

Upper Moreland School District

Code of Conduct and Student Handbook

Upper Moreland Middle School



3000 Terwood Road
Willow Grove, PA 19090
215-830-1511

Purpose

The purpose of this Code of Conduct is to provide clear expectations for all school community members, including students, parents/guardians/family members, and staff. The Code outlines students and parents/guardian rights and equips staff with guidelines for modifying and teaching appropriate behavior.

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.

Upper Moreland Township School District Equity Statement

By celebrating diversity, we can create an equitable and inclusive community in which our members feel valued, safe, and heard. Creating this sense of belonging will cultivate social, emotional and physical well-being. We will work to foster relationships with students, staff and all stakeholders within the District and surrounding communities through various outreach efforts and opportunities for involvement. Through education, we will target our efforts to identify and eliminate barriers and develop an open and welcoming school community where all voices are heard.

The Upper Moreland Township School District Central Office is located at:

2900 Terwood Road
Willow Grove, PA 19090
215-830-1511

Superintendent, Dr. Susan Elliott
Assistant Superintendent, Dr. Lawrence Cannon
Director of Special Services, Ms. Jaime DeMeester
Director of Education, Mrs. Dina Cassidy
Director of Technology, Mr. Ian Carder

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Upper Moreland MS Administrative Team

Mrs. Shannon Franczkowski, *Principal*
Mr. Matthew Beyerle, *Assistant Principal*
Mr. Keith Pretlow, *Assistant Principal*
Mrs. Kim Frantz, *Athletic Director*

Contact Information:

Upper Moreland Middle School	215-674-4185
Food Services	215-830-1522
Special Education	215-830-1514
Registration	215-830-1514
Student Services	215-830-1514
Transportation	215-830-1525

Other Important Numbers

Safe2Say Hotline	1-844-723-2729
Suicide Prevention Lifeline	9-8-8
Child Abuse Hotline	1-800-932-0313

Introduction to the Code of Conduct and Student Handbook

The Upper Moreland Township School District is committed to providing academic and social environments conducive to teaching and learning. We strive to develop meaningful partnerships with parents and families to work together to encourage academic, social, and emotional growth in all of our students. Our goal is to ensure that all students have the resources to graduate and engage in their community as a citizen of the world.

Each school community member plays an important role in creating safe and supportive learning environments for all students. Some of the expectations and responsibilities of school community members include:

School Staff

- Implement the Code of Conduct in a fair and consistent manner.
- Review and investigate Code of Conduct violations.
- Report any reasonable suspicion of child abuse or neglect.
- Address Code of Conduct violations with multiple strategies and interventions to keep students in school.
- Maintain confidentiality of student records in accordance with law.

Students

- Comply with the District's attendance, dress code, code of conduct, and anti-bullying policies.
- Behave in a manner that focuses on academic success.
- Are responsible and accountable for following rules.
- Report any conflicts or concerns to a school staff member.

Parents/Guardians/Families

- Support school rules and regulations.
- Support the policies of the Upper Moreland Township School District.
- Understand that school personnel must enforce school rules.
- Teach students to respect the rights of others and follow school rules.
- Emphasize the importance of being prepared for school and adhering to school rules.
- Model good citizenship at all times when on school property or in attendance at school events.

When does the Code of Conduct Apply?

The Code of Conduct applies to school community members while they are in school and/or at any school sponsored activity such as a class trip or a sporting event. The Code of Conduct also applies to all students while they are traveling to and from school or, using any mode of transportation (walking, school bus, public transportation, private transportation, etc.) which may be related to a school sponsored event. Additionally, the Code of Conduct applies to off-grounds (virtual learning) and after-hours (including weekends and holidays) behavior which substantially impacts the school community or an individual student's ability to access the benefits of their educational program .

Community Member Expectations and Responsibilities

Responsibilities of Everyone

- Respect all members of the school community.
- Maintain a positive school climate by being responsible, respectful, and cooperative.
- Communicate Code of Conduct expectations for students and staff.
- Motivate students to live up to the expectations through positive reinforcement.
- Use good judgment to prevent minor incidents from becoming major problems.
- Adhere to all social distancing guidelines as directed, which includes but is not limited to, wearing a face mask

Responsibilities of School Administrators and Staff

- Respect all members of the school community.
- Provide students and parents all disciplinary policies, notices, and materials in their preferred language free of charge.
- Inform all school personnel, parents, and students of discipline policies.
- Teach and maintain a learning environment that leads to academic success.
- Hold students accountable for disruptive behavior in school and on school grounds.
- Address Code of Conduct violations with multiple strategies and interventions to keep students in school.
- Provide training for teachers and staff in creating and maintaining a respectful and safe school climate.

Responsibilities of Students

- Respect all members of the school community.
- Understand and comply with school rules and climate expectations, including the Code of Conduct and the school handbook.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following rules.

Responsibilities of Parents/Guardians and Advocates

- Respect all members of the school community.
- Recognize and understand that school personnel must enforce school rules.
- Teach children to respect the rights of others and follow school rules.
- Comply with school rules when entering the school building and will govern them accordingly. Any parent or guardians who pose a threat or danger to the school community will be reported to the Upper Moreland Police Department.

Important Information

TITLE IX

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

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

Upper Moreland School District in compliance with Title IX and Section 504/ADA (Americans with Disabilities Act) designates Dr. Cathay Perkins, the Director of Human Resources, as the employee to receive complaints. Dr. Perkins can be reached at cperkins@umtsd.org or 215-830-1509.

Equal Opportunity

It is the policy of the Upper Moreland School District not to discriminate on the basis of sex, gender, gender identity, disability, race, color, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, the ADA and Title VI. The Upper Moreland School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your civil rights and grievance procedures, contact the building principal or: Upper Moreland School District, Attn: Human Resources 2900 Terwood Road, Willow Grove, Pennsylvania 19090 (215) 830-1511.

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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 principle is known as “in loco parentis,” and 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 at school sponsored activities, and it also extends from the time that a student leaves their home to travel to school until the time that a student reaches home from school.

[Special Education Services Notice](#)

The School District of Upper Moreland Township provides special education and related services to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the School District screens and evaluates such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians.

Additional information can be found by clicking the Annual Notice link or contacting the Office of Services at 215-830-1514.

Child Find Notice

Each school district within the Commonwealth must establish and implement procedures to identify, locate, and evaluate all children who may need special education programs and services because of the child's disability.

Additional information can be found by clicking on the Child Find Notification link or contacting the Office of Services at 215-830-1514.

