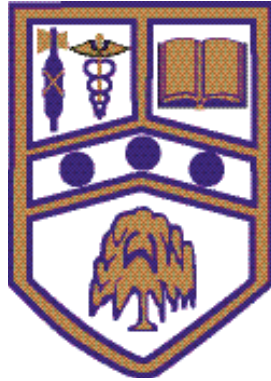


# Code of Conduct



**ELEMENTARY EDITION**

**K-5**

**2009-2010**

Upper Moreland School District  
Willow Grove, Pennsylvania



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**Please Note:**

*The Code of Conduct, Computer Use Guidelines, UMPS Family Handbook, UM Intermediate School Family Handbook, and Science Safety Contract Signature Page for parents/guardians appears as the back cover of this book.  
The Signature Page must be removed, signed ,and returned to the classroom teacher by the end of the first full week of school.*

## FROM THE SUPERINTENDENT

September 2009

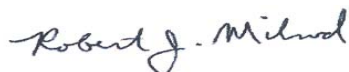
Dear Parents and Students,

This booklet contains the school district's philosophy, goals, expectations, discipline structure, rules, and regulations for the elementary schools. The actual "discipline code" has been revised to address the behaviors of an elementary school child. The purposes of these guidelines, developed by staff and legal counsel, are as follows:

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

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

Respectfully yours,



Dr. Robert J. Milrod  
Superintendent of Schools

# UPPER MORELAND TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT



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



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

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

## **STUDENT RESPONSIBILITIES**

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

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

# CODE OF DISCIPLINE PROCEDURES

## PHILOSOPHY

The philosophy of the School District of Upper Moreland is based on the fundamental belief that every child who attends school is entitled to a quality education. In order to ensure a positive learning environment, the rules of behavior and good manners are expected and encouraged. Inappropriate modes of behavior are not acceptable and will be addressed in accordance with the discipline structure.

## GOALS

The purposes of this code of discipline procedures as developed by staff and legal counsel are as follows:

- To ensure understanding by parents and students of acceptable and unacceptable behaviors
- To ensure that consistent responses to unacceptable behaviors will occur
- To ensure a fair and equitable treatment of all students
- To ensure the protection of students and teachers from students who abuse their rights and responsibilities or who violate school rules
- To ensure that parents and students understand the process which leads to detention, suspension, or expulsion

## RESPONSIBILITIES

### *Students*

Every student is expected to know and exercise positive modes of behavior and good manners.

Every student is expected to know inappropriate modes of behavior and accept the consequences as outlined in this discipline structure.

### *Parents*

Every parent is expected to explain and discuss the discipline structure to his/her child.

Every parent is expected to assure the student's compliance with the discipline structure.

Every parent is expected to cooperate with school personnel whenever support services and/or disciplinary responses are indicated for the student.

Every parent is expected to provide physical, emotional, and academic support in the student's school life.

## **Staff**

The school staff is expected to maintain a positive learning environment during the school day.

The school staff is expected to explain and discuss acceptable and unacceptable modes of behavior.

The school staff is expected to incorporate a program of effective education in order to assist students in the development of positive behaviors.

The school staff is expected to inform and enforce the discipline structure to students.

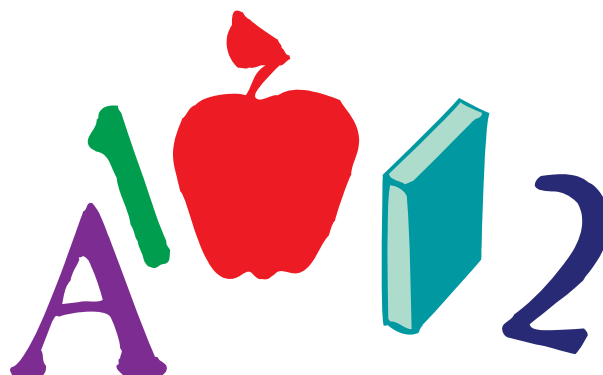
The school staff is expected to be consistent in enforcing the discipline structure to students.

