

UPPER PERKIOMEN HIGH SCHOOL

Pursuing personal and academic excellence

THE INDIAN GUIDE Student Handbook 2019-2020

**UPPER PERKIOMEN HIGH SCHOOL
2 WALT ROAD
PENNSBURG, PENNSYLVANIA 18073
(215) 679-5935
FAX (215) 679-0911**

**Dr. Robert Carpenter
Principal**

**Mr. Todd C. Amsler
Assistant Principal**

**Mr. Josh Miller
Assistant Principal**

Welcome Back!

Welcome to a new school year at Upper Perkiomen High School! On behalf of the entire staff and faculty, we would like to welcome students and parents to Upper Perkiomen High School for the 2019-2020 school year.

We provide this handbook so you know the fundamental procedures and rules of the school. This handbook is a convenient and valuable reference in which to keep daily and long term assignments. Students and parents are requested to review the handbook in order to understand the rules, regulations, and guidelines for the upcoming school year. We believe that students do better when they know what is expected of them and understand how to organize, study, and make good use of their time. Hopefully, this planner will make your school year more successful.

Here at Upper Perkiomen High School, we have an excellent tradition of student scholarship and citizenship. This occurs because student initiative and responsibility, along with a knowledgeable, caring staff, supportive parents and community make our high school a place where academic, athletic, and co-curricular opportunities are made possible for every student. We find that students experience success at UPHS when they are committed to school, maintain good attendance, prepare for class, and participate in extra-curricular activities.

Please join us in creating a very rewarding and productive educational experience for each student who attends our school. We wish you a successful year and challenge you to become active learners, responsible citizens, and creative thinkers.

We sincerely hope that you will take every advantage of this school year and the opportunities available to make your high school years here both meaningful and enjoyable. HAVE A GREAT YEAR!

Dr. Robert Carpenter
Principal

Mr. Todd C. Amsler
Assistant Principal

Mr. Josh Miller
Assistant Principal

UPPER PERKIOMEN HIGH SCHOOL HANDBOOK

Table of Contents

Activities Program	pg. 10
Administrative Organization (District)	pg. 6
Administrative Organization (Senior High w/ phone ext.)	pg. 8
Assistance Core Team	pg. 11
Athletic Program	pg. 12
Attendance Policy and Procedures	pg. 22
Bell Schedule	pg. 5
Board of Directors	pg. 6
Book Bags	pg. 25
Bus Regulations	pg. 26
Class Excusals	pg. 27
Acceptable Use & Technology	pg. 28
Drug & Alcohol Policy	pg. 33
Course Drop/Add Policy	pg. 36
Dance Policy	pg. 37
Homeless Students	pg.37
Discipline Code	pg. 38
Discipline Offenses	pg. 40
Disorderly Conduct Policy	pg. 48
Dress Policy	pg. 48
Driving Regulations	pg. 50
Grading System	pg. 64
Graduation Requirements	pg. 51
Guidance Services	pg. 52
Harassment Procedure	pg. 56
Hazing/Bullying	pg. 53
Health Procedures	pg. 57
Health Services	pg. 61
High School Information	pg. 7
Homework Policy	pg. 62
Honor Roll	pg. 63
Insurance	pg. 68
Library Services	pg. 69
Lockers (Student)	pg.71
National Honor Society	pg. 71
Outstanding Obligations	pg.72
Parking Regulations	pg. 50

Physical Education Information	pg. 72
Rank in Class	pg. 73
School Closings	pg. 74
Student Educational Records Policy	pg.74
Student Rights and Responsibilities	pg. 75
Transportation Policy	pg. 75
Visitors	pg. 77
Withdrawal from School	pg. 78
Working Papers	pg. 78

DAILY BELL SCHEDULE

UPHS utilizes a full year A/B block schedule operating on a 6 day cycle. Students will report immediately to Period 1 on a daily basis. The schedule allows for the inclusion of a daily I/E period. The I/E period allows for, but is not limited to, student remediation, enrichment and teacher collaboration.

