

# ELEMENTARY HANDBOOK

**Our handbook can be found on the Upper Perkiomen School District Website ([www.upsd.org](http://www.upsd.org)) Go to building web page, STUDENT LIFE menu. Click on Student Handbook. After reading the Student Handbook, please complete this sheet and return. Thank you!**

I have read and understood the Elementary Schools Handbook.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student's Teacher \_\_\_\_\_

I have read and agree with the principles established and will cooperate with the teacher/principal in seeing that my son/daughter, as well as myself, follows these regulations.

Parent /Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR TEACHER WHO WILL HAVE THIS FILED IN THE OFFICE. THANK YOU!**

If you have any questions regarding this handbook, please contact either Hereford Elementary School, 215-679-4151, or Marlborough Elementary School, 215-541-7299.



# INTRODUCTION

Welcome to a new year of school! The teachers, principals, and counselors have planned to make this school year the “best ever” for your child. Your child will have unlimited opportunities to learn new information through the lessons taught in the classroom, the skills shared through the computer software and the resources available in the library. An additional rich source of learning comes from your child’s classmates-the community of learners.

However, you remain your child’s first and best teacher and role model. Your child needs to know that you care deeply about what he/she is learning and that you want him/her to learn as much as possible. There are so many things you can do to keep learning alive. Some reminders:

1. Assist your child with homework.
2. Read with or to your child daily.
3. Each morning, encourage your child to do well in school.
4. Each evening, ask questions about your child’s experiences at school.
5. See your child’s classroom in operation-be a volunteer in your child’s classroom.
6. Be an active member of the PTFS.
7. Participate in parent conferences/after school activities.

Our staff wants to work with you and your child. If you have questions throughout the year, call, write, or visit the school. You and your child will benefit greatly from your continued interest and concern about your child’s improvement.

Again, welcome to two of the finest elementary schools in the nation. Our schools are all about collaboration, self-improvement and respect. We look forward to an exciting year of learning together and getting better together in an environment of mutual respect.

Sincerely yours,

Dr. Alexis McGloin  
Superintendent

## **FORWARD**

The purpose of this handbook is to provide students and their parents with a better understanding of our school system. Please take time to read all phases of the booklet and then keep it available for reference during the school year.

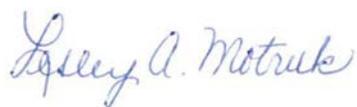
We encourage you to call the school on any matter which concerns your child. It is essential to have a close relationship between the home and the school in order to provide the best educational programs for your child. One of the best ways to insure this close working relationship is to become an active member of the P.T.F.S. organization of your child's school.

On behalf of the staff, we want to wish you and your child a successful and enjoyable school year.

**MAUREEN ZAVADEL**  
Principal – Hereford

**SHANNON TREXLER**  
Assistant Principal - Hereford

**LESLEY A. MOTRUK**  
Principal – Marlborough

A handwritten signature in blue ink that reads "Lesley A. Motruk". The signature is written in a cursive style.

**AS BOARD POLICIES CHANGE, THE NEW POLICIES WILL SUPERSEDE ANYTHING IN THIS HANDBOOK.**

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## **DIRECTORY OF ELEMENTARY SCHOOLS**

Hereford Elementary School  
1043 Gravel Pike  
Hereford, PA 18056  
215-679-4151

Marlborough Elementary School  
1450 Gravel Pike  
Green Lane, PA 18054  
215-541-7299

### **ADMINISTRATIVE STAFF**

MAUREEN ZAVADEL  
Principal – Hereford

SHANNON TREXLER  
Assistant Principal - Hereford

LESLEY A. MOTRUK  
Principal – Marlborough

MRS. ANNA HANNON  
Administrative Assistant – Hereford

MRS. KRISTAL BITNER  
Administrative Assistant – Hereford

MRS. SUSAN HERSH  
Administrative Assistant – Marlborough

MRS. TANISHA V. BATES  
Administrative Assistant – Marlborough

## **NO CHILD LEFT BEHIND ACT COMPLIANCE NOTICE**

We write to inform you of certain new parental notification requirements contained in the recently-enacted "No Child Left Behind Act of 2010".

The notification requirements apply to all school districts receiving funds under Title I, Part A - (which many of you know as "Title 1 reading"). At the beginning of each school year commencing with the 2002-2003 school year, we are not required to notify you, as the parent of a child attending a school receiving funds under Part A, (which includes your child's school) that you may request, and we will provide, information regarding the professional qualifications of your child's classroom teachers, including the following:

- (i) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (ii) whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- (iii) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (iv) whether your child is provided services by paraprofessionals (also known as instructional assistants or teacher aides) and, if so, their qualifications.

We must also provide, upon your request,

- (i) information on the child's level of achievement in each of the State academic assessments: and
- (ii) timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified as defined by the No Child Left Behind Act.

If you have any questions, or wish to make a request for information about your child's teacher, please contact Dr. Sue King, Asst. to the Superintendent at 215-679-7961 ext. 2466.

# PARENTS AND TEACHERS FOR STUDENTS

Each Building has a P.T.F.S. whose executive committee meets on a regularly scheduled basis. Parents are urged to become active members.

Special Activities are scheduled throughout the school year. Refer to the monthly calendar for specific dates.

## THE SCHOOL DAY

Full Day Kindergarten - Grade 5 .....8:35 am - 3:25 pm

### Recess/Lunch:

#### HEREFORD

Grade 2 .....	10:20 am – 11:20 am
Grade 1 .....	10:40 am – 11:40 am
Grade 3 & FDK.....	11:00 am – 12:00 pm
Grade 4 .....	11:20 am – 12:20 pm
Grade 5 .....	11:40 am – 12:40 pm

#### MARLBOROUGH

Grade 4.....	11:00 am – 11:30 am
Grade 1 .....	11:30 am – 12:00 pm
Grade 2 & FDK.....	12:00 pm - 12:30 pm
Grade 3 .....	12:30 pm - 1:00 pm
Grade 5 .....	1:00 pm – 1:30 pm

#### KINDERGARTEN

AM Morning Session .....	8:35 am - 11:25 am
PM Afternoon Session .....	12:30 pm - 3:25 pm
Full Day .....	8:35 am - 3:25 pm

Children attend either the morning or the afternoon sessions at the direction of the administration.

