



UPPER MORELAND INTERMEDIATE SCHOOL

**3990 Orangemans Road
Hatboro, PA 19090**

PARENTS' HANDBOOK **2009-2010**

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Mr. John J. Burke, Management Assistant
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Office (215) 325-1700
Fax (215) 325-1701
Nurse (215) 325-1702

Absentee Line (215) 325-1703

Upper Moreland School District's
Emergency Info-Line (215) 830-1508

School Closing Numbers
School Closed 310
One-Hour Delayed Opening 5-310
Two-Hour Delayed Opening 6-310

September 2009

FROM THE PRINCIPAL

Welcome to Upper Moreland Intermediate School. The teachers and staff work very hard to create a positive learning environment for your child. We strive to be a child-centered community and hope that through an exciting and challenging curriculum our students will develop a lifelong thirst for knowledge. Our facility has provided computer access areas throughout the school. These areas will afford your child the opportunity to practice keyboarding skills, use word processing programs, interact with state of the art software and travel the information superhighway.

Furthermore, we aim to educate the whole child at Upper Moreland Intermediate School, and are concerned with the physical, social and emotional growth and development of your child. We have a full time school psychologist and guidance counselor on staff to assist children and families who encounter episodic difficulties. Our teachers have been trained in a Pro Social Skills model designed to encourage good decision making skills. A variety of classroom and school wide events are designed to foster a positive self image in each student.

This handbook is intended to provide information on various topics. We hope that it answers many questions about the operation of our school. Please keep the booklet handy, as it may be a valuable resource as the school year progresses. If you have any additional questions, please feel free to contact me.

I am looking forward to a positive and productive school year. Your interest and support of our curriculum and programs are greatly appreciated. I believe that an open line of communication between home and school is vital to the success of your child.

Sincerely,

Dr. Joseph M. Waters
Principal



PHILOSOPHY OF EDUCATION OF THE SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP

A democratic society is founded on the worth of each individual and the value of his/her unique contribution to that society. The board is committed to providing a system of education that will offer equal educational opportunities in accordance with a student's interests, abilities, and needs consistent with available resources.

The board, as the agent responsible for the education of the children of the School District of Upper Moreland Township, directs the development of a planned program of learning which meets the needs of the students in the district.

The planned program of learning shall encourage the fullest possible development of each student to:

- acquire communication skills of understanding, speaking, reading and writing
- construct concepts and make meaningful, real world connections in mathematics
- develop self-understanding and a feeling of self-worth
- develop analytical thinking
- acquire knowledge of different cultures and an appreciation of the worth of all people
- review the history of the nation, understand its systems of government and economics and acquire the values and attitudes necessary for responsible citizenship
- acquire knowledge, appreciation, and skills in the arts and the humanities
- acquire the knowledge, understanding, and appreciation of science and technology
- acquire the knowledge, skills, and attitudes necessary to become a self-supporting member of society
- acquire the knowledge, skills, and attitudes necessary for successful personal and family living
- acquire knowledge and develop practices necessary to maintain physical and emotional well-being
- acquire the knowledge and attitudes necessary to maintain the quality of life in a balanced environment.



POLICIES AND PROCEDURES

ABSENCE NOTES

A written excuse note, signed by the child's parent or guardian, stating the reason for the student's absence, must be given to the classroom teacher upon the child's return to school. A written excuse note must be presented for each absence. If a child is going to be absent for more than three days due to an extended illness, please notify the school office.

ACCIDENT INSURANCE

Early in the fall each student is given an opportunity to participate in a group insurance plan. Forms will be distributed to all students at the beginning of the school year and parents are asked to sign the forms and return them to the school, so that we are assured that you have exercised your option of purchasing the insurance.

Participation is entirely voluntary; however, parents are urged to protect their children with the school insurance group plan. It is important that injuries and accidents in school, or on the way to and from school, are reported promptly to the nurse or school office. Athletic injuries should be reported to the physical education teacher immediately.

This plan protects the student during the policy term for injuries received:

- while attending school during the hours and on the days when school is in session, including coverage for gym, physical education activities, and field trip while traveling directly between home and school premises regardless of the means of transportation
- while participating in school-sponsored and supervised activities either away from school premises or after school hours, except as a spectator.

Arrival and Dismissal Procedures

Students who have been assigned bussing are urged to ride their assigned bus to and from school to help minimize car traffic around the school. Students in grades kindergarten through 5th grade are not permitted to ride bicycles to school. Walkers are to stay on sidewalk areas and obey school personnel.

Procedures for Bus Unloading/Loading Zone – FRONT LOOP OF PRIMARY SCHOOL

- **ALL** PRIMARY & INTERMEDIATE bus students will unload and load in the front loop of the Primary School. Absolutely no car traffic is permitted in the bus zone at arrival/d dismissal times. No vehicles will be permitted in this area during the school day. Supervisory personnel will be on duty in the bus zone to assist child(ren) when unloading the buses and ensure their safety into the building.
- At dismissal, school personnel will be on duty throughout the hallways and in the bus loading area to assist students and ensure their safety.
- For safety and security reasons, parents, guardians, and visitors are not permitted in the hallways or in the bus loading zone area at any time.

Procedures for Car Riders – REAR OF THE PRIMARY SCHOOL

If you did not choose “car rider” as a transportation dismissal option for your child(ren) on a daily basis, a note is required on the day your child (ren) will be a car rider. Please do not call the main office during the school day to change your child(ren)’s dismissal procedure.

The following procedures have been established for car riders for ALL PRIMARY & INTERMEDIATE SCHOOL STUDENTS:

- At arrival, cars are to follow and obey all traffic signs and/or directions of posted personnel along the car drop off area in the rear of the building. The drop off/pick up area in the rear of the building is clearly marked and designed for single lane, one-way traffic only.
- Cars are not permitted to park in the turn through or pass another vehicle. Supervisory personnel will be on duty to assist students in exiting vehicles.
- A “Kiss and Drop” procedure will be used; that is, parents remain in their vehicle, say goodbye to their child(ren), and pull away after supervisory personnel help their child(ren) move safely away from the vehicle.
- Children may not exit or enter any vehicle in the drop off/pick up area without the assistance of school personnel.
- Children will only exit or enter vehicles along the sidewalk nearest the school building.