FERPA/ Student Records Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student education records. A summary of these rights follows:

(1) The right to inspect and review the student's education records within 45 days of the day the District 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, misleading, or in violation of the student's right to privacy.

Parents or eligible students may ask the District to amend a record that they believe inaccurate, misleading, or in violation of the student's right to privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's right to privacy.

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 educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel), or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist).

A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances.

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 educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer upon conditions as specified in FERPA or in District regulation. A student is considered to attend an agency or institution if the student is either enrolled in or receives services from the agency or institution.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Directory Information

FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated information without your written consent, unless you notify the District in writing within thirty days of the date you receive this notice that you do not want any or all of those types of information about the student designated as directory information. Directory information includes the following information relating to a student: the student/family members' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee. A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent an educational agency or institution from

disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Additional information can be found by clicking on the Student Records link or contacting the Office of Services at 215-830-1514.

Compulsory School Age

Effective September 26, 2019, all children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following: a public elementary, middle, or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of homeschooling. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in District attendance policy and procedures. For more information see [Policy No. 204](#).

Surrogate Parent Notification

The School District is responsible for ensuring the rights of a child when no parent can be identified, the parent has been unable to be located following reasonable attempts to do so, the child is a ward of the state, or a child has been identified as an unaccompanied youth through the McKinney-Vento Homeless Assistance Act. If you are interested in volunteering your time as a surrogate parent, please contact the Director of Special Education & Pupil Services. Interested parties must be at least 18 years of age.

PASA 1% Justification Notice

The Every Student Succeeds Act (ESSA) requires Pennsylvania to ensure that the total number of students assessed in each subject using the PASA does not exceed one percent of the total number of all students in the state assessed on the statewide assessments. Each local educational agency (LEA) must complete and submit the PASA 1.0 Percent Participation Threshold Justification to the state Bureau of Special Education (BSE) if it anticipates that more than 1.0 % of its students enrolled in grades 3-8 and 11 will be assessed using the PASA.

A list of LEAs who anticipate exceeding the threshold will be made publicly available on the PDE website, in accordance with 34 CFR 200.6 (c)(3) regulations. LEAs must also make the document publicly available upon request, removing any personally identifiable information. The Upper Moreland Township School District anticipates exceeding the 1.0 percent threshold for PASA participation for the 2022-2023 testing cycle. The necessary justification information has been submitted to the Bureau of Special Education.

Additional information can be found by clicking on the PASA 1% Justification link or contacting the Office of Special Education & Pupil Services at 215-830-1514.

Acceptable Use of Technology

The Upper Moreland Township School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Upper Moreland School District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Upper Moreland Township School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Upper Moreland School District maintains a set of policies governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Upper Moreland Township School District-owned equipment or through Upper Moreland Township School District-affiliated organizations. For More Information see [Policy Nos. 815 - 815.4](#)

Technology User Responsibilities

The Upper Moreland Township School District seeks to maintain an environment that promotes ethical and responsible conduct in all online network activities by students. To this end, the District requires that all students who utilize District work spaces, networks, and platforms abide by all rules established by the District policy or school rules.

In addition, a student's online activities while in school, when utilizing District-issued devices or when accessing District networks or platforms is closely monitored, and the expectation of privacy is limited. If acceptable use policies or rules are violated, the District reserves the right to implement.

Internal and external controls as appropriate and feasible and to exclude those who do not abide by the Upper Moreland Township School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. The District also reserves the right to restrict online destinations through software or other means, and the District will periodically make determinations on whether specific uses of the network are consistent with the acceptable use practice. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Examples of Acceptable Use

Examples of acceptable Internet/ technology use include, but are not limited to the following:

1. Use of the Internet in support of educational and research objectives.
2. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Students must receive prior approval for such subscriptions.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Students must be polite in all interactions with each other, staff, and any third parties who they may encounter as part of their educational program.

Examples of Unacceptable Use

Examples of unacceptable Internet/ technology use include, but are not limited to the following:

1. Giving out personal information about another person, including home address and phone number.
2. Any use of the network for commercial or for-profit purposes.
3. Excessive use of the network for personal business.
4. Any use of the network for product advertisement or political lobbying.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
9. The unauthorized installation of any software, including shareware and freeware.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network.
11. Downloading entertainment software or other files not related to a student's educational program. This prohibition pertains to freeware, shareware, copyrighted commercial and

non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Upper Moreland Township School District.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code).
13. Use of the network for any unlawful purpose or in a manner which violates Board Policy, Regulation or school rule.
14. Use of profane, obscene, violent/ threatening or other language that discriminates against another individual's protected characteristic.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Upper Moreland Township School District Code of Conduct for Student-Athletes

Athletic Program

Upper Moreland Township School District is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), the Suburban One League (SOL), and complies with the National Federation of High School Association rules.

Purpose of Participation

Participating in High School and Middle School athletics and activities can be one of the most exciting and rewarding experiences for students. The fundamental reason for high school and middle school athletics is to provide a meaningful, relevant, and enriching experience for our students to extend the characteristics outlined in the District's Mission statement.

Sportsmanship/Conduct/Behavior

Being a member of a UMTSD team is a privilege, and with this privilege comes the responsibility of representing one's school, team, community, and family. Upper Moreland Township School District, the Suburban One League, The Pennsylvania Interscholastic Athletic Association, and the National Federation of High School Associations identify proper conduct, behavior, and the demonstration of sportsmanship both on and off the athletic location as essential and of primary importance. The expectation is that all Upper Moreland Township School District athletes will set a positive example of appropriate behavior in the school setting, the playing field, and the school community.

Academic Eligibility

The primary focus of all students should be the attainment of their academic potential. Each student participant should work closely with their teachers, counselor, coach, assistant principal, and athletic director to ensure they are academically on track. Any student-athlete needing assistance from their teachers should notify the coach and attend.

Please carefully read the following eligibility procedures. Academic eligibility pertains to all students participating in athletic teams and activities at middle and high school levels. A student is declared ineligible to participate in the given sport or activity when they fall under the following academic standing:

1. A student is failing two or more daily courses or half-credit courses accumulating to two credits

2. If a student is failing any subject, they should be receiving remediation from their teachers after school and will be excused from practice.

Eligibility is evaluated each week after the first three weeks of each marking period and is cumulative. Any student not meeting the criteria mentioned above is declared academically ineligible. The ineligibility period begins on the Saturday of the week.