## BREAKFAST AND LUNCH PROGRAM

All elementary school operate a daily breakfast and lunch program. Complete platters, including milk are served. Students who carry their own lunch may purchase milk. Please label your child's lunch bag.

## SIGN-IN/SIGN-OUT PROCEDURES

1. For your child's safety, may we ask that you **SIGN-IN AT THE OFFICE** whenever you enter the building during school hours to:
  - a. Attend a scheduled conference
  - b. To serve as a classroom aide or trip chaperone
  - c. To attend a scheduled meeting.
  - d. To pick up a child before regular dismissal time, or
  - e. To attend a daytime school program
2. Parents - Please drop items to be delivered to the students at the office. The secretary shall forward said items to the student. **DO NOT DELIVER THEM DIRECTLY TO THE CLASSROOMS.**
3. **Students being dropped off at school need to arrive between 8:25 am and 8:35 am. For their safety, adult supervision is not available prior to 8:25 am.**
4. **STUDENTS WHO ARE DROPPED OFF AFTER 8:35 AM MUST USE THE MAIN ENTRANCE AND BE SIGNED IN AT THE OFFICE.**
5. Students need to be signed out at the office when leaving school prior to the regular dismissal time. **A NOTE MUST BE RECEIVED IN THE OFFICE BY 8:45 AM ON THE DAY OF THE DISMISSAL.** Should a student return to school from a doctor's visit, etc. he/she needs to sign in again at the office.
6. **STUDENT DISMISSAL**  
**STUDENTS BEING PICKED UP AT DISMISSAL MUST HAVE A NOTE STATING THE FACTS BY 8:45 AM, THE DAY OF PICK-UP. EMERGENCY SITUATIONS WILL BE HANDLED ON A CASE BY CASE BASIS BY A PHONE CALL TO THE PRINCIPAL. END-OF-DAY DISMISSAL WILL TAKE PLACE IN THE GYM. STUDENTS WILL BE RELEASED TO YOU AT APPROXIMATELY 3:25 PM.**

# **KINDERGARTEN**

## **ADMISSION OF BEGINNERS**

Children will be admitted to kindergarten if they will be five years old on or before September 1. **Only** transfer students will be accepted after the second week of school.

## **THOSE FIRST DAYS**

Children need to appreciate beforehand that, upon entering kindergarten, they will be separated from their parent/guardian. They need to look forward to kindergarten as a happy experience, but they also need to know that they will be “on their own.” You can help by talking about kindergarten as a friendly, happy place.

## **THE KINDERGARTEN PROGRAM**

Kindergarten is the first year of your child’s school life. It is an important year. In kindergarten, your child will have the opportunity to learn:

1. To get along with the teachers and other children.
2. To share....ideas, toys, games and experiences.
3. To express himself/herself with words, clay, paint, crayons, scissors and music
4. To listen...to a story, to a teacher’s directions, to class-mates, to music.
5. To look at books, to enjoy them and to realize that printed works convey meanings.
6. To use new words drawn from trips, experiences.
7. To care for themselves and their belongings.
8. To play...to improve physical coordination, to take turns, to follow directions.
9. To think and plan for themselves.
10. To protect themselves and to know those whose duty it is to protect them.
11. To solve simple problems.

## **REGISTRATION DAYS**

Registration days are scheduled each spring for children who have not previously attended school and who meet the requirements. The dates will be posted on the district website and also the district school calendar. Parents of eligible children who are on record with the school district will be notified by mail.

## HOME HABITS HELP YOUR CHILD AT SCHOOL

In kindergarten, your child will have a teacher who knows and understands young children. He/she wants very much to make your child's first experience with school a happy and successful one. He/she can do this with your help.

These are a few suggestions you might follow:

1. Teach your child his/her name, address and phone number.
2. Teach your child to take off and put on coats, boots and gloves.
3. Have all clothing labeled.
4. Have oversized boots.
5. Teach your child proper use of bathroom facilities.
6. Teach your child to follow simple directions.
7. Teach your child to use a tissue properly
8. Teach your child to sit quietly for a few minutes.

It is important to your child that habits of prompt arrival and regular attendance be established early. The kindergarten teachers have a planned program, and if the children are to get the most out of this program, they must attend school. This is the time to form a good pattern for future living.

All children go outdoors when the teacher schedules an outdoor class.

## FIRST GRADE

In accordance with Section 1304 of the School Code of Pennsylvania, pupils will be admitted to first grade if they will be six years of age on or before January 31. Pupils must enter during the first two weeks unless they are transfers. Please call the district office to set up an appointment for registering.

The following documentation is necessary for registration:

1. Original Birth Certificate, baptismal certificate, passport or notarized Hospital verification.
2. Record of Immunization – A copy of your child's **complete** immunization records must be brought with you the day of registration.
3. Proof of Residency – Any two forms of official documentation that proves your district residency and shows your street address. (Lease/purchase agreement, settlement papers, utility bill, drivers license, rental agreement, occupancy permit)
4. Information regarding health history
5. Social Security numbers for all members living in the household.

# ATTENDANCE

Upper Perkiomen School District supports the following statement as reported by the Pennsylvania Department of Education. "Schools should monitor student attendance patterns, which are often an indicator of how well students achieve in school. Poor attendance may indicate problems which should be brought to the attention of parents and other professionals. School attendance policies should be based on communication with parents to determine the cause of frequent absences, as well as identify problems a child may be experiencing at home which may affect performance at school."

Our attendance procedures are geared toward:

- facilitating an educational program which required the presence of the pupil;
- helping the student to develop a sense of responsibility, discipline, and good work habits;
- maintaining close communication and cooperation between home and school to encourage regular school attendance;
- improving the student's chances for academic and social accomplishments.

The Upper Perkiomen School District attendance procedures are based upon Article XIII of the Pennsylvania School Code.