No vehicles are to be left unattended in the car rider drop off/pick up area. Parents who need to come into the schools must park their vehicle either in the Primary or Intermediate front parking lot areas. **For safety reasons no one is permitted to cross or walk through bus unloading/loading traffic.** Please wait until the area is clear of bus traffic before attempting to enter the building. *The car drop off area behind the school will be closed at 8:35 AM. Any vehicle that tries to enter the car drop off area at 8:35 AM will be directed to go to the parking areas in front of either the Primary School or Intermediate School where the vehicle will have to be parked in a parking spot – not the bus loop – and the child(ren) escorted by their parent or guardian may enter at the appropriate school entrance. If it is after 8:40 AM the child(ren) escorted by the parent/guardian must report to the appropriate school office for a late pass. Students are to be in their classrooms at 8:40 AM to begin the school day.*

- At dismissal, supervisory personnel will take the last name of the “family vehicle” as they arrive in the car loading area.
- All car riders will be supervised in the building while waiting for their last name to be announced.
- Car riders will be dismissed from the building in the order that cars arrive in the car loop.
- Supervisory personnel will escort students to their family vehicles and assist them in getting in cars

- As loaded cars pull away, remaining cars are to pull forward to be loaded.
- No parent/guardian is permitted to leave their vehicle in the car loading zone to come into the building.
- If a vehicle is “holding up” the dismissal process because their child (ren) has not reported to the vehicle when announced, the vehicle will need to move from the car loading zone and drive around to the end of the car line to repeat the process.
- No vehicles may be left in the car loading zone unattended.

Arrival Procedures for Walkers for the Primary and Intermediate Schools

ALL walkers from the Preston Road area will enter the main entrances of their school building – Primary or Intermediate on arrival. Students and parents must stay on the sidewalk areas at all times and not walk through or around arriving buses.

ALL walkers from the Reiniger neighborhood are to enter the rear entrance of the Intermediate School at the end of the walking path. Primary school students will be directed/escorted to their classrooms at the Primary School.

Dismissal Procedures for Walkers for the Primary and Intermediate Schools

ALL walkers from the Preston Road area will be dismissed from the exit on the side of the Intermediate School. Parents who wish to meet their children and walk them home are asked to meet them at the Preston Road crosswalk and not at the building.

ALL walkers from the Reiniger neighborhood will be dismissed at the Intermediate School exit. Students will be escorted to the entrance of the Reiniger neighborhood. Parents who wish to meet their children and walk them home are asked to meet them at the entrance of the neighborhood and not at the building.

PARENTS/GUARDIANS OF REINIGER & PRESTON ROAD AREA WALKERS PLEASE

NOTE – If you should decide to pick your child up by car on inclement weather days, a note will be required to the appropriate school office in the morning to release your child to the car line at dismissal time. Please be sure to follow the procedures outlined for car riders listed above. In cooperation with the Upper Moreland Police Department, at arrival and dismissal times, students may not enter or exit vehicles in any area other than the established car rider zone in the rear of the Primary building. For the safety of our students this will be strictly enforced.

****** If your child is assigned a bus then they are considered a “bus rider” not a walker. We strongly encourage parents not to change children’s dismissal procedures as it causes confusion for your child and their teacher. The school does not get involved in “play dates”. “Play dates” should be arranged between parents and guardians after school. If your child is assigned a bus and you would like to walk them home from school, a note must be sent into school in the morning and a parent /guardian or another adult indicated on the note must come into the school office to sign the child out at dismissal time to release liability from the UM School District. If you live in a neighborhood across Byberry Road, it should be noted that it is posted that walkers must cross at the traffic light located at the intersection of Orangemens and Byberry Rds.***

Arrival/Dismissal Procedures for Students who Ride Daycare or School Bus Mini Vans

Primary and Intermediate School students who ride **daycare or school bus mini vans** will be dropped off/picked up in the Intermediate School parking lot. Appropriate personnel will be there to assist children.

PARENTS WHO BRING LATE STUDENTS TO SCHOOL MUST PARK THEIR CAR IN THE FRONT PARKING LOTS OF EITHER THE PRIMARY OR INTERMEDIATE SCHOOL AND ESCORT THEIR CHILD(REN) TO THE APPROPRIATE MAIN OFFICE.

Our safety and traffic procedures will be carefully monitored and adjusted if necessary. They have been established for the safety of our students – not for convenience. We thank our families in advance for their cooperation, support, and patience in helping to provide safe and orderly arrival and dismissal procedures for our students.

AFTER CARE

The district operates an after school program at Upper Moreland Intermediate School. This program is housed in the Upper Moreland Intermediate cafeteria and runs from immediately after school until 6:00 PM. Parents should use the main entrance by the cafeteria to pick up their child. Please contact the Student Services Department at 215-830-1515 for more information.

ASSEMBLIES

Through the generosity of the Home and School Association (H.S.A.), Upper Moreland Intermediate School has been able to schedule an exciting series of assemblies. This enables the school to provide many unique assembly productions to share with students, parents, and the community-at-large. Therefore, parents and community members are welcome to attend any or all of these assemblies. ***School wide assemblies are held in our Cafetorium. Parents and visitors will be admitted by designated staff members through the Cafetorium doors 15 minutes prior to the scheduled start time.*** Visitors must remain in the Cafetorium area throughout the assembly and must exit through the Cafetorium doors. For our visitors' convenience, lavatories are located adjacent to the Cafetorium.

ATTENDANCE

Regular school attendance is required of all students enrolled in the school during the days and hours that the school is in session. The School Board considers the following conditions to constitute reasonable cause for absence from school:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. Very unusual weather conditions
5. 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). These trips must be of an educational nature, aligned to your child's grade level curriculum, and are not designed for family vacations.
6. Exceptional, urgent reasons – must pertain to student
7. Religious holiday
8. Suspension from school
9. Required court appearance
10. In the case of the exceptional student (Special Education), where absence is caused by or directly related to the student's exceptionality

11. Religious instruction – at the written request of a parent, students may be excused for up to 36 hours of religious instruction per school year. Parents are asked to call the absentee line at (215) 325-1703 and leave a message on the answering machine if their child is going to be absent from school that day. These messages will be checked against the attendance cards each morning.

Children leaving school before 10:00 AM will be marked absent for the day.

If a telephone call has not been received for a child recorded as absent by the teacher, the school will attempt to locate the child through telephone calls to numbers previously secured from the parent. **Should you have the Call Intercept/Block function on your telephone, please make sure that it recognizes the school numbers.** It is hoped that, should a child not reach school for some reason, an early determination of his or her whereabouts can be made. **Parents must report their child's absence. When reporting your child's absence please dial (215) 325-1703 and leave the following information on the tape: Child's name, your name, teacher's name, date(s) of absence, and the reason for the absence. If you do not report your child's absence, a member of our staff will use the telephone numbers you provide on the safe child cards to locate your child.**

Parents should make every effort to schedule appointments for their children outside of the instructional day. The district firmly believes that there is a high correlation between class attendance and student achievement. The majority of what is learned in school involves direct instruction by a teacher, the interaction between teacher and student, and the interaction among students. These activities occur in school and are missed by a student who is absent from school. What is missed cannot be made up through homework or extra assignments.

Therefore, if a student is absent three consecutive days or has absences exceeding 15% of the class time, the teacher will refer the student's name to the office for further investigation. Following each absence, parents are to provide a written excuse note indicating the reason for the child's absence.

