-down drill)
- Vandalism of school district property or property belonging to others, which includes, but is not limited to, graffiti, tagging and/or marking of such property.
- Bullying
- Truancy
- Gambling
- Striking matches or igniting lighters
- Possession of, smoking, or use of tobacco products on school district property, on school buses, or while under school supervision
- Possession or use of fireworks including novelty items such as snappers, poppers, sparklers, stink bombs, and smoke bombs
- Theft or attempted theft of property belonging to others, such as the district, school employees, or students
- Participation in an organized day of student absence
- Violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- Continued Level II misconduct

LEVEL III - DISCIPLINARY RESPONSES

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

- Assignment to administrative detention(s) and/or closed study
- Receive a "zero" for work, and potentially loss of course credit, as a result of cheating
- Receive a "zero" for work, and potentially loss of course credit, as a result of plagiarism (as defined in Student Handbook)
- Loss of credit for the course for plagiarism (as defined in the Student Handbook) on the final English term paper (in courses that require a final English term paper as a course requirement)
- Placement in homebound instruction or other alternative education program
- Referral to appropriate outside agency
- Referral to law enforcement authorities
- Loss of privileges
- In-school suspension
- Out-of-school suspension - Parent conference must take place before student is reinstated
- Recommendation for expulsion

LEVEL III - STAFF PROCEDURES

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

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

LEVEL IV - DESCRIPTION

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

LEVEL IV - EXAMPLES

- Possession on one's person or personal property, in one's locker, or in one's vehicle of a dangerous instrument or weapon while on school grounds or under the jurisdiction of the school. A weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, spiked jewelry, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury. Included in this behavior is the use of common items (jewelry, compasses, pencils, select sports equipment, etc.) to harm or attempt to harm others
- Possessing, using, distributing, delivering manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood altering substance and/or alcoholic beverage, or substance paraphernalia on school property, in one's locker or bookbag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts. Included in the classification of "drugs" are all controlled substances; any synthetic chemical, which has the same effect as a controlled substance; and any item, which is represented as, or believed to be a controlled substance
- Possessing, using, distributing, delivering, or being involved in any aspect of a transaction of any steroid or other substance intended to enhance physical or athletic performance
- Possession, distribution, or use of over-the-counter drugs. The school nurse may authorize a student to possess and use over-the-counter drugs
- Possession, distribution, or use of inhalants, volatile solvents, and other prescription drugs. The school nurse may authorize a student to possess and use inhalants and other prescription drugs
- Assaulting, fighting, striking, attempting to strike or harm, threatening (written or verbal or physical), harassing and/or intimidating a student, while on school grounds or under the jurisdiction of the school or stemming from an event at school, even if the attack occurs off school property or after hours. Any person who is assaulted has the right to file charges with the proper authorities
- Assaulting, striking, attempting to strike or harm, pushing, threatening bodily harm, or harassing (verbally or in writing or physically) a school district employee, school board member, or guest of the school district, whether on or off property. Any person who is assaulted has the right to file charges with the proper authorities
- Sexual contact or indecent exposure
- Bullying/Hazing
- Destruction of, attempt to, and/or threat to destroy school district property or property of a school district employee
- Theft or attempted theft and/or participation or attempted participation in theft of property belonging to others, such as district, school employees, or students
- Breaking or entering any school district building or vehicle

- Interfering with the safe operation of a school district vehicle that jeopardizes the health and/or safety of the passengers, driver or school district employee/employees
- Tampering with or falsely activating a fire alarm or safety device
- Deliberate and serious disruption of school or a school-sponsored activity
- Throwing of objects without the legitimate purpose (including food, food containers, or utensils in the cafeteria)
- Vandalism
- Misusing 9-1-1 phone number
- Tampering with or falsely activating a fire alarm or safety device
- Making bomb and similar threats
- Serious violation of Computer Use Guidelines or Computer Network and Internet Misconduct
- Other behaviors of a similar nature
- Continued Level III misconduct

LEVEL IV - DISCIPLINARY RESPONSES

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

- Immediate removal from school
- Referral to appropriate outside agency
- Referral to law enforcement authorities
- Out-of-school suspension with parent conference to discuss conditions for possible reinstatement
- Recommendation for expulsion
- Loss of privileges for a minimum of (90) days
- Possession of a weapon in school, on school grounds, while in transport to or from school, or at school-sponsored event will lead to a ten-day suspension and a formal due process hearing and may result in an expulsion from school for at least one year

LEVEL IV STAFF PROCEDURES

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

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 years 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 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.