## UPPER PERKIOMEN SCHOOL DISTRICT ATTENDANCE POLICY

**A parent or legal guardian must provide written verification for a student's absence. This excuse must be submitted to the main office the first day the student returns to school after the absence. Failure to submit an acceptable excuse within three (3) days will result in an illegal absence.**

**Once a student has accumulated seven (7) days of absences, a warning letter will be sent to the parents. Once a student has accumulated ten (10) days of absences, a second letter will be sent requiring a doctor's note for any subsequent absence. Failure to turn in a doctor's note after ten absences will result in an illegal absence, at the administration's discretion. Absences verified by a doctor's note or attendance at a funeral (with proper proof) will not count toward the accumulation of the seven and ten absences.**

## EDUCATIONAL TRIPS

Educational trips must receive prior approval from administration to be considered an excused absence. The request for prior approval must be made at least one week before the trip, forms are available online or in the office. Absences for educational trips will count toward the accumulation of the seven and ten absences.

## **RESIDENCY/TRANSFER POLICY/ CHANGE OF INFORMATION**

Any child moving into the Upper Perkiomen School District should present a transfer card, immunization card, and a report card from the school last attended.

In order to aid transfer from one school district to another, the parent/guardian should notify the school of the withdrawal date several days in advance, and come to the school office to complete the appropriate form. A transfer form is completed by the school official to be presented to the new school. Upon request from the new school, the authorized records will be transferred.

Parents are responsible for reporting to the principal, secretary, or teacher any change in address (proof will be required), telephone number, or other pertinent information, which occurs during the school term.

## **EARLY DISCHARGE**

Any student who needs to leave school prior to regular dismissal time must have written parental authorization, turned into the office by 8:45 am on the day of pickup. All children must be signed out in the office. Students arriving after 10:15 a.m. will be considered absent for ½ day. Students leaving prior to 2:00 p.m. will be considered absent for ½ day.

## **SCHOOL PHOTOGRAPHS**

Individual school photographs are taken in early fall. Notices will be sent home in advance.

## **LOST AND FOUND**

Each elementary building has a lost and found area. The child should check with their teacher or in the office for details. Many items are never claimed.

## **DRESS**

It is expected that each student will wear suitable clothing for school. Tube tops, halter tops, spaghetti strap tops, bare midriffs, t-shirts with inappropriate language or pictures, and colored hair are not appropriate for school. Footwear with backs are required because of stairwells and playground.

Sneakers are required for physical education classes.

As colder weather approaches, your child should be appropriately dressed to go outdoors since he/she is expected to spend the balance of the lunch/recess hour on the playground. All school clothes should be marked with a name, especially boots and outerwear.

## **EMERGENCY DRILLS**

The Upper Perkiomen Elementary Schools comply with the Pennsylvania School Code by having monthly fire drills and annual weather/emergency drills.

## **SCHOOL PHONES**

Calls which pertain to general school areas should be made to the building office. Parents wanting to talk with a specific teacher may call the building office, and the teacher will return the call as soon as it is convenient.

## **ELECTRONIC DEVICES/PERSONAL PROPERTY**

Personal electronic devices, i.e. Cellular phones, iPods, iPads, mp3 players, radios, and electronic games or any unnecessary devices deemed potentially disruptive shall not be allowed at school. Students bringing any electronic devices for a class project must make arrangements with the teacher or principal for safekeeping. Cellular phones shall not be activated or used during school hours or on school buses. They must be: (1) turned off; (2) kept in the student's book bag at all times; and (3) repeat offenders must have the parent/guardian retrieve the phone. The school shall not accept responsibility for personal electronic devices or personal property of any kind including money. Failure to comply with these procedures may result in confiscation of electronic devices or personal property and student may be subject to disciplinary action.

## SCHOOL INSURANCE

Pennsylvania School Law does not require public schools to provide health/medical insurance for students. In addition, since public schools are state institutions, they are also exempt from liability claims. Student health and medical insurance is a parental responsibility.

However, an insurance plan is available for coverage of students at a nominal cost. This policy generally covers the child while they are involved in school activities. Details will be sent home early in the school term

## SCHOOL SUPPLIES

The school district will provide each child with all essential materials, such as pencils, paper, books, etc. Each student is responsible for reimbursing the district in the case of damage or loss of a book. Specifics may be obtained from the administration.

## TRANSPORTATION

**Hereford Elementary** attendance area includes:

East side of Route 29 - north side of East Buck Rd from Rt. 29 to the county line and all points North.

West side of Route 29 – north side of 11<sup>th</sup> St to the Green Lane Reservoir and all points North

West side of Green Lane Reservoir – north side of Route 663 and all points North.

**Marlborough Elementary** attendance area includes:

East side of Route 29 – south side of East Buck Rd from Rt. 29 to the county line and all points South.

West side of Route 29 – south side of 11<sup>th</sup> St and all points South.

West side of Green Lane Reservoir – south side of Route 663 and all points South.

Child care centers for **Marlborough** will include UPCCC, Red Hill Christian, Creative Care and Life Span. Child care centers for **Hereford** will include UPCC, Red Hill Christian, Creative Care and Life Span. All other sitters must be within the student's attendance area.

Child Care request forms with parental signature are required. Each child may have two pick-up and drop-off locations, but the schedule must remain consistent week to week. Please keep in mind the alternative stop must fall within the child's attendance area and the requested stop location needs to be a currently established bus stop.

Child care requests must be submitted by mid August. Changes need to be in place 14 days prior to the first day of school. Additional changes will not be reviewed until 14 days after the opening of school.

**A BUS PASS TO RIDE AN ALTERNATIVE BUS WILL NO LONGER BE ISSUED.**

## WEATHER EMERGENCIES

It is district policy to have school on each day the students can be transported safely. The following media will announce the closing or late start of school:

WMGH: FM Magic 105.5	WFMZ: FM 100.7	WNPV: AM 1440
WODE: FM 99.9 The Hawk	WBYN: FM 107.5	WAEB: FM 104.1
WZZO: FM 95.1	WAEB: AM 790	
KYW: AM 1060 - School Code 282		

Skylert and District website.

If “schools are closed,” all classes are canceled, after school activities are canceled and buildings are closed.