An email notification from the athletic department will go out to each coach every Friday during the academic eligibility period. A student-participant may engage in practice if declared ineligible, but the student may not participate in the competition.

Marking Period Eligibility

Any student who is failing two or more daily courses is declared academically ineligible for a period of 15 school days beginning when the marking period is officially over.

Suppose a student fails two or more full-credit courses or half-credit courses accumulating two credits for the school year. In that case, the student will be ineligible to participate in the given sport or activity for 15 school days of the following academic school year if they failed those classes for the year. Students may elect to pay for summer school classes to remediate and pass those classes; in this case, if they passed these classes during the summer, they would not be ineligible for the 15 days to start the year.

Requirements for NCAA Eligibility

If a student-athlete is planning on participating in athletics at a collegiate level, the student-athlete must meet the NCAA requirements. All prospective collegiate student-athletes have to register with the NCAA eligibility center.

For assistance in this process, please inform your school counselor of your intentions. Please visit the NCAA eligibility center for the list of UMHS-approved core courses.

Activity/Athletic Code of Conduct

Upper Moreland School District is committed to providing a safe and respectful atmosphere for learning and participating in athletics and co-curricular activities. Our expectations for student behavior while in school, attending school functions, and participating within the community are based on the principles of mutual respect, integrity, character, and good sportsmanship. Students and parents alike must agree and sign off on this Code of Conduct, recognizing and supporting that participation in these co-curricular activities is a privilege that students earn through appropriate behavior, conduct, attitudes, and good grades.

Any participant in a school activity who violates the Code of Conduct may be suspended from participation in activities for a minimum of the remainder of that current activity season. Students may be suspended from an activity at the beginning of a season if the violation occurs between seasons. Students who participate in co-curricular activities are representatives of the Upper Moreland School District.

Consistent with our District philosophy, the guidelines and regulations contained herein represent responsibilities to which students must adhere in order to participate in co-curricular programs offered by the Upper Moreland Township School District:

1. Participants in the interscholastic athletic programs must abide by rules, regulations, and expectations outlined by the PIAA, the Suburban One League, the Upper Moreland Township School District academic requirements, and the Student Code of Conduct. Students' eligibility includes but is not necessarily limited to age, amateur status, attendance, health, transfer, academic performance, conduct, and compliance with out-of-season requirements, regulations, and the District's Code of Conduct.
2. A student must be present by 9:00 am on the day of practice or competition to participate in the activity for that given day. If there is prior approval or an approved note signed by the Athletic Director, the student can participate for that day.
3. Participation in two sports within the same sports season is not permitted unless authorized by the athletic director.
4. Before participating in mandatory practices (during the official start of the season per PIAA), scrimmages, and or contests at Upper Moreland, the student must complete a physical evaluation to participate in their first sport in a given school year.
5. The re-certification form must be completed and signed by the parent/guardian of the student-athlete if a student plays sports in multiple seasons during a given school year.
6. As a result of athletic participation, it may be necessary to seek medical treatment on an emergency basis from a medical doctor or a hospital facility. Conditions may also warrant the application of first aid, a routine evaluation of minor injuries, or the recommendation for specific exercises or rehabilitation therapy, any of which would be performed by a certified athletic trainer. The choice of the contractor(s) providing this emergency care, along with the day-to-day athletic trainer services utilized by the District, is at the discretion of the Upper Moreland School District. Additionally, such contractor(s) shall be exclusive providers of these services. Recognizing this, parental consent, in advance, for such care is a prerequisite for the student-athletes participating in the sport or activity.
7. Upper Moreland School District does provide accident insurance for purchase. If this is something a family is thinking of securing, don't hesitate to get in touch with the athletic director. The parent's responsibility is to see that their child is adequately insured by an individual or family policy before participating in the interscholastic athletic program.

8. The Upper Moreland School District will provide transportation to and from the athletic events outlined by the Upper Moreland Athletic Department.
9. While such transportation will typically be via a school bus, private transport will be permissible for emergency purposes. All students must ride a school district bus unless they receive prior approval from the athletic department and submit written documentation.
10. A student suspended from school, either in school or out of school, may not participate in co-curricular activities during the entirety of the suspension. Displays of unsportsmanlike conduct or profanity toward an opponent, teammate, official, or coach will result in counseling by the coach and a possible break from the team, as determined by the coach or the athletic director. Athletes removed from a contest for unsportsmanlike conduct will receive a mandatory one-game suspension. This suspension will occur on the date of the subsequent competition date. PIAA rules and regulations may make a suspension longer.
11. Should a student violate the Code of Conduct, other forms of discipline may be issued as determined by the coach and athletic director in consultation with the high school administration.
12. Students will be given two full days of tryouts before official rosters are determined.
13. Athletes are responsible for returning all uniforms and equipment issued to them. Failure to do so will result in a financial obligation equal to the item's total replacement cost.

By participating in a school activity/sport, the student and their parent/guardian agree to follow the guidelines outlined and accept the responsibilities in this document and the UMTSD Code of Conduct.

Student Services

Request for Special Education Evaluation

A school professional may recommend without cost to parents/guardians – screenings, evaluations, appropriate programs, and services to all students thought to be exceptional and in need of specially designed instruction, from age 5 through the end of the school year that the student turns 21. These programs and services are made available to children who meet the qualifications of being a student with intellectually disability (at times referred to as mental retardation), hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, multiple disabilities, orthopedic impairments, autism, traumatic brain injury, other health impairments, and specific learning Disability. Parents/guardians may also contact the child’s teacher or another school professional to request an evaluation. This request may be verbal, but it’s best to put it in writing. Once the request is made, the school will either issue a “permission to evaluate” (PTE) or a Notice of Recommended Educational Placement (NOREP) to explain, in writing, why the evaluation request is denied. For questions, please contact your student’s guidance counselor.

Request for 504 Service Plan

A Parent/guardian can request for their student to have a 504 service plan. The request should be made in writing and the parent/guardian should include any relevant medical records along with specific services or accommodations the parent/guardian believes the student needs and/or the modifications the parent would like the school district to make if the parent/guardian is requesting a modification. These requests can be provided to the student’s teacher, the counselor, or another school professional.

Students Experiencing Homelessness

The Upper Moreland Township School District considers students who lack a fixed, regular, and adequate nighttime residence, as experiencing homelessness. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; refugee or migratory children because they are living in circumstances like those described above.

Unaccompanied youth also fall under this category and can be described as a youth not in the physical custody of a legal parent or guardian and youth living on their own in any of the homeless situations described above.