PERIOD	(1st Lunch) Schedule	(2nd Lunch) Schedule	(3rd Lunch) Schedule
Period 1 (77)	7:40-8:57	7:40-8:57	7:40-8:57
Period 2 (10) Homeroom	9:02-9:12	9:02-9:12	9:02-9:12
Period 3 (77)	9:17-10:34	9:17-10:34	9:17-10:34
Period 4 (40) I/E	10:39-11:19	10:39-11:19	10:39-11:19
Period 5 (79)	11:24-11:54 (lunch) 11:54-1:13	11:24-12:05 12:05-12:35 (lunch) 12:35-1:13	11:24-12:43 12:43-1:13 (lunch)
Period 6 (77)	1:18-2:35	1:18-2:35	1:18-2:35

Class periods are 77 minutes long with a 5 minute passing time between classes. Period 5 is 79 minutes long with a 30 minute lunch period.

UPPER PERKIOMEN SCHOOL DISTRICT

BOARD OF DIRECTORS

Dr. Kerry A. Drake - President

Mike Elliott - Vice President

Steven Cunningham - Treasurer

Melanie Cunningham Dr. John L. Farris

Joan T. Smith Judith S. Maginnis

James Glackin Raeann B. Hofkin

SUPERINTENDENT

Dr. Allyn Roche

Assistant Superintendent

Dr. Andrea Farina

Business Administrator

Mrs. Sandra Kassel

SCHOOL DISTRICT DIRECTORY

Superintendent	Dr. Allyn Roche	679-7961
Assistant Superintendent	Dr. Andrea Farina	679-7961
Business Administrator	Sandra Kassel	679-7961
Asst. Director Special Education	Christine McCloskey	679-7961
Director of Athletics	Robert Kurzweg III	679-5935
Director of Food Services	Paula Germinario	679-7961
Transportation Contact	Sandra Kassel	679-7961
Director of Facilities & Operations	Douglas Kenwood	679-7961
UPHS Principal	Dr. Robert Carpenter	679-5935
UPHS Assistant Principal	Josh Miller	679-5935
UPHS Assistant Principal	Todd C Amsler	679-5935
UPHS High School Nurse	Regina Lundquist	679-5935
UPHS Secondary Counselors	Angela Traub (A - G)	679-5935
	John Gunning (H – N)	679-5935
	Leanne LeGendre (O - Z)	679-5935
	Kimberly Kelly	679-5935
UPMS Principal	Christine Siegfried	
UPMS Assistant Principal	Brian Callan	
4&5 Center Principal	Arthur Vigilante	679-6288
Hereford Principal	Maureen Zavadel	679-4151
Marlborough Principal	Allison Stephens	541-7299

HIGH SCHOOL INFORMATION

SCHOOL MISSION STATEMENT

Upper Perkiomen High School focuses on 21st Century Teaching and Learning, and College and Career Readiness, through collaboration and engagement in a personalized learning environment for authentic connections to fully prepare students for a global society.

ALMA MATER

Hail to thee dear Alma Mater,
Colors blue and gold,
We will always stand behind you,
Everywhere we go.
Glory, honor, adoration,
Offer we to thee,
True and loyal to our high school
We will ever be.
Solemnly we stand before thee,
Singing praises clear,
Of thee our dear Alma Mater,
Throughout every year.
When the time comes for our parting,
Sad we all shall be.
We will always love and cherish
All our memories.

SCHOOL COLORS

Navy blue and gold

SCHOOL MOTTO

Student Success: Our Goal

UPPER PERKIOMEN HIGH SCHOOL

PRINCIPAL

Dr. Robert Carpenter

Assistant Principal

Mr. Todd C. Amsler

Assistant Principal

Mr. Josh Miller

Professional Staff 2019-2020

	Phone extension	
Mr. Matt Austin	7058	Science
Ms. Jennifer Bamford	7110	Special Education
Mr. Christopher Bieler	7109	Physical Education
Mrs. Diane Brust	7107	Business
Mrs. Debra Burns	7102	Business
Mr. Michael Calvello	7108	English
Mrs. Alicia Matta	7099	Social Studies
Mrs. Lori Cascioli	7084	Physical Education
Ms. Jennifer Screnci	7106	Social Studies
Mrs. Christa Paul	7103	Science
Ms. Alicia Austin	7101	English
Mr. Ken Eicheldinger	7100	Math
Mrs. Susan Flack	7098	Math
Ms. Rachel Plank	7097	Spanish
Mr. Andrew Graham	7096	Science
Mrs. Monica Griffith	7095	Business
Ms. Ruth Guenther	7094	Math
Mr. John Gunning	7121	Guidance
Mr. Dan Hawthorne	7092	Business
Mrs. Danielle Hawthorne	7091	English
Mrs. Angela Traub	7120	Guidance
Mr. Timothy Herbert	7089	English
Mrs. Laura Hilehoffer	7088	Special Education
Mr. Brian Hansley	7087	English
Mr. Thomas Hontz	7086	Social Studies
Ms. Megan Smolinski	7085	Social Studies
Mr. Chris Willett	7082	Special Education
Mrs. Katherine Perkins	7081	Math
Mr. Kevin Patterson	7080	Spanish
Mr. Ben Kunkle	7078	Math