## EMERGENCY EARLY DISMISSAL CLOSING PLAN

On occasion, situations occur during the school day which cause an emergency early dismissal of the students. Other times, you may have a personal emergency which prohibits you from receiving your child at your home. On any of these days, it is very important that your child knows what to do. We are requesting that you take the time to develop a plan of action with your child that will insure his/her comfort and safety in the event of an emergency and discuss this plan with your child so your child will know what he/she needs to do in such a situation.

# **KINDERGARTEN SCHEDULE FOR 2 HOUR DELAYED START, 1 HOUR PLANNED EARLY DISMISSAL AND 3 HOUR PLANNED EARLY DISMISSAL**

## **2 Hour (emergency) Delayed Start**

AM - Start at 10:35 a.m. - Buses pick up 2 hours later than usual. Finish at 12:25 p.m. Buses discharge 1 hour later than usual.

PM - Start at 1:30 p.m. - Buses pick up 1 hour later than usual. Finish at 3:20 p.m. Buses discharge at usual time.

## **3 Hour (planned) Early Dismissal**

AM – Start at 8:35 a.m. – Buses pick up at usual time. Finish at 10:25 a.m.  
Buses discharge 1 hour earlier than usual.

PM – Start at 10:30 a.m. – Buses pick up 2 hours earlier than usual. Finish at 12:30 p.m. Buses discharge 3 hours earlier than usual.

## **PLAYGROUND – NOON RECESS**

Our schedule provides for sixty (60) minutes of lunch and free play. Generally children use thirty (30) minutes for eating and thirty (30) minutes for playing. We encourage all boys and girls to be prepared to go outside for play unless precipitation is falling or the wind chill factor is ten (10) degrees or below.

We do not have provisions for supervising children indoors during fair weather. Students who must remain indoors, as stipulated by a physician, will come to the office during play time.

### **TARGET TIME**

Target Time is a positive success-oriented program which uses specific assessment and intervention techniques to assure that students receive an effective instructional program in the regular education classroom. Target time is scheduled 30 minutes per day for both ELA and Math.

## **EDUCATIONAL RECORDS**

The school maintains a record of attendance, achievement, and other test data required to administer the educational program and to guide and assist the student in planning his/her future.

The Upper Perkiomen School District shall permit the parent or eligible student to inspect and review the educational records of the student within a reasonable period of time, but in no case more than thirty days after the request. Parents shall make the request in writing to the building principal who will set up the appointment at a mutually convenient time. A fee may be charged for copies made of educational records.

Directory type information includes the following information related to a student: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, educational agencies or institutions attended by the student, and other similar information.

Directory type information may be disseminated without prior approval by parents of eligible students. Parents are hereby advised of their right to prohibit dissemination of directory information by giving notice to the school district within fifteen days of publication of this notice.

Copies of the district pupil records policy may be obtained from the Upper Perkiomen School District, 2229 E Buck Road, Pennsburg, PA 18073.

## **GOALS OF QUALITY EDUCATION**

The Constitution of the commonwealth of Pennsylvania states, "The General Assembly shall provide for the maintenance and support of a thorough and efficient system of public education to serve the needs of the Commonwealth." This provision mandates a quality education for each child.

Quality education should prepare students to assume responsible adult roles as citizens, family members, workers and lifelong learners, by attending to intellectual and developmental needs.

Quality public education, in conjunction with families and other community institutions, should evaluate all children to the highest level of academic achievement. Quality instruction is central to quality education, but quality education cannot be fully realized without the involvement of family and community.

Quality education impresses upon each student and parent the need to continue learning throughout life and provides each student with consistent opportunities to develop the following common core goals. The common core goals include:

1. **Self-Worth** – Quality education should help students develop capabilities, talents, and self-understanding and a feeling of self-worth and acknowledge students for effort and achievement.
2. **Information and thinking skills** – Quality education should help students develop the skills necessary to locate and manage information, solve problems and make decisions, including the processes of analysis, synthesis, creativity, and evaluation.
3. **Learning independently and collaboratively** – Quality education should encourage students to become independent life-long learners and to collaborate with others in developing knowledge, skills and new ideas.
4. **Adaptability to change** – Quality education should prepare students to grow and develop in a world in which change is normal and constant.
5. **Ethical judgment** – Quality education should teach students the importance of making ethical judgments for the common good.
6. **Honesty, Responsibility, and Tolerance** - Quality education should convey to students the need for honesty, integrity, individual responsibility and tolerance

Quality education provides instruction throughout the curriculum so that each student may achieve the following academic goals:

1. **Communications** – Each student shall become proficient in reading, composition, listening, speech, understanding, interpreting, analyzing and synthesizing information.
2. **Mathematics** - Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems and to create new ways of understanding information.
3. **Science and Technology** – Each student shall become proficient in applying the processes of analysis, synthesis and evaluation to the solution challenging scientific problems and in the application and understanding of technology in society.
4. **Environment and Ecology** – Each student shall understand the environment and the student’s ecological relationship with it in order to recognize the importance of quality of life in a healthy and balanced environment.
5. **Citizenship** – Each student shall understand local, state, and United States history, geography, systems of government and economics and their relationship to the history, geography, systems of government and economics of other countries in the world and shall acquire and have opportunities to practice, in the school and in the community, the skills necessary for active participation in civil life.
6. **Arts and Humanities** – Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.
7. **Career Education and Work** – Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing, member of society and the understanding the lifelong learning is necessary to maintain those behaviors, skills and attitudes.
8. **Wellness and Fitness** – Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.
9. **Home Economics** – Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

# GRADING GUIDELINES

We recognize that some variation in grading practices among grade levels is appropriate but believe that the primary purpose of grading is to measure and communicate student achievement to students, parents and teachers. We believe that grading should be criterion-referenced, or based on content-specific learning goals, and not norm-referenced, or based on comparisons to other students' achievement.

## Primary Grades K-2:

The purpose of grading is to monitor and communicate student academic achievement and social growth. Grading provides a means of communication to parents, students, and teacher support staff. This also allows teachers to diagnose strengths and areas of need to provide remediation/and/or enrichment as needed across the curriculum.