Children and youth who meet the criteria of being homeless, even if unaccompanied by a guardian, must be given full and equal access to an appropriate public education and success in the educational program. The permanency and adequacy of the housing conditions will be considered when determining if a student qualifies.

These children and youth may enroll in:

- The school the student attended when permanently housed (school of origin).
- The school in which the student was last enrolled (school of origin).
- Any school that non-homeless students who live in the attendance area in which the child or youth experiencing homelessness is actually living are eligible to attend (new neighborhood school).

An unaccompanied homeless youth with a disability may also need to have a surrogate parent appointed by the District if the youth has no one to serve in this role.

For more information, contact the Office of Services at 215-830-1514.

Students in Foster Care

A child in foster care will remain in their school of origin (the school where the child was enrolled at the time of placement), unless a determination is made that it is not in their best interest to attend that school. If a student in foster care has experienced a change in placement, a Best Interest Determination meeting will be held to determine if the student should remain in the school of origin or if they should transition to a new school. Foster parents and/or foster care workers should not make any changes to enrollment for students who are in foster care without a Best Interest Determination meeting being held first.

Transgender and Gender Non-Conforming Students

Transgender and gender non-conforming students are afforded certain rights, including:

1. The right to privacy, and this includes the right to keep one's gender identity private at school.
2. School personnel should not disclose information that may reveal a student's gender identity or gender nonconformity to others, including parents and other school personnel, unless the student has authorized such disclosure.
3. The right to be included in the group that corresponds to their gender identity.
4. The right to have access to the restroom or locker room that corresponds to their gender identity.
5. The right to be addressed by their preferred name or pronoun and have their preferred name, pronoun, or gender listed on their records.

Please contact your student's school counselor for more information.

Policies & Procedures

Visitor Procedures

Upper Moreland Township School District is committed to encouraging family participation, while maintaining a safe and secure school environment for our students. In order to ensure that our buildings are safe, we ask that visitors to our buildings maintain the following procedures:

1. **Lobby Guard System:** Our schools use the Lobby Guard System to process and identify adults entering our buildings. At any time when students are present in our buildings, the main office requires all visitors, from parents and family members to outside contractors, to scan their PA Photo ID through the Lobby Guard system.
 - a. **We recognize that not all of our families have a Pennsylvania photo ID. As such, we have developed the following procedures to ensure student safety while working with our families:**
 - i. **Student Pick-Up:** Parents/guardians without a PA photo ID will be asked to enter the building and present another form of ID in order to remove their child from the building. Acceptable forms of photo ID include a passport, license from another state, immigration card, or other government issued photo ID card. Parents without any form of photo ID card will be asked to answer questions about their student before releasing the student.
 - ii. **Participation in Building Activities:** Parents and Guardians without a PA photo ID are permitted to enter our buildings and participate in activities, but will need to have an administrator or designee present at all times.
 - iii. **Flagged Individuals:** All individuals who flag in the system will be asked to wait in the vestibule for an administrator. We appreciate your patience as we work to keep our students safe. Individuals who are flagged by the system will be allowed to pick up their children or attend meetings in the office area for their children in the building.
2. **Item Drop-Off:** Each building maintains a drop-off bin in the secure vestibule area of the lobby. Please use the provided pen and notes to identify your child's item and leave it in the drop-off bin. The bin is regularly checked by office staff and items are distributed to students throughout the school day. For item drop off using the secure vestibules, individuals do not need to provide identification using the Lobby Guard System.
3. **Conferences:** During District conference event times, students are not present in our buildings and therefore visitor checks are not required. During conferences, parents/families do not need to provide identification using the Lobby Guard System.

Dress Code Expectations

Students are expected to follow their school's dress code so that their appearance does not constitute a health or safety hazard or cause a considerable disruption to the learning environment. Nothing in this Code of Conduct restricts or bans students from wearing religious garb. Parents with concerns regarding religious dress are encouraged to discuss them with the school principal. Students have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.

- The following items are prohibited to be worn during the school day:
 - Headcoverings, which include hats, hoodies, bandannas, other head coverings (with the exception of religious items).
 - Items with objectively offensive or obscene language or images, items that suggest sexual activity (innuendo) or refer to violence, alcohol, drugs, tobacco or prejudice against an individual's protected characteristics.
 - The bottom of a shirt must be able to meet the top of the lower garment. Pants should be worn at the waist, and not expose underwear in any way
 - Sunglasses should not be worn in the building.
 - Spikes, dog chains, chokers, ball bearing chains, and wallet chains are not permitted to be worn in the building.
 - Appropriate footwear should be worn while in the building.
- Lanyards and ID cards need to be worn around your neck upon entry to the building and while moving through the hallways.
- Students may have to wear clothing specific to a particular course (i.e. PE uniform, science safety materials, etc.)
- This dress code applies for all school events.

Photos and Recording

Periodically, students are photographed or recorded as part of the school environment. These images or recordings are sometimes shared with the community. Individual families have the right to request that their child's image is not published or shared with the public. If this applies to your family, please send written communication to your school principal indicating that your child should not be photographed or digitally recorded for the purpose of being published in District publications, recording productions, websites, social media, and/or various news outlets. This request must be made on an annual basis and should include your child's name and grade.

Cameras on School Grounds and Buses

Students may be electronically monitored and recorded while on District property and/or transportation. Recordings are considered student records and will be reviewed on an as needed basis by administration.

Deliveries to School

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time.

SAFE 2 SAY

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. If it makes you uncomfortable, submit a tip. It will be up to your school to determine what the next steps are. Tips can be submitted online at www.safe2saypa.org, by phone at 1-844-SAF2SAY (723- 2729), or through the Safe2Say smartphone application available on Google Play and Apple iTunes.

Bullying/Hazing

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

1. Directed at another student or students;
2. Which occurs in a school setting or virtual school setting;
3. That is severe, persistent, or pervasive, and;
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student’s education
 - b. Creating a threatening environment in the school building or in virtual learning environments
 - c. Substantially disrupting the orderly operation of the school or virtual learning environment

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

The District will ensure its compliance with all state laws regarding harassment, intimidation, or bullying, including [Board Policy 238](#). Nothing in this procedure prevents a student, parent/guardian, school or District from taking action to remediate harassment or discrimination based on a person's membership in a legally protected class under local, state, or federal law.

Education: Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying through the Code of Conduct and other appropriate assemblies, presentations, and curriculums. In addition, students and families will have access to the [Incident Reporting Form](#).