The school staff is expected to be consistent in enforcing the discipline structure throughout the school.

## **IN LOCO PARENTIS**

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

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



## **THE ELEMENTARY SCHOOL PROSOCIAL SKILLS PROGRAM**

*The ProSocial Skills Program is a school-wide behavior management program implemented in the elementary schools.*

This school-wide program:

- enables all of our students to become responsible and contributing members of our school community
- requires a common commitment endorsed by teachers, specialists, staff members, parents, and students

*This is our ProSocial Mission Statement:*

*Every child is everyone's responsibility, and appropriate social behavior needs to be taught and continually encouraged by the entire school community (faculty, staff, parents, and students).*

The philosophy is supported by the following Belief Statements:

- Every child needs to feel a sense of belonging and self-worth.
- It is essential to have a consistent home and school commitment.
- Children's choices are their own.

The benefits of using the ProSocial Skills Model are:

- increased academic engaged time
- increased use of critical thinking, reasoning, and problem solving skills by students
- significant reductions in discipline problems referred to the school office
- increased levels of consistency in the application of discipline strategies by teachers and staff across classrooms and the entire building

We are teaching the children to use five problem-solving steps whenever they need to make a "good choice" or solve a problem.

1. Stop and think.
2. Decide "Am I going to make a good choice or bad choice?"
3. "What steps (from a specific skill) do I need to follow to make a good choice?"
4. Follow the steps.
5. Ask "How did I do?"

Problems which occur for children might include: dealing with annoying situations, handling teasing, and calming down. Children are asked to make good choices which support their learning throughout the day. Examples of such choices include listening, following directions, ignoring distractions, and making smooth transitions. We are teaching these specific skills in the classroom within the framework of this problem-solving model.

## **DISCIPLINARY RESPONSES AND PROCEDURES FOR STUDENT MISCONDUCT**

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

### **LEVEL I - DESCRIPTION**

*Minor misbehavior on the part of the student which interferes with the orderly operation of the school and its activities. These misbehaviors usually can be handled by an individual staff member, but sometimes the intervention of the principal is required.*

### **LEVEL I - EXAMPLES**

- Classroom/cafeteria/in-school verbal disruption
- Classroom/in-school/recess physical disruption
- Refusal to carry out directions
- Improper dress consistent with Board policy (which is further defined in the Family Handbook)
- Student possession, sale, or transfer of cell phones, electronic games, bicycles, scooters (includes motorized), audio devices, games, skateboards, inappropriate toys, or distracting objects
- Misuse of cameras, video recording devices, etc.
- Presence in unauthorized areas of building or school grounds
- Loitering in the lavatory
- Students removing food/beverage from the cafeteria without permission
- Possession or consumption of any type or form of energy drink (drinks containing artificial or natural stimulants) including but not limited to Red Bull, Monster Energy, etc.
- Unexcused cumulative lateness
- Failure to return notes or documents to be signed by parents/guardians
- Violation of Computer Use Guidelines
- Other behaviors of a similar nature
- Bullying

### **LEVEL I - DISCIPLINARY RESPONSE**

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

For a first offense, consequences may include:

1. Verbal reprimand with removal from class
2. Notifying parents by telephone or letter
3. One recess detention with parent notification

Continued misbehavior(s) at this level may result in:

1. Up to a two-day recess detention with parent notification
2. After-school detention with parent notification
3. In-school suspension with parent conference

Parents are to sign and return to the office all written discipline notices within three days of notification.

