

# Upper Moreland High School

## Student-Parent Handbook 2009-2010

The School District of Upper Moreland Township  
Mission Statement

Upper Moreland Township School District, in partnership with the community, will provide the educational experience in which students will develop and demonstrate the talents and abilities needed to attain excellence for present and future success as contributing members of society.

# THE SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP

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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.

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## **Upper Moreland High School**

### **Administration**

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Principal

Joy Perisho  
Assistant Principal for Curriculum & Instruction

Richard Gould  
Assistant Principal for Student Services &  
Athletic Director

Rick Small  
Management Assistant

## MESSAGE FROM THE ADMINISTRATION

The purpose of this handbook is to provide students and parents with information about Upper Moreland High School and its programs, regulations, and expectations. This valuable resource gives clear guidelines as to what we expect of students and also explains what students and parents can expect from the administration and faculty of our school. This handbook should be reviewed in addition to the Upper Moreland Township School District Code of Conduct.

Our goal is to continue to provide the best educational environment and opportunities for our students. We challenge our students to set the highest attainable goals and then strive to reach them. Typically, Upper Moreland graduates continue to find success beyond their high school years. We are confident that our students will use their high school education to build a strong foundation for continued future success.

We encourage our students, parents, and educators to work together to form a partnership with the primary vision of helping all of our students reach the common goal of achieving academic excellence.

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# PRACTICES/PROCEDURES

## Admission of New Students

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

## Announcements

All announcements will be made over the intercom during homeroom each morning and will be posted in the main lobby. All announcements must be approved by a teacher, sponsor or coach.

## Assemblies

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

## Athletic Events

The following guidelines for athletic contests are to be adhered to by every contestant and spectator alike to ensure that our athletic program is a credit to our school and the community:

1. Visiting teams are to be honored guests of the home team and should be treated with every courtesy.
2. Unsportsmanlike or unfair tactics are not to be used.
3. All decisions of the game officials should be respected.
4. Every student spectator represents his/her school as much as the contestants and should behave accordingly.
5. Disrespectful behavior directed at officials, visiting players or fans will not be tolerated.
6. Any spectator who continually evidences poor sportsmanship will be denied the privilege of attending future contests.
7. Students may not attend extra curricular activities if they are not present in school that day.

## Athletic Participation

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

## Attendance

As a school, we are required to track attendance of each student every day. It is essential as a parent/guardian, that you contact the school if your son/daughter is going to be absent on a particular day or for an extended period of time.

Students are required to present **absence excuses** for all days of absence. Either pre-printed forms (available in the attendance office) or hand written notes are acceptable. In either case, a parent signature is required. These notes are to be turned in to the homeroom teacher no later than the second day after returning to school. If a note is not received by the third day, the absence will be recorded as unexcused and illegal, and the student will receive a grade deduction and a Saturday detention.

## Automobiles

Based on availability, parking permits will be issued to students in grade 12 first, then to students in grade 11. Students must be properly licensed and insured and have established an acceptable record of attendance and behavior. Students who wish to use the school parking facilities should realize that they do so at their own risk as the school district assumes no responsibility for any vehicle stolen or damaged.

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

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

1. The speed limit on school grounds is 10 miles per hour.
2. Parking hang-tags must be obtained and displayed on any vehicle that the student selects to bring to school.
3. Once issued, the hang-tag is not transferable to other vehicles the student elects to drive to school. The vehicle must be parked in the student parking areas in the assigned space that corresponds to the number on the issued hang-tag. If, for any reason, a vehicle without a permit must be driven to school, it is the responsibility of the student to notify the attendance office prior to 9:00 a.m. in order to avoid being ticketed.
4. Students are not to return to, sit in, or move cars during school hours.
5. Eastern Center students wishing to drive must have their cars in the proper space at the high school prior to the start of homeroom. Eastern Center will not issue parking permits to Upper Moreland students. Students are not to drive to Tech without a pre-approved note from a Tech teacher or high school administrator.

Any car without an official parking hang-tag or any car that is illegally or improperly parked will be ticketed and issued a \$15.00 fine. Speeding, moving the car during school hours, or multiple parking tickets will result in parking privileges being revoked for a minimum of 30 days.