Unexcused absences include such reasons as missing the bus, family vacations, or failure to provide a written excuse note upon the student's return to school. After three days of unexcused absence a warning notice will be sent to the parents or guardian. With the next unexcused absence, a criminal complaint will be filed without warning with the District Justice for court action.

Parents may request assignments for students who are absent by calling the school no later than 10:00 AM for same day pick up. Homework may be picked up at 2:45 PM. Please note that we are unable to send assignments home with a sibling in the Primary School. All assignments must be picked up by the parent or sent home with a student who attends the Intermediate School.

BEFORE-SCHOOL PROGRAM

There is a supervised program in the Cafetorium for children whose parents have an early work schedule. The program runs from 7:15 to 8:30 AM. Students who need this supervision should register for the program through the Student Services' office and report to the Intermediate Cafetorium no earlier than 7:15 AM. There is a fee for this service.

BIRTHDAYS

Students will receive a personalized Upper Moreland Intermediate School birthday certificate and have their name announced on the public address system during morning announcements. Parents may send a small treat to be distributed at lunch time. *No sheet cakes, balloons or flowers are to be delivered to school.* We request that deliveries be made to the office before 9:00 AM to avoid disruption to the educational program. Arrangements may also be made with the Food Services Department to provide treats at lunch time. Summer birthdays will be announced during the last two weeks of June. If you plan to send a small treat, please arrange a specific date with your child's teacher. **Additionally, parents must check with their child's teacher about specific food allergies prior to sending any treats to school.** No class time will be used for birthday celebrations during the instructional day. Birthday party invitations are not to be distributed during school time unless every child is invited to the party. Student addresses are available in the HSA Student Directory for those who wish to invite individual children to parties outside of school.

BUS RULES AND REGULATIONS

The district provides transportation for elementary children who live more than one mile from the school or who must walk along hazardous routes. The district will transport physically challenged children regardless of distance or hazardous walking conditions.

Children who ride buses are expected to conduct themselves in such a manner as not to endanger themselves, their peers, or the safe operation of the bus. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the pupil's transportation.

All students must ride the bus to which they have been assigned, both to and from school daily. Due to busing capacity, we are unable to grant any requests for students to ride another bus. No student assigned to a bus is permitted to walk home. A written request from a parent or guardian is required before a child will be allowed to walk to a friend's house.

CAFETERIA

The Upper Moreland School District provides a nutritious lunch in each cafeteria. Menus are planned by the district's Food Services Manager to fulfill nutritional requirements as specified by federal regulations. Each month the children are given a printed menu to take home which lists the offerings for the month. Milk is also available for purchase by children who bring their lunches. Students may purchase milk for \$.45. Any student who has depleted their prepay lunch account will be offered a substitute entrée in lieu of the daily platter offering.

Applications for free and reduced lunches are available through the school office or from the Food Services Department at the Administration Building. Until a notice of approval for free or reduced lunch has been received, parents are responsible for providing lunch or money to purchase lunch.

Duty assistants supervise the cafeteria. Students will be directed by the staff in matters pertaining to: traffic, clean-up operations, disposal of trash, general behavior, and dismissals. Children are expected to conduct themselves in the same manner as would reasonably be expected of them in the dining room of their home. Failure to obey rules and regulations will result in the loss of cafeteria privileges. A copy of the rules related to student behavior in the cafeteria is included in this Handbook and in the Code of Conduct. It is important for parents to take the time to review them with their children.

CALENDAR

Each family should receive a district calendar during the first week of school. Please note the schedule of holidays and special events listed on the calendar.

CARE OF SCHOOL PROPERTY

The School Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his or her use. Students who willfully cause damage to school property will be subject to disciplinary measures. Students and others who damage or deface school property will be prosecuted and punished under law. Parents and guardians of students will be held accountable for students' actions. The School Board will report to parents and the appropriate juvenile authorities any student whose damage to school property has been serious or chronic in nature. No final report card will be issued until all obligation fees have been satisfied.

CERTIFICATES

Students will receive a personalized Upper Moreland Intermediate School birthday certificate and have their name announced on the public address system on their "big day." Other certificates that may be earned for each report period include the Certificate for Academic Excellence, Certificate for Academic Responsibility, Certificate for Social Responsibility, and Perfect Attendance Award. Additional school-wide recognition and classroom-based ceremonies are conducted throughout the year.

CHANGE OF ADDRESS – WITHDRAWAL

It is the responsibility of the parent/guardian to notify the school office of any change in address or telephone numbers. In the event a child is moving out of the community, a note must be submitted to the office stating the reason for the withdrawal and when the anticipated move will transpire. In order for school records to be forwarded to the new school, it is necessary for parents to sign a release form in the school office prior to withdrawal. When a family moves out of the district, the child is considered a non-resident and is no longer eligible to attend the schools of Upper Moreland School District. If it is determined that a student is a non-resident, the child will not be allowed to return to school, and a bill will be issued for the days which the child attended as a non-resident.

CHILD ABUSE

All Upper Moreland School District employees are required by law to report any suspicion of physical, mental or sexual abuse. We will contact appropriate agencies and cooperate with them in accordance with the law.

COMMUNICATION

Communication between home and school is critical to your child's academic, social, and emotional development. Our HSA provides a Wednesday folder which serves as an organized system of weekly communication of general school-related happenings. Parents are requested to sign the front of the envelope each week and return it to your child's homeroom teacher. Each student purchases a homework assignment book from the Intermediate School. This book may also serve as an ongoing communication system between home and school. Parent conferences are scheduled two times a year but may occur as needed. Notes, phone calls, and e-mails are also acceptable forms of communication.

eCOMMUNICATOR SIGN UP

In an attempt to be environmentally responsible we encourage all parents to sign up to receive first hand information emailed to them from the Upper Moreland School District including school happenings, announcements, and school closing alerts. Parents will also receive immediate and ongoing emergency information from the district at your home or wherever you access your email. Signing up maintains two-way communication between the community and the schools. All parents need to sign up for this service every year, even if you had previously registered for our mailing list last year. You can sign up on the web by going to the Upper Moreland School District Website at www.umtsd.org.

CUSTODY ORDERS

It is imperative that a copy of all custody orders be kept on file in the school office. Without a copy of the official court order, the safety and security of your child is at risk. These documents will be kept confidential and only shared with appropriate school personnel.

DISCIPLINE

The staff of Upper Moreland Intermediate School recognizes the need to maintain an atmosphere conducive to teaching and learning. Students and parents share with the staff a responsibility to develop a climate within the school that encourages a positive learning environment. The Code of Conduct sets forth guidelines on the responsibilities of students, teachers, principals, and parents to aid in accomplishing this goal. The Pro-Social Skills Model of behavior management, also known as the Stop and Think program, is implemented throughout the school and seeks to encourage children to use appropriate social skills. A list of student responsibilities is included in the Code of Conduct and in this Handbook. It is important that parents take the time to review and discuss them with their children. *After such a review and discussion are held, the last page is to be removed, signed by both parent and student, and returned to the teacher.*

Disciplinary consequences will follow for those students whose behavior disrupts the educational process or who present a danger to the health, safety and welfare of the school community. Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. Because of this, a step-by-step approach to student discipline is not presented here. The actual sequence of disciplinary actions will vary, depending on the individual case.