STUDENT PRIVILEGES

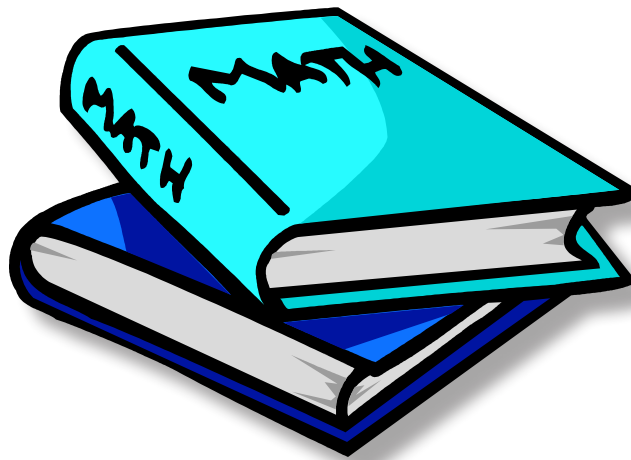
The behavior of an Upper Moreland High School student should reflect the standards of good citizenship expected by society. Self-discipline is one of the most important goals of education. While education is the right of American youth, student participation in certain ancillary programs and activities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

Examples of such privileges are:

- Participation in co-curricular activities (both athletic and non-athletic)
- Attendance at home athletic events
- Attendance at school-sponsored social events, such as dances, proms, trips, etc.
- Participation in commencement ceremony
- Membership in school-sponsored clubs and organizations
- Driving and parking privileges
- Open study hall
- 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 High School Code of Conduct is a prerequisite for granting and retaining such privileges. In addition, students must agree to comply with the UMHS Athletic Code and Activity Code found in the back of this booklet.

A disciplinary review board, comprised of professional staff members and/or administrators, may withdraw the privileges of any student who demonstrates a disregard for proper behavior and cooperation or violates the High School Code of Conduct, Athletic Code, or Activity Code. Upon seeing evidence of appropriate behavior modification over an extended period of time, the review board may reinstate privileges previously revoked.



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
4. Educational trip (one educational trip per school year, not to exceed five school days, with his/her parent/guardian, and with the prior approval of the administration) All trips taken during school testing periods will be categorized as unexcused.
5. Exceptionally urgent reasons - must pertain to student
6. Religious holiday
7. Suspension from school
8. Required court appearance
9. College visitation (with approval)
10. In the case of the exceptional student (special education), where absence is caused by or directly related to the student's exceptionality
11. Religious instruction - at the written request of a parent, students may be excused for up to 36 hours of religious instruction per year

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

Once a day of absence has been determined to be unexcused, students shall:

1. Have their marking period final average lowered by four points in all courses rostered in that marking period, and
2. Be assigned to one full-day Saturday detention, and
3. Have their parent/guardian notified of the actions taken

Each subsequent unexcused absence will result in an additional four point reduction in the current marking period final average of all rostered courses and an assignment to in-school suspension. Parents/guardians will be notified of the actions taken.

After the third unexcused absence in a school year, the student and his/her parent/guardian will be given notice of the following procedures:

For students less than 17 years of age, the next unexcused absence will result in a criminal complaint being filed without warning for non-compliance of the compulsory school attendance laws.

For students 17 years of age or older, the next unexcused absence will result in a forfeiture of his/her right to a public education for the remainder of the semester, subject to applicable due process procedures. No credit for the semester will be earned.

B. ABSENCE VERIFICATION

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. This excuse must be for one of the permissible reasons for absence stated in Part A above in order for the absence to be excused. Unless a written excuse is presented within three school days after the student returns to school, the absence will be counted as unexcused. A doctor's excuse may be required for any absence due to illness or injury that is three or more consecutive school days in duration and/or for a student who is consistently absent from school (ten or more days) in order for the absences not to be declared unexcused.