Cell Phones/Electronic Devices

Each school maintains procedures regarding the use of cell phones and other electronic devices during the school day. Cell phone usage is strictly prohibited during class times **and must not be visible without pre-authorized permission from an administrator or teacher. Visible is defined as being in the student's hand, openly out in view, or the wearing of earbuds (or similar listening devices)**. Students who wish to bring devices to school should store them securely in a bag or locker.

Students who bring cell phones and other electronic devices do so at their own risk. The school is not responsible for lost or stolen cell phones or other electronic devices.

Students electronically recording individuals in school District buildings, District vehicles, and on District grounds, without prior consent by an administrator is strictly prohibited. Failure to adhere to these guidelines may initiate disciplinary consequences.

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

Student Identification

Upper Moreland School District uses a school-wide identification badge system for all students as a safety and security measure. Student IDs allow staff members to easily identify students in the school setting and for transportation purposes. ID badges are to be worn around the neck at all times while in the building or on District transportation. ID replacement fees may apply. Students are responsible for maintaining their IDs and lanyards at all times. Students will need their IDs for access to all district buses and for lunch purchases.

Search and Seizure

Administration or their designee is authorized to conduct appropriate inspections and searches and to seize property on school premises. Administration also has the right to conduct breathalyzer checks at school or social events to ensure a safe and positive environment for all students and staff members.

Searches of individual students, lockers, motor vehicles, or other possessions may be conducted by authorized administrators when there is a reasonable suspicion that a student is in possession of any item or items which violate District policies, procedures, rules; or local, state, or federal law; or materials that otherwise pose a threat to the health, welfare, or safety of the school setting.

Searches and seizures must safekeep and/or properly retain or dispose of items that are improperly carried or stored on a student's person or in a student's locker, backpack, motor vehicle, or other effects. Searches and seizures shall be documented with regards to the basis for the search, persons present, and any illegal or unpermitted items found.

The Upper Moreland school District reserves the right to conduct random canine searches of school buildings and automobiles in our parking areas. During a building search, classrooms will be selected at random. Students and staff members will be asked to leave their classroom for a short period of time while a search is conducted. All bags and backpacks will remain in the classroom while the search is being conducted. At no time will any staff or student have contact with a search canine. These types of searches serve several purposes, with the most important being to establish a safe learning environment for all members of the Upper Moreland school community. In any instance where an item or substance is found and/or seized, the possession of which would appear to be in violation of the law, the circumstances shall be reported to local law enforcement. Any such items shall be properly marked and secured until surrendered to law enforcement.

If a student refuses to be searched with reasonable suspicion the parent/guardian will be asked to pick the student up and the police will be notified. Additional consequences will be assigned at the administrator's discretion for insubordination.

Attendance

Attendance Expectations

Under Pennsylvania law, all students between the ages of 6 and 18 must attend school every day and this also pertains to students under the age of 6 who have enrolled in kindergarten. Students can only be withdrawn if they transfer out of the District. A student will remain on the District's roll and the student/family is subject to truancy court if they do not attend school.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; if receiving approved tutorial instruction or health or therapeutic services; if engaged in an approved and properly supervised independent study, work-study, or career education program; if receiving approved homebound instruction; or if the student's placement is instruction in the home. Pennsylvania Department of Education regulations state that students have a legal right to attend school until the age of 21. For further guidance, please contact the Office of Special Education at 215-830-1514.

Parents/guardians are expected to:

- Ensure that their student(s) between the ages of six (6) and eighteen (18) are enrolled in school and attend school regularly, on time, and for the entire school day.
- Emphasize the importance of on-time attendance in school, class, and supervised activities-and celebrate good attendance and success.
- Send their student(s) to school every day prepared to participate and learn. Establish reasonable, age-appropriate curfews and bedtimes.
- Make personal appointments for their students outside of the school day or during school breaks as often as possible.
- Ensure that their student receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with school recesses.
- Call the school to report when their student is or will be absent. Provide the
- documentation necessary to explain the basis for the absence when their student returns to school.
- Provide documentation necessary to explain late arrival and early departure, per attendance guidelines
- Provide the school with the correct current addresses, emergency contacts, home, cell, and work telephone numbers, e-mail addresses at the beginning of each school year and update this information whenever there are changes.
- Participate in school attendance improvement plans for their student, to improve daily student attendance when necessary.

When Can a Student be Absent?

Sometimes students have to miss school. Absences which meet the conditions or situations indicated below under Excused/Lawful Absence shall be considered an excused absence. Written explanations (“excuse notes”) for the absence must be provided to the school within three (3) days upon the student’s return.. If the note is not submitted to the school within the required time frame, the day(s) may not be excused. For absences that do not total three (3) consecutive days, parents may submit a written explanation stating the reason for the absence. All absences resulting in a total of three (3) or more consecutive days will require a written explanation from a licensed healthcare provider. When a student has been absent, but excused with a parent note, totaling ten (10) days (cumulative), all subsequent absences require a written excuse note from a licensed healthcare provider.

Written excuse notes must include a valid telephone number or other means of contact for verification purposes.

Excused/Lawful Absence or Tardiness

The following conditions or situations constitute reasonable cause for absence from school:

- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts.
 - Upon written request by a person in parental relation, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:
 - The health or therapeutic services are to be rendered by licensed practitioners;
 - It is not practical or possible for the student to receive the services outside of school hours; and
 - The time of necessary absence from school involves a minimum of interference with the student’s regular program of studies.
 - Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons.
 - Mandated Quarantine
 - Recovery from accident
 - Required court appearance
 - Death in family (Up to 3 Days)
 - College tours, trade school tours, career and technical training program tours, community college tours, or tours of other non-District schools, with prior approval.
 - The District may limit the number and duration of non-school-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.

- Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
- Out-of-school suspension
- Family Emergency (An unexpected, serious event that is outside of the control of the student's family)
 - Requires parental note explaining the emergency received within 3 school days of the student's return. School staff will evaluate if the situation constitutes a family emergency.
- Participation in a project sponsored by a statewide or countywide 4-H, Future Farmers of America (FFA), or combined 4-H and FFA group, upon prior written request.
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral. The student shall furnish the signed excuse to the school prior to being excused from school.
- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

Unexcused Absences

Absences which do not meet the above conditions or situations shall be considered an unexcused absence.