A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

## **LEVEL II - DESCRIPTION**

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

## **LEVEL II - EXAMPLES**

- Falsifying teacher and/or parent signatures, altering documents signed by them
- Cutting detention
- Cheating
- Misconduct on a school vehicle, including eating, drinking, and inappropriate language
- Walking out of class/leaving school grounds without permission
- Use of profanity, vulgar and/or obscene words, gestures, and/or other similar actions
- Throwing of objects without a legitimate purpose (including snowballs or dangerous objects)
- Use of racial/ethnic slurs, as well as derogatory terms
- Violation of Computer Use Guidelines
- Visible possession or use of cell phone, pocket pager, IPOD, personal music system or any similar electronic device during the school day without the prior approval of a school administrator
- Possession of matches or lighters
- Misconduct in the hallway
- Other behaviors of a similar nature
- Bullying
- Continued Level I misconduct

## **LEVEL II DISCIPLINARY RESPONSES**

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

For a first offense, the consequence may be up to a two-day recess detention with parent notification

Continued misbehavior(s) at this level may include:

1. After-school detention with parent notification
2. In-school suspension with parent notification
3. Out-of-school suspension and parent notification with re-entry conference
4. Suspension of bus privileges if continued misbehavior on the school bus

Parents are to sign and return to the office all written discipline notices within three days of notification.

A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

### **LEVEL III - DESCRIPTION**

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

### **LEVEL III - EXAMPLES**

- Insubordinate, rude, defiant and/or disrespectful behavior
- Intimidating, or threatening others, pushing
- Vandalism of school district property or property belonging to others, that includes, but is not limited to, graffiti, tagging and/or marking of such property
- Theft or attempted theft
- Bullying
- Truancy
- Disruptive behavior that interferes with conducting of school drills (fire drill, weather drill, evacuation drill, lockdown drill)
- Gambling
- Striking matches or igniting lighters
- Possession of, smoking, or use of tobacco products on school district property, on school buses, or while under school supervision
- Possession or use of fireworks including novelty items such as snappers, poppers, sparklers, stink bombs, and smoke bombs
- Violation of Computer Use Guidelines
- Other behaviors of a similar nature
- Continued Level II misconduct

### **LEVEL III - DISCIPLINARY RESPONSE**

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

1. A three-day recess detention with parent notification
2. Revoking of school privileges, such as class parties, assembly programs, field trips, and/or special school events
3. Assignment of an after-school detention with parent notification
4. In-school suspension with parent notification
5. Out-of-school suspension with parent notification and re-entry conference

Parents are to sign and return to the office all written discipline notices within three days of notification.

A student may be referred for counseling and/or may have school privileges withdrawn, such as class parties, assembly programs, field trips, and/or special school events.

## **LEVEL IV - DESCRIPTION**

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

## **LEVEL IV - EXAMPLES**

- Intentionally striking, fighting, pushing, or threatening bodily harm to another student or staff member
- Interfering with the safe operation of a school district vehicle that jeopardizes the health and/or safety of the passengers, driver, or school district employee/employees
- Breaking or entering any school district building or vehicle
- Possessing, using, distributing, delivering, selling, manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood altering substance and/or alcoholic beverage, or substance paraphernalia on school property, in one's locker or bookbag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts. Included in the classification of "drugs" are all controlled substances; any synthetic chemical, which has the same effect as a controlled substance; and any item, which is represented as, or believed to be a controlled substance.
- Possessing, using, distributing, delivering, or being involved in any aspect of a transaction of any steroid or other substance intended to enhance physical or athletic performance.
- Possession of, use of, transfer of, or selling cigarettes
- Possession of weapon or dangerous instruments on school property
- Possession, distribution, or use of inhalants, volatile solvents, and prescription drugs.
- The school nurse may authorize a student to possess and use inhalants and other prescription drugs.
- Possession, distribution, or use of over-the-counter drugs. The school nurse may authorize a student to possess and use over-the-counter drugs.
- Attacking, fighting, striking, pushing, attempting to strike or harm, threatening (written or verbal or physical), and/or intimidating a student, while on school grounds or under the jurisdiction of the school or stemming from an event at school, even if the attack occurs off school property or after hours. Any person who is assaulted has the right to file charges with the proper authorities.
- Attacking, striking, attempting to strike or harm, pushing, threatening bodily harm, or harassing (verbally or in writing or physically) a school district employee, school board member, or guest of the school district, whether on or off property. Any person who is assaulted has the right to file charges with the proper authorities.
- Sexual contact or indecent exposure
- Bullying/Hazing
- Tampering with or falsely activating a fire alarm or safety device
- Misusing 9-1-1, fire alarms, or other safety devices
- Making bomb and similar threats
- Serious violation of Computer Use Guidelines
- Other behaviors of a similar nature
- Continued Level III misconduct