Any students absent from school and involved in illegal activities during school hours will have their absence recorded as a day truant from school.

C. CLASS CUTS

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

- 1st Cut** Four percentage points deducted from marking period final average, parental notification by the teacher, and assignment of one 90-minute Saturday detention
- 2nd Cut** Four additional percentage points deducted from marking period final average, parental notification by the discipline office, and assignment of one 180-minute Saturday detention, and two (2) day in-school suspension
- 3rd Cut** Four additional percentage points deducted from marking period final average, two days out-of-school suspension, and one day out-of-school suspension with required parent/guardian conference prior to reinstatement
- 4th Cut** Loss of course credit and assignment to closed study in lieu of affected course for the remainder of the semester, with parent notification of action taken

It should be noted that the above stated penalties are imposed separately and independently for each course rostered.

Percentage points deducted for class cuts are distinct for any similar deductions imposed for days of illegal absence from school. The loss of points for class cuts is recognition of the fact that regular attendance is an important part of the educational process. Since daily pupil participation is a recognized component in the determination of final grades, grade reduction for class cuts is an appropriate action.

D. LATENESS TO SCHOOL (TARDINESS)

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

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

Students arriving late for school should present an excuse note to the Attendance Office upon arrival. In order for the lateness to be classified as "excused", the note must be signed by the parent/ guardian and must state the reason for lateness.

If such a note is not presented at the time of arrival, it is the student's responsibility to bring it to the Attendance Office on the next school day. Failure to meet this requirement will result in:

1. The assignment of one 90-minute Saturday detention
- and**
2. The classification of the lateness as "unexcused" with a grade of "zero" given for any missed work

Cumulative lateness (excused or unexcused) in excess of five days will require a doctor, dentist, or court document note stating the child was at their office the morning of the lateness to be excused. On the sixth day and for subsequent lateness, a student will receive an administrative detention, unless excused by a medical note.

Excessive lateness will result in a required parent conference and disciplinary action. If lateness continues after the parent conference, percentage points will be deducted from final marking period averages for those classes affected by the latenesses.

Percentage points deducted for excessive lateness are distinct from any similar deductions imposed for class cuts or days of illegal absence from school. The loss of points for excessive lateness is recognition of the fact that regular attendance is an important part of the educational process. Since daily pupil participation is a recognized component in the determination of final grades, grade reduction for excessive lateness is an appropriate action.

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

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

Parents/guardians of any student who will be lawfully absent for more than three school days must notify the school so that arrangements for home assignments can be offered. The parents/guardians of any student who will have a prolonged absence (two weeks or longer) must notify the school to make the necessary arrangements for some method of homebound instruction. Existing policy provides for two-way telephone communications; however, interim homebound instruction will be provided until the telephone hookup is made. Exceptions must be requested in writing. In each case, substantiation of the reason for the absence is required.

F. COLLEGE VISITATIONS

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

G. MINIMUM EDUCATION REQUIREMENTS

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

To this end, this policy applies regarding minimum attendance requirements necessary for the awarding of credits for scheduled courses.

During a semester, if absences not covered by a doctor's excuse total more than ten days, no credit will be given for any courses enrolled in during that semester.

H. SCHOOL-SPONSORED ACTIVITIES

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

I. DISMISSAL DURING SCHOOL HOURS

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

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

J. EXCEPTIONAL STUDENTS

These regulations will be equally applicable to exceptional students except that absences or latenesses which are caused by or directly related to the student's exceptionality will be considered excused absences or tardiness under Part A and Part D 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, special education supervisor, and/or school psychologist. Consideration will be given to the requirements of the student's Individualized Education Plan (IEP) and by the student's teacher(s) in making arrangements for make up under Part E above.

K. SCHOOL FAMILY CONFERENCE AND TRUANCY ELIMINATION PLAN (TEP)

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

The Truancy Elimination Plan (TEC) provides the opportunity to identify, understand, and explore issues contributing to a student's absent or tardy behavior. The TEP will assist the student in addressing and resolving school attendance issues and succeed in school both socially and academically.