Reinstatement of these privileges shall be at the discretion of the administration. Once a student loses his or her parking privileges but continues to park the car on school grounds, the car will be ticketed daily and may be towed away at the owner's expense.

### **Bicycles**

Since specific areas are provided for parking bicycles and motor bicycles, students are required to park in these areas if they choose to use these modes of transportation. Motor bicycles are under the same rules as automobiles. Students operating motor bikes must secure a parking permit.

The school assumes no responsibility for any bicycle damaged or stolen. Students are urged to secure their bicycles with a chain and lock.

### **Cafeteria**

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

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

### **College Visitations**

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

### **Detention – Saturday**

Students accumulating lateness's not covered by a parental note, illegal absences, or class cuts will be assigned Saturday detention(s). These Saturday detentions will be held four times a year. Cutting a Saturday detention will result in an out-of-school suspension.

### **Detention – Weekday**

Students who do not adhere to school rules and regulations concerning proper behavior may be assigned to an after-school detention by a building administrator.

***Students absent from school on a day when they are scheduled to serve a detention have the responsibility of automatically reporting to the detention on the next day that they are in school.***

Failure to report on time

to detention hall will result in additional disciplinary action. Students must have all detentions served or be up-to-date by the end of each marking period to receive their report cards. Students who have more than three (3) detention cuts in a marking period may not participate in any extra curricular activities until the detentions are served.

### **Distribution of Materials By Students**

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

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

### **Early Dismissal**

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

### **Emergency Closing of Schools**

If emergency conditions make it necessary to close school, official notification will be broadcast over radio and TV stations as soon as possible. Although the code number for Upper Moreland District has been 310, an updated bulletin is distributed each year. In any event, please do not call the principal, teacher, or the school so that the channels of communication may remain open for decision making.

### **Emergency Preparedness Drills**

Emergency drills are occasionally held to prepare for severe weather or other emergencies

which could require that students and staff seek shelter within the school building.

An emergency signal will sound to begin such a drill. Upon hearing this signal, students should look for the red emergency location sign (usually posted above the classroom door), move to that location, and remain there until the all-clear signal is given.

### **Faculty Room**

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

### **False Alarms**

The fire alarms in all schools are automatically connected to the police station. Any student found guilty of pulling the fire alarm may be subject to a minimum \$500 fine. This action will be considered a Level 4 offence in the Upper Moreland High School Code of Conduct.

### **Fire Drills**

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

All doors and windows should be closed and all lights turned off. After reaching the outside of the building, everyone should move to a safe distance from the building and out of the pathway of incoming fire vehicles.

Upon a signal from faculty members or an announcement over the public address system, everyone should return to the building.

### **Hall Traffic**

During the passing of classes, students should walk briskly and in an orderly fashion to their destination. Loitering is discouraged and horseplay will not be tolerated.

No student is permitted in the hallways during classes without a yellow hall pass signed by a staff member.

### **Homeroom**

Each student is assigned to a homeroom to which he or she reports at the beginning of every day. During the homeroom period, students will be led, via the public address system, in the salute to the flag and will be given the daily announcements. Also, during this time, attendance will be taken.

### **Language**

Inappropriate or obscene language in the hallways or classrooms will not be tolerated. Students who use inappropriate language will be assigned a detention on the day of the occurrence, and a report will be forwarded to the discipline office for review and possible further action.

### **Lateness To Class or Homeroom**

It is each student's responsibility to arrive at classes and homeroom on time. A student is considered to be late for class or homeroom if he or she is not in the assigned room when the bell rings. Student lateness is subject to disciplinary action by the classroom or homeroom teacher.

### **Leaving School Property**

Students are not to leave school property during school hours without a pass from an administrator or a pre-approved early dismissal pass. Leaving school property will result in suspension and possible loss of driving privileges.

### **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:

1. 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.
2. No food may be eaten in the locker room.
3. All lockers and locker room must be kept clean.
4. 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.
5. 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 not put their locks on a physical education or team locker.

### **Lost and Found**

In the high school any lost or found article should be taken to or claimed in the Main Office.