## **LEVEL IV - DISCIPLINARY RESPONSE**

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

For a first offense, the consequences may include:

1. Imposing an out-of-school suspension with parent notification and mandatory re-entry conference
2. Revoking of school privileges

Depending on the severity, the misbehavior(s) also may result in:

1. Referral to outside agency for intervention,  
and/or
2. Recommendation for Board expulsion

Possession of a weapon in school, on school grounds, while in transport to or from school, or at school-sponsored event will lead to a ten-day suspension and a formal due process hearing and may result in an expulsion from school for at least one year.

## **ATTENDANCE REGULATIONS**

### **A. EXCUSED ABSENCES**

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

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. 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) Please note: All trips taken during school testing periods will be categorized as unexcused.
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

Absences for the above reasons, when verified in accordance with Part B below, will not be counted against the student, although work missed must be made up in accordance with Part C below.

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

After three days of unexcused absence, if the student is less than 17 years of age, 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.

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

### **B. ABSENCE VERIFICATION**

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. This excuse must be one of the permissible reasons for absence stated in Part A above in order for the absence to be excused. Unless a written excuse is presented within three school days after the student returns to school, the absence will be counted as unexcused. A doctor's excuse may be required for any absence due to illness or injury that is three or more consecutive school days in duration. A doctor's excuse note also may be required for a student who has accumulated ten or more days of absence. The total number of absences includes days for an excused educational trip or vacation.

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

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

### **C. PROCEDURES FOR FULFILLING ACADEMIC REQUIREMENT DUE TO ABSENCE FROM SCHOOL/CLASS**

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

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

### **D. MINIMUM EDUCATION REQUIREMENTS**

School attendance is the responsibility of the pupil and parents/guardians. A student who fails to meet the requirements for daily attendance, as outlined in Policy 204, by absenting himself/herself from school is clearly impeding and diminishing the learning process. Note that this policy is not disciplinary measures; thus, separate disciplinary actions can be taken in connection with unexcused absences.

### **E. SCHOOL-SPONSORED ACTIVITIES**

A student must be present a minimum of four hours of the school day in order to participate in any school-sponsored activity for that day. A student who is absent the day before a school holiday or a weekend is not permitted to participate in a school-sponsored activity scheduled for the holiday or weekend unless a valid excuse is presented to the staff member in charge of the activity.

### **F. DISMISSAL DURING SCHOOL HOURS**

Parents should make every effort to schedule appointments for their children outside of the instructional day. However, there may be times when students must be excused from school during school hours. Students who are to be released should present their teacher with a written request upon arrival at school. They 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 phone verification by the parents or guardian. Students will be dismissed from the office only. A parent who has sole or shared custody of his or her children must have the appropriate court order on file in the school office.

When a parent 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.

### **G. LATENESS TO SCHOOL (TARDINESS)**

Parents are required to provide a written excuse for lateness to school. A student's late arrival to school will be excused for the following reasons only:

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

Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Students who arrive late to school must report immediately to the designated office in order to be admitted to class. Failure to do so is a violation of the Code of Conduct. Unauthorized tardiness and early dismissal during a school year will be added together. When the accumulated minutes of unauthorized tardiness/early dismissal equal one-half school day, the total will be counted as a day of unexcused absence for the purposes of this section. This process will continue so that each incident of unauthorized tardiness and/or early dismissal may be treated as another day of unexcused absence. Students who are consistently late may need to make up lost instructional time during recess and/or after school. Cumulative tardiness will prevent students from achieving perfect attendance.