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

COMPUTER USE GUIDELINES

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

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

Your child may use the Upper Moreland School District's computer resources so long as you both read these documents and both sign item 2 on the signature page that is included on the last page of this booklet. You should also understand that the Upper Moreland School District has the right to monitor all accounts.

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

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

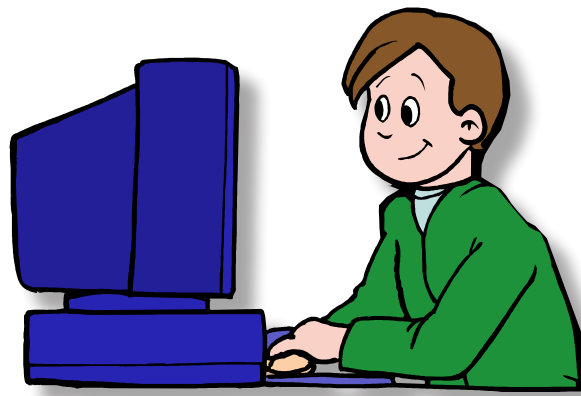
With the privilege of internet access comes the responsibility to use the resource wisely. Access to computerized information on a worldwide basis may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible.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

After considerable research, the school district has formulated this set of guidelines to govern use of the internet within the upper moreland schools. Please read the guidelines on the following page and discuss each part with your child. You and your child are required to sign the accompanying signature pages in order to use the computer facilities in the upper moreland school district. Understand that, if you do not sign the signature page, your child may not use the computer facilities of the upper moreland school district.

1. Students are responsible for adhering to all Upper Moreland School District Internet guidelines and policies and to the school's Code of Conduct.
2. 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.

Continued

3. Students using the Internet accept the responsibility to keep all inappropriate material from entering the school network. Non-academic downloading is not permitted. Multimedia files for academic use may be viewed, but not downloaded, except by permission. No games or videos may be downloaded to the network nor played on school district computers. The only exception is locally available games on the Novell Windows folder.
4. Use of the district computer system, to include electronic mail and other network communications facilities, to harass, offend, or annoy other persons is forbidden.
5. Students using school district computer facilities may not allow any other person to use their password or to share their account. It is the students' responsibility to protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
6. 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.
7. Use of the district's computer system for commercial gain or profit is not allowed.
8. Students using the network within the Upper Moreland School District may not move, repair, reconfigure, modify, or attach external devices to the systems.
9. 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.
10. The Upper Moreland School District may modify these guidelines at any time. Students using the school districts computer facilities are responsible for reading and observing these newer rules as well.
11. Students are prohibited from using the school district's computer system to engage in and/or promote religious and/or partisan, political beliefs.



COMPUTER NETWORK AND INTERNET MISCONDUCT DISCIPLINARY RESPONSES AND PROCEDURES

A. IMPROPER COMPUTER ETHICS/ETIQUETTE

- Writing and/or sending abusive messages to others
- Inappropriate or vulgar language (accessed, written, or printed)
- Transmission of personal address and/or phone number of self, other students, or staff
- 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 system for commercial gain or profit
- Giving password to another user
- Using internet-based e-mail
- Playing non-approved games
- Use of another individual's account or access
- Accessing "chat" rooms or talking in real time
- 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

DISCIPLINARY RESPONSES

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

B. COMPUTER SECURITY/ETHICAL VIOLATIONS

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

DISCIPLINARY RESPONSES

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

C. COMPUTER SECURITY/ETHICAL VIOLATIONS

- Accessing, using, and/or transmission of material in violation of any U.S. or state regulations, including but not limited to copyrighted material, illegal activities, and/or threatening and obscene material
- Entering the system in an unauthorized capacity, such as by identifying oneself as an administrator or teacher user
- Vandalism, such as attempting to or actually harming or destroying data of another user, the NetWare system, internal system, connected agencies or any other connected networks. This includes but is not limited to the uploading/downloading, possession, sharing or creation of computer viruses, 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