## **Medications**

All medications, whether prescription or non-prescription, should be kept in the nurse's office. In order for medication to be given in school, a note from the parent must accompany the medication. This note should contain the student name, name of the medication, dosage and time to be given, and the reason for the medication. All medicine must be in the original container from the pharmacy.

## **Physical Education Excuses**

An excuse written and signed by a parent or guardian containing a full explanation of the reason for the excuse will be honored for three days only. A doctor's note is required in order for a student to be excused from gym classes after the third day. These excuse notes must be presented to the school nurse prior to the opening of school and at no other time during the school day.

At the discretion of the physical education teacher, a written assignment may be given on days of medical excuse. Failure to complete such assignments will result in a zero for that day's work.

## **School Dress**

All students are expected to dress in good taste and to wear attire that is safe to the wearer and to others, not likely to cause damage to property, and is not unduly distracting to the orderly teaching/learning process. In addition, students are expected to avoid extremes in dress and grooming which might distract teachers and other students in classroom situations and thereby interfere with the teaching and learning processes.

The following dress does not meet with the above stated standards and is therefore considered inappropriate attire for Upper Moreland High School:

- Articles of clothing that have indecent, suggestive, hateful, biased or offensive writings, pictures or slogans.

- Pajamas/slippers

- Exposed underwear

- Bare midriffs

- Spaghetti straps

- Tank tops

- Hats

- Bandannas

For special functions (i.e. school dances, field trips special theme days) students are to conform to the type of dress deemed appropriate by the sponsoring organization.

To deal with continuous change in fashion, the administration reserves the right to exercise discretion in determining what is appropriate dress and grooming. Some mode of footwear must be worn.

Students who do not dress in good taste may be required to remove or cover the offending dress to comply with the aforementioned regulations regarding school dress.

Graduation is a very dignified formal affair, and as such, students participating in the ceremony must wear the caps and gowns provided by the independent supplier hired by the district. In addition, honor stoles and tassels will be worn by honor society members. No jewelry, symbols, cards or displays of any kind are permitted to be worn over the cap or gown by any student participating in the ceremony. Furthermore, shoes and appropriate garments under the gown will be required as outlined by the high school administration.

### **School Insurance**

The School District of Upper Moreland Township makes available to all students a group accident insurance plan. Brochures and application forms are available in early September. Homeroom teachers will distribute them to the students. Students participating in interscholastic athletics are strongly encouraged to enroll in this or some other insurance plan, since the school district does not provide coverage for sports-related injuries.

### **Sexual Harassment**

Sexual harassment is not tolerated at Upper Moreland High School. Sexual harassment, a Level III offense in the *High School Code of Student Conduct* is defined as unwelcome sexual advances, request for sexual favors and other physical conduct of a sexual nature on school grounds, at a school activity, or when a student is on his/her way to or from school.

Any student who alleges sexual harassment by another student or by any staff member of Upper Moreland School District should direct his/her complaint to a teacher, counselor, nurse or administrator. The complaint will be immediately reported to the Principal who, after investigation, will discipline any student found guilty of sexual harassment.

### **Skates/Skateboards**

Students who must bring skateboards, roller blades, or any other such equipment to school are to carry these items into the building and immediately store them in their lockers where they must remain until the end of the school day. Under no circumstances may these items be visible in or used in the building or on the campus during school hours. The penalty for failing to follow this rule is three (3) administrative detentions and confiscation of the item.

Any student who brings a skateboard or any other such equipment to school does so at his/her own risk. The school accepts no responsibility for the theft or damage of any such item.

### **Social Events**

Only students of Upper Moreland High School and their guests will be admitted to dances, concerts, or any other functions that are given by the high school. An event

attendance form must be filled out for all non-UM students at least two days prior to the event. Event forms are located in the Main Office.

Once a student and his or her guest enter the event, they may not leave and return again.

All school rules are in effect. Any infraction of school rules at an evening event will be dealt with in the same manner as if it happened during the school day.

### **Student Privileges**

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

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

Students wishing to take advantage of these opportunities are required to exhibit appropriate behavior on a regular basis. Compliance with the 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. 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.

### **Student Sales**

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

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

## **Suspension**

Students committing serious offenses and/or those students who continue to disregard school rules and regulations will be placed on suspension.