### **H. EDUCATIONAL TRIPS**

The principal may approve student absences due to one scheduled family trip for up to but no more than five days during a school year. Only one such trip per school year may be approved. Requests for approval must be submitted to the principal, in writing, a minimum of one week prior to the trip. The request must include the dates of absence and the destination. Educational trips must be pre-approved by the building principal. All trips taken during school testing periods will be categorized as unexcused.

The same requirements apply to absences that include career exploration. Students are responsible for the completion of assignments and make-up tests.

## **I. EXCEPTIONAL STUDENTS**

These regulations will be equally applicable to exceptional students, except that absences or tardinesses which are caused by or directly related to the student's exceptionality will be considered excused absences or tardiness under Part A and Part G above. Whether an absence or tardiness is caused by or directly related to the student's exceptionality will be determined by consultation with a committee comprised of a building administrator, the special education supervisor and/or school psychologist, and the classroom teacher.

## **J. 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).

## COMPUTER USE GUIDELINES

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

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

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

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

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

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

After considerable research, the school district has formulated this set of guidelines to govern use of the Internet within the Upper Moreland Schools. Please read the guidelines below and discuss each part with your child. Your signature is required on the accompanying Signature Page in order for your child to use the computer facilities in the Upper Moreland School District. Understand that, if you do not sign the Signature Page, your child may not use the computer facilities of the Upper Moreland School District.

1. Only those students who have successfully completed the Upper Moreland School District's required Internet training will be authorized to use the Internet. This applies to all students, whether or not they have Internet experience.
2. Students are responsible for adhering to all Upper Moreland School District Internet guidelines and policies and to the school's Code of Conduct.

3. Transferring copyrighted materials to or from any Upper Moreland School network without expressed consent of the copyright holder is a violation of federal law and is prohibited.
4. Students using the Internet accept the responsibility to keep all inappropriate material from entering the school network.
5. Use of the district computer system, to include electronic mail and other network communications facilities, to harass, offend, or annoy other persons is forbidden.
6. Students are prohibited from using the school district's computer system to engage in and/or promote religious or partisan political beliefs.
7. Students using school district computer facilities may not allow any other person to use their password or to share their account. It is the students' responsibility to protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
8. Any attempt to circumvent system security, obtain or use others' passwords, or in any way gain unauthorized access to local or network resources is forbidden.
9. Use of the district's computer system for commercial gain or profit is not allowed.
10. Students using the network within the Upper Moreland School District may not move, repair, reconfigure, modify, or attach external devices to the systems.
11. First priority for use of the Internet within the Upper Moreland School District's computer facilities is afforded to those students who have an education need. The Upper Moreland School District may impose time restrictions on use of the computer system to insure equity of use.
12. The Upper Moreland School District may modify these guidelines at any time. Students using the school district's computer facilities are responsible for reading and observing these newer rules as well.



## **OTHER RULES AND REGULATIONS**

### **A. SCHOOL VEHICLES**

The following are examples of student actions while on a school district vehicle which will result in discipline according to the proper level of the Code of Conduct; continued inappropriate bus behavior may result in loss of all bus privileges:

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

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

### **B. SEARCH AND SEIZURE**

Personal storage areas belong to the school district and are provided to the student only for limited purposes. The administration has a right to inspect a student's personal storage areas at any time.

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

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

### **C. SMOKING REGULATIONS**

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

## **D. BULLYING/HAZING**

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

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

Hazing is defined as any action or situation:

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

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

The Student Code of Conduct will include provisions that:

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

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

## **E. TRESPASSING**

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

## **F. GRAFFITI POLICY**

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

### **G. HELIUM BALLOONS AND DELIVERIES**

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

### **H. CELL PHONES/ELECTRONIC DEVICES**

At no time shall a student have a cell phone, pocket pager, IPOD, personal music system, or any similar electronic device visible during the school day. The school day is when a student arrives to school until the end of the school day at 2:55 p.m.