DISMISSAL OF INDIVIDUAL STUDENTS DURING SCHOOL HOURS

Parents should make every effort to schedule appointments for their children outside of the instructional day. In the rare event when students must be excused from school during school hours, students must present their teacher with a written request upon arrival at school. Please do not call the main office during the school day to change your child(ren)'s dismissal procedure. Students will only be released to parents or guardians or those individuals whose names appear on the Emergency Card on file in the school office. Any other person who wishes to take a child with them will have to wait for telephone verification by the parent or guardian. Students will be dismissed from the office only. **A parent who has sole custody of his or her children must have the appropriate court order on file in the school office.** When a parent or designee comes to pick up a child, the parent must show proper identification and sign the child out in the log located in the office. The secretary will call for the student on the intercom. Children will not be dismissed directly from the classroom. If the child later returns to school, please check in at the office in order to make school officials aware of the student's return. **This procedure is designed for the safety of our students and will be strictly enforced.**

EMERGENCY CARDS

Emergency cards are kept for each child, providing information to assist in locating parents, the family physician or an emergency person. *Please be sure to provide a local number (i.e.: a friend, neighbor, nearby relative, etc.). It is important for you to keep this information up-to-date in the school.*

EMERGENCY CLOSING/INCLEMENT WEATHER

Delays in school opening or cancellations of classes due to weather or other emergencies will be communicated by radio and television. News media will not announce Upper Moreland by name, but they will refer to the district by the number "310". The number "5-310" means a one-hour delayed opening, and "6-310" means a two-hour delayed opening.

The Upper Moreland School District will continue its own emergency answering service. Parents may call **(215) 830-1508** any time after 6:00 AM to confirm a delayed opening or the emergency closing of schools. Families who subscribe to cable TV can ascertain information concerning school closings, delayed openings, and early dismissals by tuning into the Bears News Network, Comcast Channel 60, or on Verizon Channel 37.

Please refer to these sources for information on the delayed opening or emergency closing of school as no phone chain will be implemented. *It is important that parents explain to their children what to do in case of an unexpected early dismissal. It is not possible for the secretary to deliver a personal message to each student. Therefore, each child should have a clear understanding of emergency arrangements.*

These arrangements should be made and explained to your child in advance of an emergency situation. Each family will fill out an emergency plan, which will be filed in the office. This plan is designed for office use when making decisions about student dismissal. In the event of an emergency we will not be able to review each plan with every child. The Home and School Association (H.S.A.) does sponsor a phone chain so that parents may be called directly **only** if there is an **unexpected** early emergency school dismissal.

Please make sure that the office has all current contact information; such as home and work telephone numbers, as well as e-mail information. During an emergency, please do not call the school office as the principal and secretaries are involved in implementing the changes necessitated by the school closing.

EVALUATING STUDENT PERFORMANCE

Students are evaluated by teachers in the various subject areas. The teachers establish their expectations for the lessons taught and determine the evaluation that students receive for their work. Students are usually graded on competency, productivity and demonstrated performance of newly acquired skills.

The State of Pennsylvania reports student progress in mastery of the standards using the descriptors: Advanced, Proficient, Basic, and Below Basic. Improving academic performance for all children is an essential part of Pennsylvania's educational system. In keeping with this vision, the Commonwealth of Pennsylvania and the School District of Upper Moreland have established academic standards that define what students should know and be able to demonstrate at specific grade levels. The four performance levels illustrate students' achievement of the Academic Standards. The state descriptors are defined as follows:

Level	Description of Academic Performance for this Level
Advanced	The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards. Students working at the advanced level are functioning above the expectations for the grade level.
Proficient	The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards. Students working at the proficient level are functioning at the expectations for the grade level.
Basic	Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a basic level have made some progress but have not yet met the expectations for the grade level.
Below Basic	Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a below basic level are working significantly below expectations for the grade level.
N/A	Not assessed during the present marking period. Not all modes of writing will be assessed during each marking period.

FIELD TRIPS

Teachers may schedule field trips during the day from October through May when such a trip enhances the instructional program. Children must have a signed permission slip in order to participate in the activity. In the event a child does not go on the trip, he/she is required to attend school. Provisions will be made for the child to be placed in another class for the length of the trip.

FIRE and EMERGENCY DRILLS

Once a month during the school year in accordance to the law we will hold a fire drill. Other emergency and weather related drills are conducted periodically as well. Children are expected to follow directions of the principal, management assistant and teachers during these drills. A district and building safety plan has been developed to ensure student and staff safety.

HEALTH SERVICES

Upper Moreland Intermediate School is fortunate to have a full time nurse on staff. School nurses work under written orders of the school physician for first aid. **School nurses are prohibited by law to diagnose injuries or illness. Please do not send the child to the nurse for diagnosis.** She will only observe the condition and refer the child for medical advice. Decisions regarding the need for medical care rest with the parents; therefore, parents are always contacted to take the child home or to the doctor as the need arises.

When a child shows signs of illness, he or she should remain at home. **The child should be kept at home for at least 24 hours after a temperature elevation has subsided.** Upon returning to school, the student must present a note from the parents or guardians stating the dates of and the reason for absence. A doctor's note is required after an absence of three days or more. If a child has had a communicable disease, please consult the district policy for re-admission. Parents are urged to protect their children with the school insurance group plan. It is important that injuries and accidents in school, or on the way to and from school, are reported promptly to the nurse or school office. Athletic injuries, which occur during physical education classes, should be reported to the physical education teacher immediately. Parents can help with their children's health by establishing daily routines of cleanliness, which should include checking for ticks and head lice.

Emergency cards are kept for each child, providing information to assist in locating parents, the family physician, or an emergency contact person. Please provide telephone numbers for two local emergency contact persons. These contacts must be aware that they would need to be available to come and pick up your child in the event of illness/injury. It is important for parents to keep this information up-to-date in the school records. Children will only be sent home with people who have been listed as emergency contacts unless parents verify on the telephone that another designee will pick up the student on that day. **Should you have the Call Intercept/Block function on your telephone, please make sure that it recognizes the school numbers.**

Care given in the school is limited to first aid in accidents and illness until the parent can be reached to take the child home, to the doctor, or to the hospital.

HOLIDAY ACTIVITY DAYS

Three holiday activity days are scheduled for each grade level during the year:

- Grade 3 and 4 activity days are scheduled for Halloween, Winter Holiday, and end of the year party
- Grade 5 activity days are scheduled for Halloween, Winter Holiday and end of year picnic

Students will be given a special treat and room parents organize the classroom activity. Parents interested in serving as room parents should attend the HSA organizational meeting. Supervised academic arrangements will be made for any student not celebrating a particular holiday for religious or personal reasons.