While suspended, a student may not attend any school functions. This ban begins on the first day that the suspension is being served and remains in effect until the day on which classes are to be resumed. Students in violation of this prohibition policy will lose the privilege of attending school functions for the remainder of the semester.

## **Telephones**

Students needing to contact their parents during the school day may use the free phone in the main office. For an emergency during the school day, parents should contact the high school main office at 215-830-1500 and not through the student's cell phone.

## **Textbook and Equipment**

Textbooks and certain other equipment needed by the students are supplied by the school district. These are loaned and are to be returned in good condition at the close of the school year. Students are responsible for seeing that books are kept covered at all times.

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

## **Trespassing**

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

## **Visitors**

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

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

**Weapons**

Possession of, use of, or transfer of weapons as defined in the *High School Code of Student Conduct* is prohibited on school property or at any activity under the jurisdiction of the school. Violators may be subject to police action and/or expulsion from school.

**Withdrawal Procedures**

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

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

# ACADEMIC PROGRAM

## Academic Eligibility

Academic eligibility pertains to all students participating on Athletic Teams and Cheerleaders, in the Marching Band, the Fall Drama and the Spring Musical. This policy shall not be confined to the participants in these activities, but rather shall also include support personnel such as managers, statisticians, etc.

A student is declared ineligible when he/she is failing two or more full credit courses. Eligibility is evaluated as follows:

1. Weekly: Any student not meeting the aforementioned criteria on a given Friday is declared academically ineligible for the entire succeeding week.
2. Marking Period: Any student not meeting the aforementioned criteria 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 for that marking period.

Once declared ineligible, a student may not compete or perform with any team/organization covered by the eligibility policy.

## Course Requirements

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

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

## Exams

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

Seniors are required to take the midterm exams in full year courses. Juniors and Seniors having a cumulative average of 90% or higher in a course are exempt from taking the final exam in that course.

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

### Grading

A	90% - 100%	Excellent
B	80% - 89%	Good
C	70% - 79%	Average
D	60% - 69%	Passing
F	0% - 59%	Failing
WP	Withdrawn Passing	
WF	Withdrawn Failing	
I	Incomplete	
NG	No Grade - Insufficient time in class to receive a grade	
EX	Exempt from final exam for senior with a minimum average of 90%	

Any student receiving a final grade of "F" and having a final percentage grade between 40 and 59 may earn credit through remediation.

Any student receiving a final grade of "F" and having a final percentage grade between 0 and 39 must repeat the course for one full year or take the course over for original credit in summer school (4 hours per day for 6 weeks).

A zero percentage grade may be given to any student who makes no attempt to pass the course.

AP and Honors level courses will be increased by 10% in order to compute class rank and honor roll.

### Grade Point Average

To compute Grade Point Average (GPA) for a marking period:

1. Obtain quality points by multiplying the percentage grade received by the credit value for each course. (Percentage grades for AP and Honors level courses are increased by 10 percent before calculating the quality points for that course)
2. Divide the total of the quality points by the total credits used to calculate the quality points.

### Definition of Academic Levels

Upper Moreland High School offers classroom instruction on various levels with differing academic expectations. Students are grouped by level in English, mathematics, science and social studies classes. Instructional levels are assigned on the basis of teacher recommendation, academic record, standardized test scores, student motivation and interest. Student progress is

monitored throughout the year so that adjustments in placements may be made when appropriate. If a level adjustment is made during the school year, the grades and absences earned in the previous course level are carried-over to the new level. The academic level categories are as follows:

Advanced Placement (AP): The most academically demanding course level possible. Successful completion of the course may eventually lead to college credit. Enrollment is highly selective and honors credit is earned.

Honors: Honors courses require a high level of academic maturity, interest, ability, reading and study skills. The pace is extremely rigorous and enrollment is highly selective.

College Preparatory (CP): Courses that have a higher academic demand and requirements and are appropriate for college bound students

Academic: Courses with the core academic curriculum for all levels.

## **Homework**

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

In case of absence from school, students are encouraged to have the phone numbers of two (2) students from each class (The Buddy System) whom they can call for homework assignments. In periods of extended absence from school, three (3) days or more, arrangements can be made through the Guidance Office (215-706-2382) to have assignments sent home. It is the responsibility of the student or parent to initiate this process. Twenty-four (24) hour notice is necessary and assignments can be picked up in the Guidance Office at the end of the school day.