## Upper Elementary 3-5:

The purpose of grading is to communicate the progress a student achieves toward mastery of grade specific curricular objectives to parents, students and other professional. See website for K-12 Grading Guidelines.

## Assessments Used to Determine Student Progress

Each grade level and classroom has assessments to determine growth and grades for the language arts curriculum. In addition to classroom assessments, each child is monitored to ensure that his/her reading and writing skills are growing.

## Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

These one minute assessments target individual pre-reading and reading skills. The assessments are done one-to-one with each child in September, January, and May. The child's score is compared to a benchmark score determined through research done on thousands of children. More information can be found at: <https://dibels.uoregon.edu/>. If a child is found to be in need of extra practice in a skill, the child's progress is monitored every two weeks or every month to ensure progress.

Grade	September	January	May
K	FSF, LNF	FSF, LNF, PSF, NWF	LNF, PSF, NWF
1	LNF, PSF, NWF	NWF, ORF	NWF, ORF
3	DAZE	DAZE	DAZE

First Sound Fluency (FSF) = The child's ability to determine the beginning sounds in the spoken word.

Letter Naming Fluency (LNF) = The child's ability to recognize letters of the alphabet.

Phoneme Segmentation Fluency (PSF) = The child's ability to separate a word into individual sounds.

Nonsense Word Fluency (NWF) = The child's ability to use letter sounds to "read" two or three letter make-believe words.

Oral Reading Fluency (ORF) = The child's ability to read a grade level passage accurately.

DAZE = a comprehension measure

### **Fountas & Pinnell Benchmark Assessment**

Each child's reading level is determine in September, January, and May of each year to measure growth. The child reads a leveled book aloud, retells the story, and answers comprehension questions orally. This assessment is given one-to-one with the child. Reading level is determined by the accuracy of reading and the ability to answer the comprehension questions. For more specific information on reading levels, click on the "*Characteristics of Fountas & Pinnell Levels*" link on this webpage.

<b><u>F&amp;P Level</u></b>	<b><u>Grade Equivalent</u></b>
BC	Mid K
D	Kindergarten/Beginning 1
DE	Early 1
F-I	Mid 1
J	Late 1
JK	Early 2
L	Mid 2
M	Late 2
MN	Early 3
OP	Late 3
QRS	4
TUV	5

### **Documented Observation**

This is an assessment of oral reading, comprehension, and writing given at the end of each year to help determine need for reading intervention. Each child in grades 1-5 reads a story aloud to his/her teachers, answers comprehension questions, and writes a personal narrative.

## **SCHOOL PROGRESS REPORTING**

Parent conferences will be scheduled in all grades during the school year. Please feel free to request additional conferences if and when a need arises by calling the office of the school.

Our intent is to keep you abreast of your child's development academically, socially, emotionally and physically.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for pupils unable to attend school in accordance with the rules and regulations of the Pennsylvania Department of Education. Please contact the building principal about this service.

## **PUPIL RECORD AND STANDARDIZED TESTING**

In accordance with the recommendation of the Superintendent of Schools and the professional staff of the Upper Perkiomen School District, the Board of School Directors has approved a district wide testing program designed to provide information concerning the proficiency of all students in the district on standardized tests of academic achievement.

The results of these tests provide a continuing record of each student's academic progress in comparison with national norms. They are also an invaluable aid to the student, parent, teacher, and counselor in making future educational decisions.

The following tests will be given during the school year:

### **Pennsylvania State System of Assessment – Spring**

ELA & Math – Grades 3, 4, 5, 6, 7, 8

Science – Grades 4, 8

The scores on these tests will be checked carefully

The scores from the Pennsylvania State System Assessment will be returned to the district as group and individual scores. Individual scores will be part of the individual student's permanent records.

No individual or agency outside of the school system will be permitted to inspect a student's file without written parental permission. Should a parent wish to examine their student's record, they may do so by making an appointment at the principal's office.

# PUPIL VISITATION

Only enrolled pupils are permitted to attend classes. Requests from non-residents will be denied.

## PHYSICAL EDUCATION DEPARTMENT

We need your help to make sure our Physical Education classes have a healthy and safe environment. **Please** make sure your child is properly prepared to participate in Physical Education Class.

1. To be properly prepared, your child will need the following:
  - A. **Sneakers** (Parents, please use common sense when purchasing sneakers for your child. Please make sure the sneakers were intended for use on a gym floor for physical activity, running, jumping, etc.)  
Shoelaces or Velcro straps are encouraged  
No black-soled sneakers, hiking sneakers that leave marks on the floor.  
No slip-on sneakers (unless they fit tight that they won't come off when kicking and/or running)  
No "fashion" sneakers (high heels, platforms, sandals, clogs etc.)  
No roller sneakers (Heelies)
  - B. **Socks**  
Thick athletic sweat socks preferred
  - C. **Comfortable Clothing**  
T-shirts, sweatshirts, etc.  
Shorts, sweat pants, etc.  
(All girls wearing skirts or dresses should wear shorts underneath)
2. **In Case of Injuries and/or Illnesses**  
If your child needs to be excused from gym class due to injury or illness, we require the following written notes:
  - A. **One missed class** - A note written and signed by you, the parent.
  - B. **Two or more missed classes** - A note written and signed by a doctor!

## HOMEWORK

The type and duration of homework will vary according to the grade level and the program of studies. Generally, the length and nature of assignments changes as the child matures.

Grade 1 & 2 – 30 minutes per night  
Grade 3, 4 & 5 – 45 minutes per night

Please contact your child's teacher for suggestions on how to assist your child with homework assignments.

## HEALTH PROCEDURES

A child should feel well, act alert, and be free of any physical defects in order to achieve his/her maximum potential.

The Upper Perkiomen Elementary Schools strive to assist each child in accomplishing this goal through the efforts of school personnel in examining and recommending further attention. Your cooperation in follow-up measures is extremely important.

The Commonwealth requires that students have physical and dental examinations in kindergarten or first grade, the initial entry into elementary school. Parents are encouraged to have private physicians complete the examinations. Forms are available from each elementary nurse/office. If not completed by a private physician, the school doctor or dentist will complete the screening during the school year. Dental examinations are also required for third grade students.