HOME AND SCHOOL ASSOCIATION

The Upper Moreland Intermediate School Home and School Association is sincerely interested in the work of the school and the total program. All parents and guardians are encouraged to become members of the H.S.A. and are invited to attend monthly meetings. These meetings are listed on the school calendar and are open to all parents and guardians. The Executive Board is the nucleus of the organization and consists of all officers and chairpersons of standing committees. The H.S.A. sponsors many activities for students and their families throughout the year.

HOMEWORK

Homework assignments are designed to: enrich or extend what has been learned in the classroom, practice skills already learned, read for enrichment or enjoyment, conduct research as an outgrowth of classroom activities, and/or learn how to work independently. It is the student's responsibility to complete and submit all homework on time. An established place should be determined for completion of homework assignments and projects. Homework assignment books are purchased at school for grades 3-5. These books should be checked regularly by the parents and signed after assignments are completed. Parents are welcome to use these assignment books as a communication tool between home and school. It is vital that parents communicate with the teacher if the student is having difficulty with homework. Together the students and parents should establish a place for students to study in the home.

A good rule of thumb guide to use for the length of student homework assignments is 30-40 minutes for grade 3, 40-50 minutes for grade 4, and 50-60 minutes for grade 5. Teachers may, however, assign long-range projects throughout the year. Please check your child's homework assignment book daily.

LIBRARY-MEDIA CENTER

The Upper Moreland School District maintains comprehensive collections of print and non-print materials to enhance the children's instructional program. The schools have a modern library for the students' use that also has opportunities for students to use technology to obtain information from the Internet. Children are scheduled to visit the library on a weekly basis to be instructed in library science and/or to do research on special projects.

Pupils will be encouraged to use the library for their own pleasure as well as for resources relevant to classroom studies.

LOST AND FOUND

Students are responsible for safeguarding their personal belongings. The school maintains a Lost and Found box, which is located in the Cafetorium. In the event a child loses something he or she should always check the Lost and Found box at the school. *Parents are urged to mark their children's clothing, school bags, lunch boxes, and other items with the student's name and classroom number*

MEDICAL & DENTAL EXAMINATIONS

In accordance with the School Health Act of Pennsylvania, the following medical records are required:

Medical Examination - *upon original entry* into school, in the *6th Grade*, and in the *11th Grade*.

Dental Examination - *upon original entry* into school, in the *3^d Grade* and in the *7th Grade*.

Visual Screening - in *Kindergarten through 12th Grade and through teacher/parent request*.

Height and Weight measurement - in *each grade every year*.

Hearing – Kindergarten through Grade 3 and at teacher/parent request.

MEDICINES

The administration of medicine to students by the nurse may be authorized only in emergency cases and only upon the completion and filing of the forms giving permission to administer the medicine, as noted by the physician's and parents' instructions. **All medicines must come to school in the original container and be kept in the nurse's office.**

No medication is to be sent to school unless it is a prescription drug for special medical conditions.

These emergency medications may be sent to school if the following rules are met:

- Send a note from a doctor stating the name of the medication and how it is to be given (dosage, time to be given, reason for medication, length of time medication is to be administered). The medication must have the prescription label on the container.
- Send a note from the parent or guardian giving approval for the medication to be administered at the school.
- The medication must be kept in the nurse's office. Please notify the nurse of any changes in the medication.

PERSONAL ITEMS OF VALUE

Parents are urged to help their children understand that they are **not** to bring items of value (either monetary or sentimental) to school. This includes headsets, Walkman radio/tape players, cell phones, or other electronic devices or toys. Children are not permitted to use cell phones on school property. The district cannot be responsible for the security of such items. *Therefore, students are requested to bring to school only those items that are essential for their educational activities.*

PHOTOGRAPHY

Each year a photo is taken of your child for our school records. We realize that there are reasons why a family might not want their child's picture published or shared with the public. This includes the newspaper, school publications, our website, Bears News Network (BNN) and other visual image transmission systems. **If this applies to your situation, please feel free to write a letter to the school principal.** A copy of your letter will be sent to the Community Information Network at the District Administration Building, indicating that your child should not be photographed for the purpose of being included in a publication or videotape production. Please include your child's name, grade, age, and homeroom teacher's name. This request should be done on a yearly basis. Of course, your wishes will be respected.

PROMOTION AND RETENTION

It is the policy of the School Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern coincides with the system of grade levels established by the School Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when he/she has completed the course requirements at the presently assigned grade and demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next level.

Communication between parents and teachers throughout the school year is crucial. Review of students' progress by our Instructional Support Team and Child Study Team will help us in assessing students' performance. Every effort will be made to remediate student difficulties before he/she is retained. Parents and teachers will be involved in this team decision. The building principal, however, will have the final responsibility for determining the promotion or retention of each student.

RECESS

In addition to the lunch period, a 20-minute recess time is scheduled. Supervision is provided by the duty assistants. **As a matter of safety and for legal reasons parents are not to join students on the recess yard.**

A copy of the rules related to student behavior during playground and indoor recess is included in this Handbook and in the Code of Conduct. It is important for parents to take the time to review them with their children.

REPORT CARDS AND CONFERENCES

Since the education of the child is of mutual concern to the parent and the school, open lines of communication are encouraged. Times are scheduled in the fall and in the spring for parents to have conferences with teachers. These conferences are designed to review student progress, discuss social and emotional issues, and set goals for continued growth. Communication with parents throughout the year is essential to students' success in school. To arrange to meet with a teacher throughout the year, please write a note, e-mail or telephone your child's teacher to set up an appointment. **There are to be no "corridor conferences" or telephone conversations expected during supervisory or instructional time, which begins at 8:40 AM.**

Report cards are issued three times a year. The dates are 12/18/09, 3/26/10, and 6/23/09. Parents are to sign the report card envelope and return it to your child's homeroom teacher.

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 to develop a mutually agreed plan to assure regular school attendance. Maintaining open communication between the student, family and school will facilitate positive outcomes.

The Truancy Elimination Plan (TEP) 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 to 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).

SCHOOL HOURS

Children may arrive at school between 8:25 and 8:35 AM. **Parents are reminded that there is no supervision provided until 8:25 AM, unless the children are signed up for the Before-School Program, which begins at 7:15 AM.** That program is for the children of working parents with an early work schedule.

It is expected that children walking to school will arrive **no sooner** than 8:25 AM. All children are expected to be seated and ready to begin their day by 8:40 AM. School starting and dismissal times for Grades 3-5 are **8:40 AM – 2:55 PM.**

Upon arrival at school, students should line up quietly in the halls. School personnel are assigned to the hallways to ensure student safety. Students will be allowed to proceed to their classroom when the first bell rings. **For the safety and security of our student population, no parent is permitted to escort their child to the classroom.** Furthermore, at the end of the school day parents should not go directly to the classroom to pick up any child.