## **Honor Roll**

Distinguished Honor Roll: A student who has a grade point average (GPA) of 95.00 or higher with no grade lower than 80% earns a placement on the Distinguished Honor Roll for that marking period.

Regular Honor Roll: A student who has a grade point average (GPA), for the marking period of 85.00 to 94.99 with no grade lower than 70% earns placement on the Regular Honor Roll.

## **Library-Media Center**

The library and media center, which is central to student success at the high school, has an extensive collection of books, reference materials, paperbacks, magazines, reprinted articles, and online computer resources. The Library staff is always available to assist students with their information needs. The library and media center is available for student use from 7:40 a.m. to 3:15 p.m., during their open periods, study halls and lunch periods (with passes), or with teachers during class time.

The library currently has 45 computers available for student use. The computer network offers Microsoft software. In addition to internet access, online subscription databases and academic reference materials are available. Locally available materials can be accessed using

Destiny, the web-based library catalog, at <http://library.umtsd.org>.

Use of the computers in the library is a privilege, not a right. Since curriculum use of computers takes precedence over all other uses, computers may be reserved for library or class use. Preference is given to students who have academic work. Students who have difficulty with software, passwords or other problems with their computer should see the library staff for assistance.

The materials in the library are available to help students succeed with their academic work. Most materials can be taken home or to the classroom as necessary. However, all materials must be checked in and out at the circulation desk. Materials should be returned to the book carts or the circulation desk after use.

### **Make-up Work**

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

### **Minimum Scheduling Requirements Per Year**

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

Freshmen:	7 credits	Juniors:	6 credits
Sophomores:	7 credits	Seniors:	6 credits

### **Plagiarizing and Cheating**

Plagiarizing and cheating 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 plagiarize or cheat, they avoid real challenges, real learning and real growth by circumventing true academic challenges. Plagiarizing and cheating undercut 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 plagiarizing or cheating will bring these actions to an end.

At Upper Moreland High School cheating includes, but is not limited to:

- Copying homework
- Having parents or tutors complete assignments
- 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

during a test  
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  
Paraphrasing:

SAMPLE: "Slant lines and an oblique form of expression ensure the oddness of surface in Dickinson's poems; the resonant forms of her language stand for her conviction of the baffling eccentricity of life and thought" (from the introduction to her poems in *The Harper American Literature*)

**Plagiarized:** Emily Dickinson seems to use slant rhymes, oblique language, and punctuation to show that she finds life baffling.

**NOT Plagiarized:** The editors of Emily Dickinson suggest that she used slant rhymes, oblique language, and punctuation to show how baffling she found life (*Harper American Literature* 1171).

Preventative/Proactive Measures to Minimize Plagiarizing or Cheating:

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

Consequences of Plagiarizing or Cheating:

Level III disciplinary responses according to the Disciplinary Code of Conduct.

**Procedures for Fulfilling Academic Requirements Due to Absence From School/Class**

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

**Procedures for Re-taking a Course Due to Academic Failure, Loss of Credit, or the Desire to Improve the Grade in a Course Previously Passed**

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

Option B - Attend Remedial Summer School :

1. The student may attend summer school if his/her final average in the course is a minimum of 40%, all the course requirements have been completed and he/she has taken the final exam in the course.
2. The student must have completed all obligations established by the attendance office for absence or lateness.
3. The student must attend the summer school course for 60 hours.
4. Payment for the course is the responsibility of the family.
5. The student's final transcript will show both grades and both grades will be calculated into the student's overall GPA.

Option C - Receive one-to-one tutoring:

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

1. The tutor must be a Pennsylvania certified teacher in the subject area of the course.
2. Payment for the tutor is the responsibility of the family.
3. The student is required to take and pass (60%) the UMHS final exam in the selected course
4. The grade from the course will be posted on the transcript but it is not to be included in the overall GPA.