An "unexcused" absence occurs when a student is absent without a valid excuse in writing. That means that either no written note was submitted to the school upon the student's return or that the reason provided in the note was deemed invalid. Examples of invalid excuses include but are not limited to: babysitting, waking up late, and vacations. Absences shall be treated as unexcused until the school receives a written note explaining the absence within three (3) days of the absence.

An out-of-school suspension may not be considered an unexcused absence.

Lateness to School (Tardiness)

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

- Personal Illness
- Death in the immediate family
- Unusual weather conditions
- Exceptionally urgent reasons- must pertain to the student
- Religious holiday
- Required court appearance
- In the case of an exceptional student (special education) where the tardiness is caused by or directly related to the student's exceptionality

Students arriving at school after 7:45 AM must report to the attendance office for a pass to be admitted to class. A student must be present by 9:00 AM on the day of competition to be eligible to participate in the day's events, unless prior approval has been received from Administration.

A note signed by the parent/ guardian stating the reason for lateness is required in order for the lateness to be classified as "excused."

Students who arrive late to school (unexcused) after 11:00 am will not receive credit for the day. The day will be carried as an unexcused absence and the student will receive additional disciplinary action.

Continued latenesses will lead to parent/guardian contact, disciplinary action, and will be counted as absences from school and referred to truancy court. Three or more unexcused latenesses will disqualify a student for the "Perfect Attendance Award."

Responses to Non-Attendance (Truancy)

If a student continues to accumulate additional unexcused absences, the parent/guardian and student will be invited to attend a conference where a School Attendance Improvement Plan (SAIP) will be created in order to support the family in identifying and alleviating attendance barriers. A SAIP must be developed for any student who has between three (3) and nine (9) unexcused absences. The parent/guardian and student must be invited to this conference in advance and are not required to attend, but it is highly recommended.

If the student's attendance does not improve after the school has created a SAIP, and the student incurs ten (10) or more illegal absences, the student will be referred to Truancy Court and/or Children and Youth. At that time a truancy provider will contact the parent/guardian in order to assist further with alleviating barriers to attendance.

When a child is in Kindergarten through 5th grade, a truancy case manager will be assigned to assist the family.

Suspension from school or transfer to an alternative education setting is not a permissible response to truancy.

Disciplinary Procedures

Students who engage in behaviors that endanger school safety or disrupt the educational experience of others may be subject to discipline in accordance with the Code of Conduct.

The Upper Moreland Township School District is committed to achieving educational equity and reducing disproportionality in discipline.

Parents/guardians who have any questions or concerns related to discipline are encouraged to contact the school principal.

Student Discipline

Students receiving disciplinary action can expect that school officials will:

1. Provide the student with an opportunity to respond to allegation(s), explain their version of events and to present relevant information.
2. Permit the student to choose not to provide a statement.
3. If warranted, discuss student's problematic behavior and ways to correct it.
4. Inform the student of any corrective action and/or next steps to be taken.
5. Document the problematic behavior and any intervention and any agreements which may be reached through behavioral conferences.

Suspension Procedures

According to Pennsylvania law, suspension is defined as exclusion from school for a period of from one (1) to up to ten (10) consecutive days. For the purposes of Upper Moreland Township School District's Code of Student Conduct, suspensions comprise three categories: in-school, short-term, and long-term.

In-School Suspensions

In-school Suspension is an exclusion from a classroom for disciplinary purposes that allow a student to remain under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

Out-of-School Suspensions

Short-term Out-of-School Suspension is an exclusion from school and/or any school activity or function for a period of three or fewer school days.

Long-term Out-of-School Suspension is an exclusion from school and/or any school activity or function for a period of four to ten school days. Students who are given a long-term suspension are to participate in a student conference and a parent/guardian conference on or before the third day for any long-term suspension.

Parent Conference Procedures

At parent conferences, parents/ guardians can expect that school administrators will adhere to the following protocol:

1. Notice of a conference must be provided to the parent/guardian in their preferred language in writing and either hand-delivered to the home, sent by certified mail, faxed, emailed, or communicated by other reasonable means.
2. When a student is suspended, a parent/guardian conference must be held no later than day three of the suspension.
3. At the conference, the parent/guardian or caregiver may request to review and have a copy of the student's records and any witness statements, with other student names and information redacted.
4. School administrators will discuss the student's problematic behavior and ways to correct it.
5. School administrators will inform the parent/guardian of any further disciplinary action and provide an overview of the parent/guardian's due process rights regarding the disciplinary action, including the right to view evidence.
6. Schoolwork for students with more than a four (4) day suspension must be provided to the parent/guardian at the conference, which is due upon reinstatement.
7. Schools will make every attempt to engage a guardian or parent when the student returns after a suspension. Students will not be kept out of school as a result of the parent/guardian's inability to meet with school staff.

Expulsion Procedures

According to Pennsylvania law, expulsion is defined as an exclusion from school and any school activities for more than ten (10) school days. Students who have committed an offense subject to expulsion will also be suspended and afforded the procedures found in the suspension section of the code of student conduct.

The formal expulsion hearing process includes the following due process requirement:

1. Notification of the violation(s) in writing by certified mail to the student's parent/guardian in their preferred language.
2. At least three days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when he/she demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. The hearing shall be held before a qualified hearing officer who has been elected by the Board.

5. Representation by counsel at the parent/guardian's expense, and the parent/guardian may attend the hearing.
6. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
7. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
8. The right to testify, make arguments and present witnesses on the student's behalf.
9. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
10. The hearing shall be held within 15 school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
11. Notice of a right to appeal the results of the hearing shall be provided to the student and the parent/guardian with any expulsion decision in their preferred language.

If a student is expelled by the school board, the parent/guardian of the student has 30 days to provide written documentation that the student is in another educational program. If they are unable to find an alternative educational program, the Upper Moreland Township School District will provide for the student's education.

A student who has been permanently expelled from the Upper Moreland Township School District by the affirmative vote of a majority of the school board may apply for readmission.

The school board delegates complete authority for all readmission decisions to the Chief Executive Officer/Superintendent or his/her designee. Temporarily expelled students need not apply for readmission because they are automatically readmitted to the Upper Moreland Township School District at the end of the expulsion period. Readmission decisions are final and not subject to review by appeal to the school board or the courts.

Alternative Education for Disruptive Youth (AEDY) Program

AEDY programs are another alternative for students struggling with behavioral issues while enrolled at the District. Pennsylvania's Alternative Education for Disruptive Youth Program (AEDY) provides a combination of intense, individual academic instruction and behavior modification counseling in an alternative setting to assist students in returning successfully to the regular education setting.