It is important that the information on student record cards be current. New home and work telephone numbers must be made directly through the school office. This information will be disseminated to appropriate personnel within the school. This information should include the name of a neighbor or relative who can assume temporary care of a child if the school cannot contact a parent.

SPORTS/STUDENT ACCIDENT INSURANCE

Upper Moreland Township School District has provided coverage for all students participating in athletic activities through an Accident Insurance Plan Underwritten by Ace American Insurance Company. Students are covered for all School Sponsored and School Supervised Gym Classes, Interscholastic Sports, and Senior High Football including traveling to and from such activities.

Benefits will be paid on a Primary Excess over \$100.00 basis, which means: Ace American Insurance Company will pay the first \$100.00 of eligible expenses without regard to other insurance. ***Charges must then be submitted to the parent's insurance carrier for payment.*** Eligible Expenses not covered by the Parent's insurance can be resubmitted to ACE American Insurance Company for payment within the limits of the policy.

Eligible Expenses will be paid on the basis of Usual & Reasonable charges.

Usual & Reasonable Expenses means the customary fees and prices charged in the zip code area where the services and supplies are offered. The services and supplies used for the treatment of the injury are those that are usually required for similar injuries.

IN THE EVENT OF A SPORTS INJURY, THE FOLLOWING PROCEDURES NEED TO BE FOLLOWED.

1. Report the injury **immediately** to school official. (Failure to report injury immediately may result in non-payment of Benefits)
2. Obtain a Claim form from the school official and complete with details of the injury and signature.
3. The portion of the Claim form which includes: the name of the student, birth date, school district, school address, parent's or guardians name and address **must** be completed
4. Parents **must** file claim with both their own insurance company and the school's accident insurance company within 120 days of the date of injury and in no event later than one (1) year.

Complete directions for submitting claims are on the back of the claim form.

Voluntary **Student Accident Insurance** coverage with American Management Advisors can also be purchased. A brochure explaining this coverage is sent home shortly after the first day of school. This brochure is to be kept by you for future reference. This coverage is not mandatory.

If you have any additional questions regarding a claim you may call MCA Administrators Inc. (formerly Diversified Group Administrators) at 1-800-427-9308. If you have any additional questions regarding policy coverage you may call 1-888-533-7654.

STUDENT DRESS CODE

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Each student, however, is expected to demonstrate cleanliness, propriety, modesty, and a good sense of attire and appearance. Tee shirts bearing offensive and inappropriate slogans, messages, or language will not be permitted as they create disorder and disrupt the educational program at Upper Moreland Intermediate School. *Shoulders must be covered at all times and spaghetti strap tops are not appropriate for dress in our air-conditioned building.* Additionally, flip flops should not be worn as they present a hazard when students are traveling on our stairwells.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All children between the ages of six and twenty-one residing in the Commonwealth are entitled to a free and full education in the schools. Commensurate with the right to a free and full education is the responsibility of the school to insure that all students receive a quality education. Students' responsibilities are to:

- be aware of all rules and regulations for student behavior and conduct themselves in accordance with them
- dress themselves so as to meet fair standards of safety, health, and common standards of decency
- assume that, until a rule is waived, altered, or repealed, it is in full effect
- protect and take care of the school's property
- attend school daily, except when excused, and be on time for all classes and other school functions
- make all necessary arrangements for making up work when absent from school
- pursue and attempt to complete the course of study prescribed by state and local school authorities
- be aware of and comply with state and local laws
- assist the school staff in running a safe school for all students enrolled there

TARDINESS

The morning schedule at Upper Moreland Intermediate School is as follows:

8:30 AM	First bell – students should report to homeroom
8:40 AM	Second bell – all students should be in homeroom ready to begin class

Students late for homeroom must obtain a late pass from the office. A student is late to school when he/she arrives after the bell for homeroom. A lateness is considered excused for medical emergencies, legal proceedings, or unexpected critical family emergencies. Excused lateness requires the proper medical or legal verifications. Continual lateness is a serious matter and will be referred to the Management Assistant and the Principal. Chronic lateness may result in a lunch or after school detention for the student and may require a parent conference. The parent or guardian may also be summoned to appear before the District Court if lateness continues.

TRIPS AND VACATIONS

Parents are strongly discouraged from removing their children from school to go on family trips or vacations during the school year as this practice interrupts the educational process. The principal may approve student absences due to one scheduled educational trip for up to but no more than five days during a school year. This educational trip must be connected directly to our curriculum and does not include family vacations. Requests for approval must be submitted to the principal, in writing, a minimum of one week prior to the trip. The request must include:

- date(s) of absence
- destination
- statement about the educational benefits of the trip for the student.

Students are responsible for the completion of assignments and make-up tests.

VISITING THE SCHOOL

Parents and community members are invited to visit Upper Moreland Intermediate School during Meet the Teacher Night, American Education Week, for Parent/Teacher Conferences and special events, and informally throughout the school year.

For the protection of our children all parents and visitors must use the front main entrance to enter/exit the building and follow these procedures:

- Ring buzzer and, when asked, state your reason for entrance.
- When door lock is released, report immediately to the office after entering the building. Be sure that anyone who may have entered with you comes to the office as well.
- Ask permission, sign in, and receive a Visitor's Badge to go into any area of the building.
- Always wear the Visitor's Badge and be sure it is visible.
- Go only to the areas where permission is granted.
- Sign out and return Visitor Badge when leaving the building.

Unnecessary interruptions disturb the learning process for all of the children. Therefore, forgotten items should be brought to the office. ***Please do not ask office personnel to interrupt the teacher to indicate that a forgotten item has been delivered to the office.*** These items will be taken to the child at a time when it does not disturb the class.

VOLUNTEERS

Parents are encouraged to volunteer in our library, school store, and serve as tutors through our IST Program. Numerous opportunities exist through active involvement in our Home and School Association.

WAYS TO HELP STUDENTS IN SCHOOL

Directing the wholesome growth of children is the joint responsibility of both parents and school personnel.

Parents may help in the following ways:

- attend parent/teacher conferences and discuss at that time any problems involving your child
- guide your child in doing "his own work" and encourage him to do his best within the broad range of his capabilities
- provide additional cultural experiences which can enhance the child's school studies
- make certain that your child is dressed properly and warmly each day for not only his school activities, but also for recess which will be scheduled out-of-doors as often as possible
- join the Home and School Association and attend the meetings
- provide a study area or room free from all distractions of radio, TV, or other family noise for doing homework
- remember that all children are different and members of the same family may differ in academic standing.

UPPER MORELAND INTERMEDIATE SCHOOL PROGRAMS

AUDIOLOGIST

Children with special hearing problems may be given instruction in lip reading and speech by the county audiologist. Instruction is usually provided once or twice a week, depending upon the need. Requests for service must be made through the school nurse.