## Requirements For Graduation

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

1. Score at or above the Proficient level in all content areas of the PSSA or pass the appropriate PSSA remedial course including a re-test during the Senior year
2. Successfully complete a minimum of 24 high school credits
3. Successfully complete the Senior English Research Paper
4. Successfully complete the Graduation Project
5. Successfully complete the following minimum course requirements as defined by the Upper Moreland Township Board of School Directors:
  - a. Four years (4 credits) of English, one year (1 credit) in each grade 9-12 (English electives do not satisfy the requirement)
  - b. Three years (3 credits) of Mathematics
  - c. Three years (3 credits) of Science
  - d. Three years (3 credits) of Global Studies
  - e. 3 credits of Arts & Humanities (includes World Languages, Art, Music, selected Social Studies courses)
  - f. 4 credits of electives
  - g. 2 credits of Physical Education/Fitness
  - h. 1 credit of Health/Nutrition
  - i. .5 credit Graduation Project

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

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

## Standards for Promotion

Grade placement is determined by accumulated earned credits as follows:

Sophomore (Grade 10) Status:	Minimum 5.00 credits earned
Junior (Grade 11) Status:	Minimum 11.00 credits earned
Senior (Grade 12) Status:	Minimum 17.00 credits earned

### **Tentative costs of academic and co-curricular at Upper Moreland H.S.**

When a student arrives at Upper Moreland H.S. as a 9<sup>th</sup> grader, there will be many changes that occur from their previous school. This will range from academics to social life. With all of these changes, you and your student will accrue financial costs over four years at Upper Moreland High School. Even though a specific dollar amount cannot be given at this time, a tentative list of activities are included which all have a monetary cost. All of these activities are part of a student's life at Upper Moreland H.S., but not mandatory. We hope that each and every student while at Upper Moreland H.S. will have enjoyable and memorable years. All costs listed below are approximations.

#### **9<sup>th</sup> Grade**

calculator (\$20-\$100)  
yearbook (\$58-\$68)  
class trip (\$35-\$45)  
Snowball Dance (\$20-\$30)  
school pictures (will depend on individual package chosen)

#### **10<sup>th</sup> Grade**

class trip (\$35-\$45)  
yearbook (\$58-\$68)  
Snowball Dance (\$20-\$30)  
school pictures (will depend on individual package chosen)

#### **11<sup>th</sup> Grade**

yearbook (\$58-\$68)  
Junior Prom (\$30-\$40)  
Snowball Dance (\$20-\$30)  
SAT test (\$35 each time test is taken)  
school pictures (will depend on individual package chosen)

#### **12<sup>th</sup> Grade**

yearbook (\$58-\$68)  
Senior trip (\$889)  
Senior prom (\$75-\$85)  
AP tests (\$75 each test)  
senior due (\$60)  
senior portraits (will depend on individual package chosen)



# STUDENT SUPPORT SERVICES

## Guidance

The high school guidance staff consists of four counselors, a career counselor, and a school psychologist. All students are assigned to a counselor who is responsible for their academic progress and vocational planning for the four years that they are in the high school.

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

## Health Services

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

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

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

A student should not go to the Health Suite between classes. A student should go to the next class and receive permission from that teacher to come to the nurse's office.

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

## “S.T.A.R.T. Team”

The Student Assistance Program(SAP) is an intervention program designed to identify and refer "high risk" students for appropriate treatment. 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. START accepts referrals from staff, students, and parents.