DISCIPLINARY RESPONSES

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

D. SUSPENSION OF PRIVILEGES

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

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
2. Being improperly seated
3. Extending arms or head from a school district vehicle
4. Pushing, shoving another student, or fighting
5. Yelling, shouting, or engaging in excessively loud talking which could distract the driver
6. Spitting or using a water pistol while on a school district vehicle
7. Bringing a pet on a school district vehicle
8. Running after a school district vehicle
9. Riding a school district vehicle other than the vehicle assigned to the student
10. Throwing objects of any kind while a passenger on a school district vehicle
11. Carrying firearms, other weapons, or fireworks
12. Using profanity and obscene gestures
13. Vandalizing of a school district vehicle

B. SEARCH AND SEIZURE

1. 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.
2. AUTOMOBILES may be searched by the administration to detect the possible possession of drugs, alcohol, weapons, or possible stolen properties or for any other reasonable suspicion.
3. PAT DOWN SEARCH may be made by a designated school employee of the same sex for reasonable suspicion.
4. COMPLETE SEARCH may be conducted if there is reasonable suspicion or evidence of illegal material being hidden on the person, and safety concerns require an immediate search. Such a search will be made by a designated school employee of the same sex with a witness present.

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 student who possesses or uses tobacco in a school building, a school bus, or on school property commits a summary offense. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product, and smokeless tobacco in any form.

A student who commits an offense under the Crimes Code will be subject to prosecution initiated by the school district and will, upon conviction, be sentenced to pay a fine of not more than \$50 and the cost of prosecution for each violation.

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 marks school property or items on school district property will be reported to the police and/or suspended from school. A student who commits an act of graffiti will be reported to the police and be subject to discipline as a level III infraction, which may include suspension and/or expulsion.

E. BULLYING/HAZING

Bullying is defined as the repeated and systematic harassment or attacks on another student, perpetrated by a student or group of students, in school, on school grounds, in school vehicles, to or from school, or at school sponsored activities or sanctioned events and that has the effect of:

1. physically harming a student or damaging a student's property;
2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. placing severe mental or emotional distress upon the student
4. any abuse through use of computer/internet/instant messaging or any other technological/telecommunications system or device

Hazing is defined as any action or situation:

1. which recklessly or intentionally endangers the mental or physical health or safety of a student or
2. which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.
3. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual,
4. and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

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

The Student Code of Conduct will include provisions that:

1. Any student who engages in bullying/hazing will be subject to disciplinary action up to and including expulsion and/or referral to law enforcement officials.

For additional information, review the entire text of Board Policy #238.

F. TRESPASSING

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

G. HELIUM BALLOONS AND DELIVERIES

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

H. CELL PHONES/ELECTRONIC DEVICES

At no time shall a student have a cell phone, IPOD, personal music system, or any similar electronic device visible during the school day without preauthorized approval from a teacher or administrator. "Visible" is defined as being in the student's hand or openly out in view, or the wearing of ear plugs, earbuds, or similar listening devices. The school day is when a student arrives to school until the end of the school day at 2:16. Devices must be turned off and put away before entering the school. If a student needs to use a phone during the school day they may get a pass to use the student phone in the main office.

Students holding, using or checking their cell phone or device will receive administrative detentions and the cell phone or device will be confiscated until it is picked up by a parent or guardian without exception. Subsequent violations of the possession or use guidelines will result in further disciplinary action taken, including parent-student-administrative conference. Failure to turn over a cell phone or device to a staff member will result in suspension. The school is not responsible for lost or stolen cell phones or other personal electronic devices.

Electronic devices may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules. Electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

For purposes of this section, rules regarding electronic devices do not apply to stand-alone calculators. Stand-alone calculators are devices that serve as calculators only, without any other functions.

I. 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.



ACTIVITY CODE OF UPPER MORELAND HIGH SCHOOL

The Upper Moreland High School believes it is important to maintain a co-curricular program to enhance the regular curricular program. Participation in these co-curricular activities is a privilege which students earn through appropriate behavior, conduct, and attitudes. 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.

ATHLETIC CODE OF UPPER MORELAND HIGH SCHOOL

Upper Moreland High School believes it is important to maintain a co-curricular program to enhance the regular curricular program. Participation in these co-curricular activities is a privilege which students earn through appropriate behavior, conduct, and attitudes.