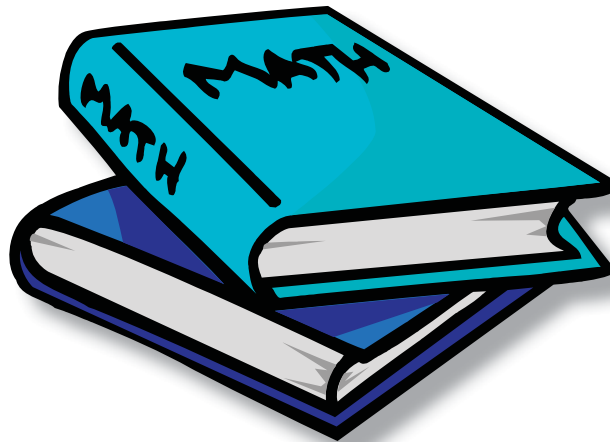
Cell phones must be turned off and put away before entering the school. If a student needs to use a phone during the school day they may get a pass to use the student phone in the main office.

Students using or checking their cell phone will receive two administrative detentions and the cell phone will be confiscated until it is picked up by a parent. Failure to turn over a cell phone to a staff member will result in suspension.

The school is not responsible for lost or stolen cell phones or other personal electronic devices.

### **I. EXCEPTIONAL STUDENTS (OTHER THAN GIFTED)**

Students who the district has identified as "exceptional," or who are thought to be exceptional, are equally subject to the rules contained in this Code of Conduct. The district will not, however, exclude any exceptional student from school, from classes or services, or from transportation for any period, except in compliance with state and federal law.



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

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

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

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

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

### **FERPA DIRECTORY INFORMATION NOTICE**

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

## **NOTICE TO PARENTS WHOSE CHILDREN RESIDE IN UPPER MORELAND TOWNSHIP**

### *Programs For Eligible or Protected Handicapped Students*

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

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

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

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

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

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

**AHERA NOTICE  
SEPTEMBER 2009**

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

Sincerely,

Harry Protzmann  
Facilities Manager

## SCIENCE SAFETY

Safety in the science classroom is a top priority for the students of our District. Each fall, science teachers will provide students with a Science Safety Code of Conduct. This contract, will need to be reviewed and signed by parents and students. The *Science Contract must be returned to school by the end of the first full week of school.* Please assist us to help students remain safe in the science classroom.

### UPPER MORELAND ELEMENTARY SCHOOLS PARENTS'/STUDENTS' SIGNATURE PAGE SCIENCE SAFETY CONTRACT

*Please complete and return this form to the classroom teacher with your child by the end of your child's first full week of school.*

1. I am learning to be a good scientist. I know that I must be organized, neat, and well behaved to learn science best. I promise to

- Prepare for activities: I will listen to directions and make sure I understand them before I start.
- Care for equipment: I will handle objects carefully and put them away when I am done.
- Follow directions: I will do each step in order and I will not try unknown things.
- Observe carefully: I will be as quiet and calm as possible so that I can learn more.
- Keep careful records: I will write down my observations.
- Clean up afterwards: I will wash my hands and my workspace.
- Follow all safety rules.

2. I will share good science safety with students and family so that I can be a good investigator.

(Signed)

Student \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

From:

“Exploring Safely: A Guide for Elementary Teachers,” Terry Kwan and Juliana Texley.  
NSTA Press, Arlington, VA 20002. ISBN: 0-87355-200-8

*(Please complete BOTH sides)*

**UPPER MORELAND PRIMARY & INTERMEDIATE SCHOOL  
PARENTS'/GUARDIANS' SIGNATURE PAGE**

*Please complete and return this form to the classroom teacher  
with your child by the end of your child's first full week of school.*

**PARENTS OR GUARDIANS**

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN NAME (Print) \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

3. I have received and read (check one):

\_\_\_\_\_ The UM Primary Family Handbook      \_\_\_\_\_ The UM Intermediate Family Handbook

4. I have received and read the information regarding the eCommunicator. I understand that if I register for this service on [www.umtsd.org](http://www.umtsd.org), I will receive regular email communication from the District and my child's school to my email address.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEACHER \_\_\_\_\_

*(Please complete BOTH sides)*