AEDY Transition Programs provide education to students in grades 6-12 who have been removed from the regular education setting for certain disciplinary reasons. Students must have a hearing prior to placement unless an immediate transfer is warranted because of a serious situation. The school programs help students work on their behavior while at the same time continuing with their education.

The District and the AEDY Program work with families to create behavioral goals based on his/her reason for placement and assessments. Students receive a formal periodic review (progress review) before their presumptive exit date. Once behavioral goals are met, students prepare to transition to the regular education setting with a transition plan. Placements in AEDY Transition Programs are temporary. Students may only remain until they have met their behavioral goals.

Discipline for Students with Disabilities

Students with disabilities, even if expelled, must be provided with a Free and Appropriate Public Education (FAPE).

Students Identified as Intellectually Disabled

Students who are identified as intellectually disabled can only be removed (suspension, interim disciplinary placement, or expulsion) from the school building if there is written agreement from the parent/guardian or written approval from the Bureau of Special Education of the Pennsylvania Department of Education (PDE). PDE can be contacted by calling 717-783-6913 or by visiting their website – <http://www.pde.state.pa.us>.

After appropriate consideration, the District may suspend all other students who are receiving special education services and cease educational services for up to ten (10) consecutive school days or fifteen (15) cumulative school days in one school year without providing special education services as outlined in their IEP.

If schools are considering any of the following disciplinary actions for students receiving special education services or students with a 504 service plan, the action steps listed below must be completed:

1. Suspension for a behavior for which the student has received 10 cumulative days of suspension during this school year.
2. Request for a disciplinary hearing and transfer.
3. Referral for expulsion.

Action Steps:

1. Provide written notice to the parent/guardian of the recommended disciplinary action and provide an invitation to participate in the Manifestation Determination Meeting with the student's IEP team.
 - a. The purpose of the Manifestation Determination meeting is to answer two questions:
 - i. Was the conduct caused by, or did it have a direct and substantial relationship to, the student's disability?
 - ii. Was the conduct a direct result of the school's failure to implement the student's IEP?
 - b. This meeting should take place within 24 hours of the incident (or within 24 hours of the school becoming aware of the incident).
2. During the Manifestation Determination Meeting, the student's most recent evaluation, IEP and placement will be reviewed as well as the details of the incident which led to the need for discipline.
3. If the behavior IS a manifestation of the student's disability, the proposed disciplinary action may not be implemented. When necessary, the team should review and revise the existing behavior intervention plan or complete a functional behavior assessment and intervention plan to address the specific behavior and include in the IEP those services and modifications that will enable the student to continue to participate in the general education curriculum and help prevent the problem behavior from recurring.
4. If the behavior is NOT a manifestation of the disability, school officials may proceed with the recommended disciplinary action in accord with the Code of Conduct.
5. A Notice of Recommended Educational Placement (NOREP) must be issued with the results of this determination and a copy of the Procedural Safeguard Notice (PSN) must be given to the parent/guardian.
 - a. *If the parent/guardian disagrees with the decision that is made at the Manifestation Determination Meeting, they can request an expedited Special Education Hearing and the Commonwealth- appointed hearing officer will review the manifestation determination. Directions on requesting a hearing can be found in the NOREP and must be completed within ten (10) days.
6. If the incident involves one of the following special circumstances, an interim placement (a 45 day school assignment to an alternative educational setting) can be requested from the Senior Director of Services. NOTE: An interim placement can be requested regardless of whether or not the behavior is considered a manifestation of the student's disability.

Special Circumstances:

1. The student carried a dangerous weapon* to school or a school function.
2. The student knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function.

3. The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.
4. If the behavior is not one of these three special circumstances, is a manifestation of the student's disability and the student is likely to cause injury to themselves or others, a school administrator can request an expedited hearing conducted by a special education hearing officer to obtain a 45-day interim placement. This request should be made by a school administrator to the Office of the Senior Director of Services.
5. *NOTE: A "dangerous weapon" is a weapon, device, instrument, material, or substance that is used for, or is readily capable of, causing death or serious bodily injury.

District Issued Technology

Technology issued by the District to students is the property of Upper Moreland School District.

- Students are responsible for appropriate use of the devices both at school and off campus.
- Care for the laptop is the student's responsibility.
- If technology is in need of repair or maintenance, students are to report with the device to the technology center in the UMHS library.
- Vandalism to any device or accessory is strictly prohibited.
- If technology is missing or suspected stolen, the student must report this immediately to the teacher, or assistant principal.
- Students are responsible for the cost of any repair or replacement needed of District-issued devices.
- Describe repercussions of an outstanding balance on graduation, extracurriculars, etc.

Offense Levels and Potential Disciplinary Responses

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. Depending on the severity of a violation, the behavior may be classified at a higher level. This behavior matrix provides definitions for behaviors that are considered dangerous and/or disruptive to the learning environment. While some definitions contain an example, the definitions are not limited to the example provided. The behavior matrix also provides guidance as to the levels of consequence that school administrators might implement for specific rule violations.

Reminders:

- For all violations of the code of conduct before any suspension is issued, in-school interventions should be implemented to modify student behavior.
- Suspensions should be utilized as a last resort if in-school interventions have proven unsuccessful or if the violation is of a serious nature.
- For the purpose of this code of conduct, the term possession refers to having physical control over the item. This will include items found in a student's locker, bag, or clothing

Group/Level	Examples of Behavior (Including but not limited to):	Disciplinary Options (one or more of the following)	Procedures
<p style="text-align: center;">Level 1</p> <p>Minor misbehavior on the part of the student, which interferes with the orderly operation of the school and its activities.</p> <p><i>*Continuation of level 1 misbehavior will result in disciplinary response appropriate for level 2 actions.</i></p>	<ul style="list-style-type: none"> ● Disruptive Behavior ● Unexcused Classroom lateness ● Violation of computer use guidelines ● Disrespectful speech/action to another student ● Loitering in the halls ● Lateness to class ● Failure to remove trash at lunch ● Playing music in unauthorized areas ● General misuse of electronic devices ● Cell phone or accessory use violation ● Misconduct on buses ● Horseplay ● General misconduct ● Improper dress ● Insubordination 	<ul style="list-style-type: none"> ● Verbal Reprimand ● Individual Teacher Detentions ● Loss of privileges ● Lunch Detention ● Administrative Detention ● Confiscation ● Parental Contact ● Referral to counselor or counseling services ● Behavior contract ● Restitution or restorative consequence 	<ul style="list-style-type: none"> ● Intervention by staff member who is supervising the student or who observes the misbehavior. ● Student may be referred to the appropriate administrator. ● Repeated misbehavior requires a conference including student and teacher. ● In any case of injury the student must be seen by school nurse. ● Parent/guardians must be notified prior to referral to an administrator if the behavior is repeated. ● Written record maintained by staff member.