Pennsylvania State Law mandates specific physical and dental testing for students in certain grades within each school district. We are listing some of the routine tests which must be carried out during the school year.

HEARING TESTS - grades K, 1, 2, 3, 7, 11, special classes and all other children who are newly enrolled in the district or who have had a history of a hearing problem.

VISION TESTS - all students annually.

Should a defect or problem be noted in either hearing or vision testing, a notice will be sent home. This form is to be completed and returned to the school nurse.

HEIGHTS, WEIGHTS AND BODY MASS INDEX - recorded on all pupils at least once during the school year.

DENTAL EXAMINATIONS - required upon original entry (kindergarten or first grade), third and seventh grades. Parents are urged to have these examinations done by their family dentist because they will have a better knowledge of past history of the child and are in the best position to recommend immediate steps for any needed remedial care. Examinations done by family dentist within the year prior to the opening of the school term can be recorded as the exam for that year. When the

examination is not done privately, a dental screening will be done by the school dentist and you will be informed if your child needs dental care.

PHYSICAL EXAMINATIONS - required upon original entry (kindergarten or first grade), sixth and eleventh grades. Examinations done by family physicians within the year prior to the opening of school and recorded on a State form provided by the school are accepted for the required examination.

SCOLIOSIS SCREENING - (a check for curvature of the spine) done on all students in grades sixth and seventh.

We appreciate your cooperation in helping us carry out our health program in regard to procedures which are required by Pennsylvania State Law.

Unless we hear otherwise, we shall include your child in all of the above routine procedures. If you have any objections or any specific questions, please call Marlborough School.

#### **UPPER PERKIOMEN SCHOOL DISTRICT**

**Parents who wish to give school personnel permission to administer any medication (prescription and over-the-counter) to their children, must provide a dated prescription form, signed by a qualified physician, stating dosage of medication and time schedule. Medication must be supplied in the original pharmacy container and transported to and from the school by an adult.**

**PLEASE NOTE THAT NO MEDICATIONS (THIS INCLUDES OVER-THE-COUNTER) WILL BE GIVEN TO STUDENTS WITHOUT A DOCTOR'S ORDER. STUDENTS ARE NOT PERMITTED TO ADMINISTER THEIR OWN MEDICATION.**

We **strongly urge** that you work with your physician to develop a dosage schedule where all medication is administered at home. A student needing medication (prescription or non-prescription) during the school day **must** submit a doctor's note detailing the administration process of the medication and have signed parental permission to medicate on the emergency card. This includes eye and ear drops.

Guidelines have been established for the following:

**Head Lice** – A student suspected of having head lice will be checked by the school nurse. If lice are found. The parents of students found with head lice will be requested to pick the student(s) up at the school. After proper shampooing and removal of all nits, the student may return to school. However, the student must be checked by a school nurse prior to the return.

**Chicken Pox** – A student suspected of having chicken pox will be checked by the school nurse. The parent of the student will be requested to pick up the student at the school. The student must be checked by a school nurse prior to their return.

**Pink eye** – A student suspected of having pink eye will be checked by the school nurse. The parent of this student will be requested to pick up the student at the school. The student may return after there is no weeping from the corner of the eye or crusting on the lashes. The estimated length of absence will be approximately one day, providing proper medical care is received.

## **SCHOOL VISITS**

Parents are welcome to visit our schools. Arrangements should be made with the principal or guidance counselor prior to all visitations. Upon arrival at school, visitors **MUST** stop at the office prior to going to any classroom.

## **FIELD TRIPS**

Field trips are an important part of the school curriculum. They provide first hand experiences with areas being studied in the classroom.

All trips are carefully planned with consideration given to distance and safety. Permission slips are required from the parent prior to your child making the trip. When children travel within the district to other schools within the district (5<sup>th</sup> Grade Square Dance, Chorus Practice, Band Practice, Middle School Orientation, etc.) a permission slip will not be required.

## **HOW TO HELP YOUR CHILD'S PROGRESS**

The home and school must cooperate in order to insure the best education possible for each child. The following suggestions may assist you at home:

1. A proper diet is essential if maximum effort is to be achieved. Make sure he/she has a wholesome breakfast and lunch.
2. Proper rest is as important as a proper diet. See that he/she gets the rest needed for his/her age – generally ten hours minimum for the elementary school child.
3. Your child should have a place of his/her own for studying so that he/she is not distracted by outside sources. A scheduled time for homework, when required, will help to develop good study habits.
4. Have a ready ear for listening. Children usually like to talk about their activities. It is very important that they have someone to talk to when they so desire.
5. Please remember that children develop attitudes based upon experiences with other people. The attitude toward school which you display will play a vital role in the development of your child's attitude.
6. Do not hesitate in contacting the teacher or administrator if anything arises which concerns your child!

## **GENERAL CONDUCT**

The Upper Perkiomen School District has the authority to make reasonable and necessary rules governing the conduct of students in its schools. Section 1317 of the School Code dictates "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."

## General Conduct (cont'd)

In developing our guidelines we have attempted to:

- preserve the best environment for instruction.
- respond to disruptive influence with corrective measures in a firm and consistent manner while attempting to correct the problem
- remove, as a last resort, disruptions from the environment to allow the majority of the students to pursue their educational goals.

## BUS RULES AND REGULATIONS

### AT THE BUS STOP

1. Students are required to be at the designated/assigned bus stop 5 minutes prior to pick-up.
2. Students are to respect the property rights of others by waiting at the assigned bus stop without damaging or trespassing on private property.
3. Students are to stay off the road at all times.
4. Students are to wait for the bus to come to a complete stop before attempting to board.
5. Students are to conduct themselves in a safe and orderly manner while waiting for the bus and while boarding the bus.
6. Kindergarten students will only be dropped off if there is a parent or designated adult as provided on the Kindergarten Transportation contact form.

### ON THE BUS

The bus driver is in complete charge of the bus and all passengers. The driver has the authority to take disciplinary action as deemed necessary to correct students' actions.