ENGLISH AS A SECOND LANGUAGE

A teacher meets with non-native English-speaking students who have limited proficiency in English to develop their listening, speaking, reading, and writing skills. Students are tested for qualification to the ESL program and their progress is monitored throughout the year.

HEALTH SERVICES

General Information

The Upper Moreland School District provides several health services, including hearing and vision screening tests and height and weight measurements. Physical examinations (at the time of original entry into school and grades 6 and 11) and dental examinations (at the time of original entry into school and grades 3 and 7) are required by state law. Parents may have the exams needed after original entry performed by their family physician and dentist or at school by the district's doctor and dentist. A report is sent home if any test indicates that further medical evaluation would benefit the child. You may contact the nurse directly at **(215) 325-1702**.

School nurses work under written orders of the school physician for first aid. **School nurses are prohibited by law to diagnose injuries or illness. Please do not send the child to the nurse for diagnosis.** She will only observe the condition and refer the child for medical advice. Decisions regarding the need for medical care rest with the parents; therefore, parents are always contacted to take the child home or to the doctor as the need arises.

When a child shows signs of illness, he or she should remain at home. **The child should be kept at home for at least 24 hours after a temperature elevation has subsided.** Upon returning to school, the student must present a note from the parents or guardians stating the dates of and the reason for absence. A doctor's note is required after an absence of three days or more. If a child has had a communicable disease, please consult the district policy for re-admission. Parents are urged to protect their children with the school insurance group plan. It is important that injuries and accidents in school, or on the way to and from school, are reported promptly to the nurse or school office. Athletic injuries, which occur during physical education classes, should be reported to the physical education teacher immediately.

Parents can help with their children's health by establishing daily routines of cleanliness, which should include checking for ticks and head lice.

Emergency cards are kept for each child, providing information to assist in locating parents, the family physician, or an emergency contact person. If possible, please provide a telephone number of a local emergency contact person such as a friend, neighbor or nearby relative. It is important for parents to keep this information up-to-date in the school records.

Care given in the school is limited to first aid in accidents and illness until the parent can be reached to take the child home, to the doctor, or to the hospital.

Medicines

The administration of medicine to students by the nurse may be authorized only in emergency cases and only upon the completion and filing of the forms giving permission to administer the medicine, as noted by the physician's and parents' instructions. **All medicines must come to school in the original container and be kept in the nurse's office. No medication is to be sent to school unless it is a prescription drug for special medical conditions.** These emergency medications may be sent to school if the following rules are met:

- Send a note from a doctor stating the name of the medication and how it is to be given (dosage, time to be given, reason for medication, length of time medication is to be administered). The medication must have the prescription label on the container.
- Send a note from the parent or guardian giving approval for the medication to be administered at the school.
- The medication must be kept in the nurse's office. Please notify the nurse of any changes in the medication.

HOMEBOUND INSTRUCTION

The Upper Moreland School District's standard method of homebound instruction is through a school-home connection. All requests for homebound instruction are sent to the school principal, who will then forward the request to the Student Services Office for screening. Such request requires School Board approval.

INSTRUCTIONAL SUPPORT TEAM

When teachers or parents are concerned that an Upper Moreland Intermediate School student is experiencing academic or behavioral difficulties, they may request the assistance of the Instructional Support Team. The team, using a problem solving process, carefully identifies the student's strengths and needs through interviews, observations, and assessments with classroom materials and determines the strategies needed to support the student in the classroom. Each student's team includes their parents, their classroom teacher, the principal, guidance counselor, psychologist, reading specialist, instructional support teacher, and other support staff as needed. If you feel that your child may need the assistance of the team, please discuss your concern with your child's teacher or call Mrs. Young, our Instructional Support Teacher, at (215) 325-1709.

INSTRUMENTAL MUSIC LESSONS

Beginning in fourth grade, instruction is provided for children who have an interest in learning to play a musical instrument. Lessons may be taken on instruments in the brass, percussion, woodwind, and string families. It is the student's responsibility to practice his/her instrument at home. If these lessons occur during the regular instruction day, the student is also responsible for making up missed work. If the student does not maintain the academic requirements or does not show evidence of practice, he/she will be removed from instrumental lessons.

LIBRARY

The Upper Moreland School District maintains comprehensive collections of print and non-print materials to enhance the children's instructional program. The schools have modern libraries for the students' use. Children visit the library on a weekly basis to exchange books and to be instructed in library skills. Author, title, and subject catalogue library materials, and instruction is given to students on how these catalogues can be used to help them find materials they wish to read.

Moreover, all materials are carefully checked out and in to the library; notices are issued to pupils who are tardy in returning materials. Students will not receive their third report card if a book is owed to the library until the book is returned or it is paid for in full. Students are encouraged to use the library for their own pleasure as well as for resources relevant to classroom studies. Computers and the Internet are also available for use in the library.

PHYSICAL EDUCATION

The Upper Moreland School District believes in the total education of the child and provides instruction in physical education for students beginning in Kindergarten. Activities are designed for the developmental level of the child. All students are required to participate in the elementary physical education program. Children must wear sneakers in physical education classes for safety purposes since this type of footwear provides better footing for these activities.

Parents requesting that a child be excused from a physical education class must present a written request from the physician stating the medical reason that the child should not participate.

PROGRAM OF STUDY

The Upper Moreland School District offers a comprehensive instructional program using the most modern instructional strategies. Each child is instructed in a planned program of language arts, reading, writing, spelling, mathematics, social studies, science, physical education, computer, health, music, art, and library science. It is impossible in the context of this booklet to detail the total program. Information is provided for each child's particular grade level during the Meet the Teacher Night in September.

PRO-SOCIAL SKILLS PROGRAM

The Pro-Social Skills model used at the Upper Moreland Intermediate School provides a series of ongoing lessons that teach necessary interpersonal skills such as contributing to discussions and dealing with group pressure. In addition, children learn how to prevent conflicts or deal with them in an effective, socially acceptable manner.

PSYCHOLOGICAL AND GUIDANCE SERVICES

A counselor, psychologist, and instructional support teacher are available to consult with students, staff, parents, and other agencies concerning all matters that affect a child's academic, social, or emotional growth. They also serve on the school's Instructional Support Team and Child Study Team. In addition, a social worker participates on the Child Study Team and consults with parents during home visits or in the school setting.

She works with agencies throughout the county to provide emergency social services. Children who are not working up to their potential or who are displaying behavioral problems or adjustment problems to the school are referred to the guidance counselor and the Child Study Team or Instructional Support Team. The Team works with children (individually and in small groups), teachers, and parents to maximize the chances of the child having a successful school experience.

READING SPECIALIST

The reading specialist works with various groups of children to support their reading skills. This is accomplished through tutorial and motivational programs.

Children who are having difficulty in learning to read may be referred to a district reading specialist for evaluation and instruction. Materials and techniques are recommended to aid in improving the student's performance.