# TABLES

Table 1

STUDENT ACTIVITIES  
AND  
CONTACT PEOPLE  
2009-2010

<u>SEASON</u>	<u>ACTIVITY/ORGANIZATION</u>	<u>SPONSOR/COACH</u>
All Year	Academic Decathlon	Mr. Scenna
All Year	Art Club	Mrs. Rampulla
All Year	Asian/American Club	Mrs. Hofmann/McClenton
All Year	Choir "Voices of the Night"	TBA
All Year (*)	Class Government (9 <sup>th</sup> Grade)	TBA
All Year (*)	Class Government (10 <sup>th</sup> Grade)	Mrs. Baratta
All Year (*)	Class Government (11 <sup>th</sup> Grade)	Mr. Raginsky
All Year (*)	Class Government (12 <sup>th</sup> Grade)	Mrs. Boles
	Mrs. Haney/Mrs. Vesper/Mr. Gould	
	All Year (*)	
All Year	Gay/Straight Alliance (GSA)	Mrs. Stiansen
All Year	Instructional Media Coordinator	Mr. Gauker
All Year	Key Club	Mr. Howard Cohen
All Year	Memoria (Yearbook)	Ms. McCloskey
All Year	National Honor Society	Mrs. Grossi
All Year	Robotics Club	Mrs. McCurdy
All Year	Student Council	Mrs. Schulz
All Year	Tapestry (literary magazine)	Mrs. Sugarman
All Year	The Bear Print	Mr. Casey
	(school newspaper)	All Year
All Year	UNITY	Ms. Buccini
All Year	UMHS Drama Company	Mr. Polakoff
All Year	UM Book club	Mr. Lahr/Crompton
Fall	All School Play	Mr. Polakoff
Fall (**)	Band Front	Mrs. Barron
Fall	Cheerleading	Ms. Saldan
Fall	Cross Country - Boys	Mr. Heins
Fall	Cross Country - Girls	Ms. Morris
Fall	Field Hockey	Mrs. Grossi
Fall	Football	Mr. Beach
Fall	Golf	Mr. Minger
Fall (**)	Marching Band	Mr. Barron
Fall	Soccer - Boys	Mr. Knauss
Fall	Tennis - Girls	Mrs. McClenton

(\* ) Organization generally meets once per month in the evening.  
(\*\*) Some performances occur at other times in the school year besides fall.

Winter	Basketball - Boys	Mr. Corrado
Winter	Basketball - Girls	Ms. Meade
Winter	Bowling - Boys & Girls	Mr. Simonsen
Winter	Cheerleading (Basketball)	Ms. Salden
Winter	Indoor Guard	TBA
Winter	Jazz Band	Mr. Barron
Winter	Swimming - Boys	TBA
Winter	Swimming - Diving B/G	Mr. Israel
Winter	Swimming - Girls	Mrs. Rowland
Winter	Track - Boys	Mr. Heins
Winter	Track - Girls	TBA
Winter	Wrestling	Mr. Muller
Spring	All School Musical	Mr. Polakoff
Spring	Baseball	Mr. Rehr
Spring	Lacrosse - Boys	Mr. Mayes
Spring	Lacrosse - Girls	Mrs. Grossi
Spring	Soccer - Girls	Mr. Joyce
Spring	Softball	Mr. Ludlow
Spring	Tennis - Boys	Mrs. McClenton
Spring	Track - Boys	Mr. Heins
Spring	Track - Girls	Ms. Morris

UPDATED: 7/23/09

## Table 2

### High School Telephone Numbers

Assistant Principals	215- 830-1500
Athletic Office	215- 706-2376
Attendance/Discipline Office	215- 706-2386
Guidance Office	215- 706-2382
Main Office	215- 830-1500
Nurse	215-706-2375
Principal	215- 830-1500

# Table 3

## Bell Schedule

Homeroom	7:45 - 7:53
Period 1	7:56 - 8:43
Period 2	8:46 - 9:33
Period 3	9:36 - 10:23
Period 4 (Lunch)	10:26 - 10:56
Period 5/6	10:59 - 11:46
Period 7/8	11:49 - 12:36
Period 4/5	10:26 - 11:13
Period 6 (Lunch)	11:16 - 11:46
Period 7/8	11:49 - 12:36
Period 4/5	10:26 - 11:13
Period 6/7	11:16 - 12:03
Period 8 (Lunch)	12:06 - 12:36
Period 9	12:39 - 1:26
Period 10	1:29 - 2:16

## Two Hour Delay Bell Schedule

Homeroom	9:45 - 9:59
Period 1	10:03 - 10:32
Period 2	10:35 - 11:04
Period 3	11:07 - 11:36
Period 4 (Lunch)	11:39 - 12:08
Period 5/6	12:11 - 12:40
Period 7/8	12:43 - 1:12
Period 4/5	11:39 - 12:08
Period 6 (Lunch)	12:11 - 12:40
Period 7/8	12:43 - 1:12
Period 4/5	11:39 - 12:08
Period 6/7	12:11 - 12:40
Period 8 (Lunch)	12:43 - 1:12
Period 9	1:15 - 1:44
Period 10	1:47 - 2:16