1. Students are to be courteous to all persons riding the bus. Drivers are to be addressed with respect at all times.
2. Students are to assist in keeping the school bus safe, sanitary and litter-free at all times. The following are examples of the types of activities which will not be tolerated on the school bus.
  - a. Throwing items inside the bus or out windows.
  - b. Loud talking, yelling, singing, stamping feet.
  - c. Standing or changing seats.
  - d. Fighting or horseplay, pushing, shoving.
  - e. Vulgar or profane language.
  - f. Littering (paper, garbage, etc.).
  - g. Eating.
  - h. Lighting matches or smoking.
  - i. Taking items which belong to other students.
  - j. any activity which may distract the driver and/or be potentially dangerous.
  - k. **NO LIVE ANIMALS** are permitted on the bus.

## DISCIPLINARY PROCEDURES

1. The driver has the authority to take initial disciplinary action.
2. Any violation of the rules may be reported by the driver to the appropriate principal.
3. The administrator of each school has the authority to determine the disciplinary action. This may include (but not necessarily be limited to) one or more of the following:
  - a. Warning.
  - b. Assigned seat.
  - c. Written assignments.
  - d. Cleaning interior of bus.
  - e. Parent conference.
  - f. Suspension of transportation. The student is not permitted to ride the bus for a period of time.
4. In case of willful damage of the bus, students and parents will be financially responsible for said damage.

## GENERAL COMMENTS

1. All bus loading at school is supervised.
2. All students shall line up and enter in an orderly fashion.
3. Students **will not be permitted to ride any but their assigned bus.**
4. School bus drivers are not permitted to load or discharge pupils at stops other than the stop designated by the School District.
5. Students and parents should be aware that video equipment may be utilized in UPSD vehicles in order to provide for a safer environment.

## CHILD CARE TRANSPORTATION RULES AND REGULATIONS

Alternative bus stop pick-up and drop off locations will be accepted based on the following:

1. Child care request form with parental signature is submitted to the transportation department for approval.
2. Requested alternative stop location is a current/established bus stop.
3. Two pick-up and drop off locations may be assigned on a consistent basis. The schedule must remain the same week to week.
4. The child care provider must fall within the boundaries of the child's assigned school attendance area.
5. Child care requests need to be submitted by mid August. Changes need to be in place 14 days prior to the first day of school. Additional changes will not be reviewed until 14 days after the opening of school.
6. A pass to ride an alternative bus will no longer be issued.

Any additional questions or concerns should be addressed to the Director of Transportation

## **SPECIAL SERVICES**

Our school district employs three full time guidance counselors and district psychologists for the elementary students. Please call the school if you want to speak with any of these specialists.

## **SMOKING POLICY**

Tobacco use is prohibited in school buildings and school buses, and on school property owned by, leased by, or under the control of the school district.

The definition of “smoking” includes the lighting of a cigar or pipe, and the use of tobacco also includes the use of smokeless tobacco in any form.

The board of school directors shall notify employees, students, and parents of the policies developed by publishing the information in student handbooks, parent newsletters, and on posters or other sufficient means.

The Superintendent shall hold principals responsible for effectively implementing this policy in all schools in the district.

In addition, principals shall give high priority to instructional programs and counseling which will discourage students from the use of tobacco.

## **EXCUSAL – RELIGIOUS BELIEFS**

The classroom teacher shall excuse a pupil from instruction when the planned course content conflicts with the religious beliefs or moral principles of the pupil or parent/guardian of the pupil, and when excusal is requested in writing by the parent/guardian. Instructional planned courses used in conjunction with the instruction are available to parents/guardians during normal school hours or at teacher-parent conferences.

The student will be excused for one period upon verbal request to the teacher, until a written parent/guardian request is received.

Equivalent or substitute curriculum materials, assignments and tests shall be made available to the student by the teacher. Said materials shall be used to meet class requirements.

## **PUPIL'S RIGHT TO REFUSAL ANIMAL DISSECTION**

On July 9, 1992, Governor Robert P. Casey signed into law Act Number 1992-88, an act amending the Public School Code of 1949. Section 15-1523, Title 24, PA Consolidated Statutes, entitles Pupil's Right of Refusal; Animal Dissection, gives all students in public or non-public schools, from kindergarten through grade twelve, the right to "refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their course instruction."

The amendment also states that "schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an educational project involving harmful or destructive use of animals and to authorize parents or guardians to assert the right of their children to refuse to participate in those projects. Notice shall be given no less than three (3) weeks prior to the scheduled course exercise which involves animals.

## **STUDENT DISCIPLINARY SYSTEM**

### **Student Rights & Responsibilities**

The Upper Perkiomen Elementary School student discipline system reflects the amended regulations to the Pennsylvania School Code concerning student responsibilities. The following responsibilities were adopted February 1984 under Chapter 12 – Student Rights and Responsibilities, and are applicable to all school students in the Commonwealth of Pennsylvania.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students.

It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. 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 health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with commonwealth 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 proscribed by the commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

## **Student Rights & Responsibilities (cont'd)**

Discipline is necessary in school but the only really satisfactory form of discipline will emerge through building of a positive group or morale. Mutual cooperation, good manners, and correct conduct are expressions of a high personal and group morale. Therefore, no phase of the teacher's work is more important and requires more alertness, tact, and good judgment than the building of a high morale. Building good school morale and discipline requires constant vigilance on the part of the teacher to instill the right opportunities for building good citizenship in the classroom, corridor, cafeteria, and playground. "Teacher respect" will be the paramount goal to establishing good classroom and school discipline.

**Level 1** – Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

### **Infractions**

1. Littering
2. Neglecting to return required forms.
3. Tardiness to school or class.
4. Failure to be prepared with class materials and supplies.
5. Non-defiant failure to complete assignments, carry out teacher directions, or adequately prepare for class.
6. Abuse of hall, locker, or lavatory privileges.
7. Careless or unauthorized use of school property or facilities.
8. Disruptive behavior in school or on the school bus.
9. Immodest or indecent dress.
10. Cheating or lying.

### **Types of Disciplinary Responses**

- A. Verbal reprimand.
- B. Seat change.
- C. Behavioral contract.
- D. Strict Supervised study.
- E. Restriction of privileges.
- F. Time out.
- G. Counseling.
- H. Parental contact.
- I. Clean up after school and/or payment of damage.
- J. Written explanation or apology.