For students who are gifted or who have special learning difficulties, an extensive program of special education is provided by the district. A teacher is available to work with the identified gifted students on experiences that enhance their problem-solving and creative abilities. The special education program is highly individualized and provides for the educational needs of the children.

SPECIAL EDUCATION

The Upper Moreland School District offers a variety of special education services. Students thought to be exceptional are referred to the school psychologist for further testing. Parents are contacted and are involved throughout the entire process.

SPEECH AND LANGUAGE CLINICIAN

A speech and language clinician is available for children in special education. The clinician does initial screening, provides instruction for children with speech problems, and makes referrals to other medical agencies. Children usually receive the services of the speech and language clinician once a week in small group sessions.

TESTING

PSSA Tests

In the spring of the year our third, fourth and fifth grade students take the PSSA tests. Teachers have been preparing students for the items on this test throughout their elementary experience. These tests require the student to answer multiple choice questions and also provide a written response in reading and a detailed explanation of steps taken to solve math problems. Parents can help by encouraging their children to do their best and to be well rested and alert during the testing situation.

New Student Testing

Children who have attended other schools and who are entering the Upper Moreland School District may be given tests in reading and mathematics upon entry. The purpose of these tests is to determine the appropriate instructional levels for the child in major skill areas.

UPPER MORELAND INTERMEDIATE SCHOOL EXPECTATIONS, PROCEDURES, AND RULES

Behavioral Expectations

1. An UM Intermediate School student is responsible.
 - Completes class work and homework on time.
 - Has all materials necessary to get the job done.
 - Reports to school on time.
2. An UM Intermediate School student is respectful.
 - Speaks in a courteous manner to classmates and staff.
 - Respects authority.
 - Respects school and personal property.
3. An UM Intermediate School student is honest.
 - Tells the truth.
 - Submits lost items to the proper owner.
 - Makes good choices.
4. An UM Intermediate School student is caring.
 - Demonstrates kindness to others.
 - Speaks in a courteous manner.
 - Helps those in need in our community and world.
5. An UM Intermediate School student is a peacemaker.
 - Stops, thinks, and acts responsibly.
 - Avoids violence.
 - Uses words to solve conflicts.
6. An UM Intermediate School student is a good communicator.
 - Uses the spoken and written word to express ideas clearly.
 - Speaks out for justice.
 - Uses respectful words at all times.

School Procedures

1. Morning
 - Line up quietly in the hallway.
 - Walk in the halls at all times.
 - Stay on the right hand side of the hall and stairs.
 - Use the handrail when traveling up and down the stairs.
2. Recess
 - No fighting or roughhousing on the recess yard.
 - Follow the duty assistants' instructions at all times.
 - When the first bell rings, stop playing and go to line.
 - When the second bell rings, be silent and show that you are ready to move to lunch.
3. Cafeteria
 - Line up quietly while in line for lunch.
 - Speak in a quiet voice in the cafeteria.
 - Do not get out of your seat without permission.
 - Do not waste or abuse food.
4. Line Up
 - Walk quietly to the front ramp in line.
 - Do not push or shove on or near the steps.
 - Proceed to bus in a quiet, orderly line.
 - Take assigned seat.
5. Bus
 - Keep feet out of the aisle.
 - Talk quietly to the person next to you.
 - Keep hands to self.
 - Ride assigned bus only.

BUS STOP

1. Students are to report to the neighborhood bus stop no more than 10 minutes before the assigned time.
2. Proper dress should be worn according to weather conditions.
3. Students are to stand at their bus stop in an orderly fashion.
4. There are to be no physical games played while waiting at the bus stop.
5. If there is an assigned safety or parent at the stop, students are to follow their directions.
6. There should be no playing or running in the street.
7. Children should respect the property of residents where the bus stop is located.
8. After school, students should go directly to their home after leaving the bus.

WALKERS

1. When walking to school, all students are to cross at designated areas.
2. Before crossing any street, students should look to the left, right, and left again to make sure the roadway is clear.
3. Students who walk to school are not to cut across anyone's property.
4. There is to be no fighting on the way to or from school.
5. Report incidents of fighting to the classroom teacher.
6. Students should not play games while walking to or from school.
7. No objects of any type, such as rocks, sticks, toys, or books, are to be thrown at anyone while walking to or from school.

HALLS

1. Students may not chew gum on school grounds.
2. Students will speak in a moderate voice without shouting.
3. There will be no running, pushing, or horseplay.
4. There will be no bouncing or throwing playground balls.
5. Students will walk in a single line on the right side.
6. Students may not touch light switches or any materials hanging on the walls.
7. Students are not to be in the halls at anytime without a pass or a buddy.

CLASSROOMS

1. Students may not chew gum on school grounds.
2. There will be no running, pushing, rough play or throwing any type of objects.
3. There will be no rocking back on chairs.
4. Students may not touch or use the classroom telephone.
5. Students are not permitted in rooms while unsupervised.
6. A Health Room Pass is needed to see the nurse.
7. Children will not wear hats in school.
8. Children will not wear offensive tee shirts or clothing in school.

CAFETERIA

1. Students may not chew gum on school grounds.
2. Talking must be kept at a moderate level of volume.
3. Instructions of the duty assistants are to be obeyed.
4. There will be no throwing of food or other items.
5. There will be no practical jokes or pranks of any kind.
6. Students are to have their lunch money ready for the cashier.
7. Students must get a duty assistant's permission to go to the nurse with a health problem.
8. Students may not leave the cafeteria until dismissed by the duty assistant.
9. Good table manners are expected at all times.
10. Students are not to bring carbonated drinks to school.
11. Students may not bring personal toys from home.

PLAYGROUND

1. Students may not chew gum on school grounds.
2. Students must stay in assigned areas.
3. Students may not climb basketball poles, light standards, fences, or trees.
4. No one may go over the fence or leave school property.
5. Balls are not to be kicked or thrown toward the school.
6. Students should not perform acrobatics on the blacktop area.
7. Students should play away from entrances and windows.
8. Students should not engage in rough physical contact, such as crack-the-whip, wrestling, tackling, football, or pulling on the clothing of others.
9. Students may not climb up the front of the slide, and they may only slide down in the front sitting position.
10. Students may not play with hard baseballs or tennis balls.
11. Softball games may be played on the grass area only.
12. Students may not play hockey games or football.
13. There will be no soccer on the blacktop.
14. Students should not play in areas where there is broken glass or other hazardous obstacles.
They should report such hazards to the duty assistant.
15. Students should report all injuries immediately to the duty assistant.
16. Students should not interfere with the activities of others.
17. Students may not bring personal toys from home.
18. Students should share the equipment and demonstrate good sportsmanship.
19. Instructions of the duty assistants are to be obeyed.

LAVATORY

1. Students must walk in a quiet, single line to the hall lavatory.
2. There should be no fooling around of any kind.
3. Students should go to use the lavatory with a pass and a buddy.