Group/Level	Examples of Behavior (Including but not limited to):	Disciplinary Options (one or more of the following)	Procedures
<p style="text-align: center;">Level 2</p> <p>Misbehavior that is frequent or serious in nature or which tends to disrupt the learning climate and/or orderly operation of the school or its activities.</p> <p><i>*Continuation of level 2 misbehavior will result in disciplinary response appropriate for level 3 actions.</i></p>	<ul style="list-style-type: none"> ● Physical, verbal, or behavioral misconduct on school grounds or transportation. ● Bullying ● Falsifying teacher or parent signatures, altering documents ● Plagiarism/cheating ● Intimidation ● Propping doors open ● Presence in unauthorized areas ● Rude or disrespectful behavior to an adult. ● Reckless driving and parking ● Violation of computer usage guidelines ● Lying ● Obscene language and gestures ● Minor Vandalism ● Possession of matches or lighters ● Inappropriate use of an electronic device ● Internet misconduct ● Class cut/excessive lateness to class ● Failure to report to detention or in-school suspension ● Inappropriate touching ● Repeated and ongoing behaviors from Level 1. 	<ul style="list-style-type: none"> ● Assignment to administrative and/or lunch detention ● Parent/Guardian contact/conference ● Loss of privileges ● Loss of devices ● Referral to Law enforcement ● In-school suspension ● Out of school suspension ● Behavior modification contract ● Referral for additional services ● Confiscation ● Any appropriate consequence from prior group. 	<ul style="list-style-type: none"> ● The student is referred to the appropriate administrator for action. A conference with the student and/or parent will be held to review the incident and initiate the resulting disciplinary action. ● A record of the incident and the disciplinary action is maintained. ● In the event of a physical injury the student will be seen by the nurse or appropriate medical personnel. ● Possible police contact.

Group/Level	Examples of Behavior (Including but not limited to):	Disciplinary Options (one or more of the following)	Procedures
<p style="text-align: center;">Level 3</p> <p>Act against or affecting persons (including self) or property, the consequences of which do not seriously endanger the health or safety of others.</p> <p><i>*Continuation of level 2 misbehavior will result in disciplinary response appropriate for level 3 actions.</i></p>	<ul style="list-style-type: none"> ● Fighting ● Possession of smoking, vaping and other tobacco products. ● Theft ● Hate speech ● Obscene or threatening calls or messages ● Petty theft ● Major vandalism ● Threatening another student ● Videotaping or recording without administrative approval. ● Possession or use of fireworks or other novelty items including snappers, poppers, and stinkbombs ● Tampering with fire extinguishers or other emergency devices ● Consensual Sexual Acts on District property or during District sponsored events ● Trespassing ● Reckless endangerment ● Repeated and ongoing behaviors from Levels 1 and 2. 	<ul style="list-style-type: none"> ● In- school Suspension ● Out of School Suspension ● Referral to outside agency ● Loss of privileges ● Any appropriate consequence from the prior group. 	<ul style="list-style-type: none"> ● Administrator will conduct an investigation of the infraction. ● A conference with the student and/or parent will be held to review the incident and initiate the resulting disciplinary action. ● A record of the incident and disciplinary action is maintained. ● Possible police contact. ● Restitution of property and cost of damages. ● In the event of a physical injury the student will be seen by the nurse or appropriate medical personnel.
Group/Level	Examples of Behavior (Including but not limited to):	Disciplinary Options (one or more of the following)	Procedures

<p style="text-align: center;">Level 4</p> <p>Acts of violence, acts which result in harm or damage to another person or property, unwarranted or inappropriate physical contact, acts which pose a threat to the health or safety of others in the school, or criminal acts, on school property, in school vehicles, 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 may result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and expulsion by the Board of School Directors.</p> <p><i>*Continuation of level 3 misbehavior will result in disciplinary response appropriate for level 4 actions.</i></p>	<ul style="list-style-type: none"> ● Possessing, using, distributing, delivering, manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood-altering substance, and or alcoholic beverage, or substance paraphernalia on school property, in one’s locker or bookbag, on one’s person or personal property, or in one’s vehicle or at any school-sponsored activity, or conspiring to do any of the above acts. Included in the classification of drugs are all controlled substances; and any item, which is represented as, or believed to be, a controlled substance ● Possessing, using, distributing, delivering, or being involved in any aspect of a transaction of any steroid or other substance intended to enhance physical or athletic performance ● Possession, distribution, or use of over-the-counter drugs. ● Possession, distribution, or use of inhalants, volatile solvents, and other prescription drugs. ● Assault, battery or physical 	<ul style="list-style-type: none"> ● Extended-out-of-school suspension ● Potential recommendation for school expulsion ● Referral to outside agency ● Recommendation for placement of student in an alternative setting ● Any appropriate consequence from the prior group. 	<ul style="list-style-type: none"> ● Administrator will conduct an investigation of the infraction. ● Complete statement by student and staff witnesses or those reporting offenses shall be immediately given to administrator. ● A conference with the student and/or parent will be held to review the incident and initiate the resulting disciplinary action. ● A record of the incident and disciplinary action is maintained and submitted to the District Superintendent when Board action is warranted. ● Police contact. ● Restitution of property and cost of damages. ● In the event of a physical injury the student will be seen by the nurse or appropriate medical personnel. ● The accused student shall be removed from class and detained in a supervised area. ● Arrangements are made for
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<p><i>*Authorization for over the counter and prescription medications must have a signed prescription in the nurses' office.</i></p>	<p>attack on another person.</p> <ul style="list-style-type: none"> ● Arson, Bomb Threat ● Intimidation based on protected characteristics ● Non- consensual Sexual offenses. Including but not limited to, indecent exposure, assault, recordings/dissemination. ● Terroristic threats ● Theft, possession or sale of stolen property ● Weapons, including “look alike” such as water pistols ● Threatening school officials and staff. ● Misusing 911 ● Repeated and ongoing behaviors from Levels 1, 2, and 3. 		<p>the immediate removal of the student from the school environment.</p>
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