While this policy encompasses student responsibilities related to school attendance and overall behavior, we are most concerned with the involvement of our young people with drugs and alcohol. As stated in the Code of Conduct, "Possessing, using, distributing, delivering manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood altering substance and/or alcoholic beverage, or substance paraphernalia on school property, in one's locker or bookbag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts" is a violation of school policy.

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

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

1. Participants in the interscholastic athletic program must abide by the PIAA, Suburban I, and Upper Moreland School District requirements concerning the eligibility of students which include, but are not necessarily limited to age, amateur status, attendance, health, transfer, academic performance, conduct, and out-of-season regulations.
2. Participation in two sports within the same season is not permitted.
3. Prior to a student participating in practices, scrimmages, and or contests, at Upper Moreland in the student's first sport in a school year, the student is required to complete a physical evaluation. Certification for more than one sports season at a single examination is permitted using the Comprehensive Initial Pre-Participation Physical Evaluation form. Prior to the beginning of each subsequent season a Re-Certification by Parent/Guardian form must be completed.
4. As a result of athletic participation, it may be necessary to seek medical treatment on an emergency basis from a medical doctor or hospital facility. Also, conditions may warrant the application of first aid, the routine evaluation of minor injuries, or the recommendation for exercise or rehabilitative therapy, any of which would be performed by a certified athletic trainer. The choice of contractor(s) providing this emergency care and day-to-day athletic trainer services is at the discretion of Upper Moreland School District, and such contractor(s) shall be the exclusive provider(s) of these services. Recognizing this, parental consent, in advance, for such care is a prerequisite for participation.

5. Upper Moreland School District does not provide accident and/or hospital insurance for students participating in interscholastic athletic programs. It is the responsibility of the parent to see that their child is properly covered by an individual or family policy prior to participating in the interscholastic athletic program.
6. Transportation to and from athletic events scheduled by the Upper Moreland Athletic Department will be provided by the Upper Moreland School District. While such transportation will normally be via a school bus, private transportation will be made for emergency purposes only and must be pre-approved by the Director of Athletics.
7. 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.
8. Displays of unsportsmanlike conduct or the use of profanity toward an opponent, teammate, official, or coach will result in counseling by the coach and possible suspension from the team by the coach or the Director of Athletics. Athletes removed from a contest for unsportsmanlike conduct will receive a mandatory minimum one game suspension. This suspension shall commence with the first scheduled game following the ejection.
9. A student may not participate on a day that he/she has been absent from school, unless such absence had prior approval from administration.
10. A student must be present by 9:00 AM on the day of competition to be eligible to participate in the days events unless prior approval has been received from administration.
11. Team members are expected to be present at all practices, team meetings, and contests unless excused by the coach. This also includes post-season playoff competition.
12. Students quitting a team make themselves ineligible for any other sport during that season. However, students who try out and are "cut" from a team are eligible to try out for and participate in another sport.
13. Athletes are responsible for returning all uniforms and equipment that were issued to them. Failure to do so will result in a financial obligation equal to the full replacement cost of the item.

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

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

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

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

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

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

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

FERPA Directory Information Notice

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

**NOTICE TO PARENTS WHOSE CHILDREN RESIDE IN
UPPER MORELAND TOWNSHIP**
Programs For Eligible or Protected Handicapped Students

In compliance with state and federal law, notice is hereby given by the School District of Upper Moreland Township that it conducts on-going identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs or your young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal or Director of Special Education and Support Services.

In compliance with state and federal law, the School District of Upper Moreland Township will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), you may contact in writing the Director of Special Education and Support Services or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the Director of Special Education and Support Services or any building principal.

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 contract can be found on pages 29-31, will need to be reviewed and signed by parents and students. This Contract must be returned to the classroom teacher by the end of the first full week of school. Please assist us to help students remain safe in the science classroom.