**Level II** – In this level are misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education. Some of these infractions may be the result of a continuation of misbehaviors which remain unmodified by disciplinary action under Level 1. Because of their frequency or seriousness the principal assumes the major responsibility for the initiation of corrective action.

## **Student Rights & Responsibilities (cont'd)**

### **Infractions**

1. Unmodified Level I misbehavior.
2. "Cutting" scheduled periods.
3. Continual harassment of other students.
4. Chronic misbehavior on school bus.
5. Petty theft or gambling.
6. Use of profanity or obscenity.
7. Possession or distribution of pornographic materials.
8. Leaving school without permission.
9. Truancy.
10. Forgery.

### **Types of Disciplinary Responses**

- A. Continuation of the more stringent Level I options.
- B. Sustaining counseling.
- C. Parental conference.
- D. Temporary withdrawal of certain privileges or participation in school activities.
- E. Temporary removal from class.
- F. Suspension of bus privileges.
- G. In-school suspension.

**Level III** – These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases, law enforcement officials may have to be contacted or notified.

### **Infractions**

1. Continuation of Level II behaviors
2. Chronic truancy.
3. Possession of cigarettes or smoking on school property or on the school bus.
4. Stealing.
5. Physically threatening other students.
6. Fighting.
7. Vandalism.
8. Possessing, using, or being under the influence of unauthorized substances (drugs, alcohol) on school property or during school sponsored activities.
9. Serious acts of defiance or threatening a teacher or a supporting staff member.

## **Types of Disciplinary Responses**

- A. Continuation of appropriate Level II options
- B. Full withdrawal of participation in school activities.
- C. Restitution of damages.
- D. Referral to outside agency.
- E. Temporary out-of-school suspension.\*

**Level IV** – Represented in this level are acts which are clearly criminal. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action which calls for the immediate removal of the student from school and the intervention of police.

### **Infractions**

- 1. Unmodified Level III misbehavior.
- 2. Possession and/or sale of stolen property.
- 3. Extortions of other students
- 4. Indecent exposure.
- 5. Tampering with the fire alarm; pulling false alarm.
- 6. Major vandalism.
- 7. Grand theft.
- 8. Possession and/or use of firecrackers or explosives.
- 9. Arson.
- 10. Providing, selling, and use of illegal chemical substances and/or alcohol on school property or school sponsored activities.
- 11. Bomb threat.
- 12. Assault and battery.
- 13. Possession, use or transfer of lethal weapons on school property or during school sponsored activities.

## **Types of Disciplinary Responses**

- A. Full restitution of damages.
- B. Full suspension\*
- C. Alternative schools
- D. Expulsion

### **\*Suspensions**

The minimum procedural requirements for suspensions are:

- A. The student informed orally of the reasons for the suspension and is given a chance to respond.
- B. The parents or guardians and the Superintendent of the district are notified immediately in writing.
- C. Sufficient notice of the time and place of the informal hearing must be given.

- D. There is a right to question any witnesses present at the hearing.
- E. There is a right of the student to speak and produce witnesses on his or her own behalf.
- F. The district must offer to hold the informal hearing within the first five days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district. Also, students on in-school suspension must receive some type of instruction.

## **DANGEROUS WEAPONS IN THE SCHOOLS**

It is unlawful for a student to have in his/her possession any knife cutting instrument, cutting tool, firearm or other implement capable of inflicting bodily injury while on school grounds, in a school building, or using school transportation.

The school administrator will verify the offense, confer with the staff involved and meet with the student. Parents are to be notified and the student is to be immediately removed from the school environment. School officials will contact the local police authorities and assist in prosecuting the offender. A complete report will be submitted to the superintendent for board information and action if needed.

Disciplinary action may range from a warning and confiscation of the weapon to suspension to expulsion. The building principal shall be responsible for instructing students on the dangers of all weapons and look-alike weapons.

The building principal will also relate the weapons policy to the school discipline policy, as well as its procedures and penalties.

# ACCEPTABLE USE OF THE UPSD-NET BY STUDENTS

## A. POLICY

- Students will have access to the resources of the UPSD-Net and the internet so long as they comply with rules and restrictions established.
- Students will complete the designated UPSD-Net and Internet training.
- Students will be responsible for their own behavior when using District computer networks.
- Students, parents, and employees of the District are jointly responsible for ensuring the education value of the information and resources which are both accessed and published via the network.

## B. RESTRICTIONS

The UPSD-Net shall not be used:

1. for the posting or distribution of information that....
  - a. is harmful or prejudicial to students;
  - b. fosters disruptiveness among the students so as to interfere with the learning environment of the district;
  - c. threatens immediate harm to the welfare of the school community or any individual;
  - d. discriminates against any segment of the student body or interferes with another's individual rights;
  - e. encourages and abets unlawful activity;
  - f. violates the separation of church and state.
2. for illegal activity, including the violation of copyright laws;
3. to access or obtain pornographic materials;
4. to send material that has been determined to be offensive or objectionable;
5. to intentionally alter or cause damage to hardware, software or data
6. to gain or attempt to gain access to restricted material or systems;
7. for gambling.

## C. DISCLAIMERS

1. Although students are primarily responsible for the use of the UPSD-Net in accordance with the above restrictions, the District reserves the right to utilize any available technology which is deemed necessary to block out or restrict access to the UPSD-Net in order to prevent use in a manner which is prohibited.
2. The staff, the school and the District are not responsible for any damage incurred, including but not limited to the loss of data stored in the UPSD-Net, or the loss of personal property used to access the UPSD-Net.

3. The District will not be responsible for unauthorized financial obligations incurred throughout the use of the UPSD-Net.
4. Network security is designed to allow access to certain areas only by designated users; however, the network administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.
5. Users should not expect that files stored on District resources will be private.
6. The District will not be responsible for the accuracy, nature or quality of information stored on the UPSD-Net or gathered through internet access.

## **D. SANCTIONS**

A student's failure to abide by these rules and regulations of this policy will subject the student to the usual disciplinary procedures.