ALTERNATIVES TO DISSECTION

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

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

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

Students requesting alternatives to dissection must follow these procedures:

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



UPPER MORELAND HIGH SCHOOL

SCIENCE SAFETY CODE OF CONDUCT

Purpose

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

GENERAL GUIDELINES

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

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

CLOTHING

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

ACCIDENTS AND INJURIES

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

HANDLING CHEMICALS

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

HANDLING CHEMICALS

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

HANDLING GLASSWARE AND EQUIPMENT

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

HEATING SUBSTANCES

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

**AHERA NOTICE
SEPTEMBER 2009**

Asbestos management plans are updated on a regular basis and are available in school offices throughout the district, as well as in the facilities management office in the administration building. Should you wish to inspect or review the plans, please make arrangements to do so with the proper office personnel in each location. If you have any questions regarding the above, please call 215-830-1558.

Sincerely,

Harry Protzmann
Facilities Manager

UPPER MORELAND HIGH SCHOOL
STUDENTS' SIGNATURE PAGE
*Please complete and return this form to the homeroom teacher
by the end of the first full week of school.*

1. As a high school student, I have read and have discussed or have had the opportunity to read and discuss the *Code of Conduct* of the Upper Moreland School District with my parent or guardian. I understand the necessity and importance of following the disciplinary guidelines and procedures as described in this booklet. I understand that violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

SIGNATURE _____ DATE _____

2. I have read or had the opportunity to read, and I will observe the Upper Moreland School District's *Computer Use Guidelines*. I understand that violation of these rules may result in disciplinary action, which may include suspension, expulsion, and/or removal of my computer network privileges. I understand that, if I do not sign this, I will not be permitted to use the district's computer facilities.

SIGNATURE _____ DATE _____

3. I have read or had the opportunity to read *Alternatives to Dissection*.

SIGNATURE _____ DATE _____

4. I have read and agree to abide by the rules set forth in the *Athletic Code* and *Activity Code*.

SIGNATURE _____ DATE _____

5. I have received and read the *UM High School Student/Family Handbook*.

SIGNATURE _____ DATE _____

6. I have read or had the opportunity to read the *Science Safety Code of Conduct*.

I, _____ (STUDENT'S NAME) have read and agree to follow all of the safety rules set forth on pages 29-31. I realize that I must obey these rules to insure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by my teacher. I am aware that any violation of these science safety rules may result in my being removed from the laboratory, receiving detention, and/or receiving a failing grade, and/or dismissal from the course.

SIGNATURE _____ DATE _____

STUDENT NAME _____

(Please complete BOTH sides)

**UPPER MORELAND HIGH SCHOOL
PARENTS' OR GUARDIANS' SIGNATURE PAGE**

*Please complete and return this form to the homeroom teacher
by the end of the first full week of school.*

1. As a parent or guardian of a high school student, I have read or have had the opportunity to read the *Code of Conduct* of the Upper Moreland School District. I have discussed with my child the necessity and importance of following the disciplinary guidelines and procedures as described in this booklet. I understand that violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

SIGNATURE _____ DATE _____

2. I have read or had the opportunity to read and discuss the Upper Moreland School District's *Computer Use Guidelines* with my son or daughter. I assume responsibility and permit _____ to use the computer network.

SIGNATURE _____ DATE _____

3. I have read or had the opportunity to read *Alternatives to Dissection*.

SIGNATURE _____ DATE _____

4. I have read or had the opportunity to read the *Athletic Code and Activity Code*.

SIGNATURE _____ DATE _____

5. I have received and read the *UM High School Student/Family Handbook*.

SIGNATURE _____ DATE _____

6. I have read or had the opportunity to read the *Science Safety Code of Conduct*.

A safety instruction program can eliminate, prevent, and correct possible hazards. I have read the list of safety rules on pages 28-30 and am aware of the safety instructions my son/daughter will receive before engaging in any laboratory work. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with your teacher. Your signature on this agreement indicates that you have read the student Science Safety Code of Conduct, are aware of the measures taken to insure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

SIGNATURE _____ DATE _____

7. I have received and read the information regarding the *eCommunicator*.

I understand that if I register for this service on www.umtsd.org, I will receive email communication from the District and my child's school to my email address.

SIGNATURE _____ DATE _____

EMAIL _____

Does your child wear contact lenses? _____ Is your child color blind? _____

Does Your Child have allergies? _____

If so, list specific allergies: _____

STUDENT NAME (Please Print): _____

(Please complete BOTH sides)