Mr. Robert LaSalle	7077	Special Education
Mrs. Leanne Legendre	7122	Guidance
Mrs. Regina Lundquist	7125	Nurse
Mr. Vince Leskusky	7076	English
Mr. Christopher Lonergan	7075	Physical Education/Health
Mrs. Amy Lychock	7074	Art
Mrs. Petra Marx-Abend	7111	German
Mrs. Lora Mayer	7073	Art
Mr. Frank Mercon	7071	Physical Education/Health
Mrs. Caren Miller	7069	Math
Mrs. Meredith Wickard	7068	Math
Ms. Tammy Day	7044	Special Education
Ms. Kierstin Hildebrand	7070	Band
Ms. Veronica Neff	7067	Science
Mr. Todd Niemann	7066	Special Education
Mr. Matthew Nomland	7065	Math
Mr. Brian Peoples	7064	Social Studies
Mr. Samuel Alba	7056	Science
Ms. Colby Phillips	7063	Social Studies
Mr. David Thomas	7062	UPTV
Ms. Jennifer Rosch	7059	Science
Ms. Tasha Rushatz	7060	English
Mrs. Rachel Schmeckenbecher	7057	Spanish
Mr. Taylor. Gregory	7072	Science
Mrs. Kathy Stattel	7118	Librarian
Mrs. Nicole Hazelwood	7054	Special Education
Dr. Mark Thomas	7053	Vocal Music
Mrs. Lori Barsh	7052	Social Studies
Ms. Alicia Beer	7051	Physical Education
Mr. Shane Thrush	7050	Special Education
Mr. Michael Tirjan	7049	Science
Mr. Dan Moyer	7048	Technology Education
Mr. John Williamson	7046	Business
Mrs. Tara Purcell	7045	Special Education
Mr. Clayton Mowrer	7105	Math
Mr. Blake Bardman	7090	Technology Education
Mrs. Bethany Smolinsky	7131	French
Ms. Rachel Kollar	7083	Special Education

ACTIVITIES PROGRAM

The school offers a wide range of co-curricular activities available to all students. In many instances, the co-curricular offerings augment the academic program and in some they are supplementary to it. To be eligible, a student must be enrolled in a curriculum defined and approved by the principal as a full-time curriculum.

We are pleased to welcome students to Upper Perkiomen High School's activities program. All students have the privilege to participate in non-academic and co-curricular activities and services. We believe that participation in school activities enhances the social and physical well-being of our students and we strongly support our extra-curricular program.

We believe that consistent attendance for students in co-curricular activities is essential. If a student is absent more than eight (8) days in a semester, he or she may be deemed ineligible. To regain eligibility, the student must be in attendance for a total of thirty (30) school days following his or her eighth day of absence.

A student must pass at least three full credit subjects in the previous grading period to maintain eligibility. A student's eligibility at the beginning of the school year is determined by the student's final credits at the end of the previous year. Eligibility is determined every Friday during the school year. If a student is failing two or more subjects, he or she may not participate in any activities for that week (Sunday to Saturday).

If students are interested in participating in any activity, it is suggested they contact the advisor of the activity. It would also be helpful to listen carefully to the daily announcements for further information about the activities program.

ASSISTANCE CORE TEAM (ACT)

The Assistance Core Team is a program whose purpose is to identify students who are having any academic or behavioral barriers that impede success in school including, but not limited to, drug and/or alcohol abuse or mental health issues. The Assistance Core Team uses an intervention, not a treatment program. Students who are identified are referred to appropriate agencies for help. The team provides the student and his or her family with information and resources to help the student understand and resolve the problem. The Assistance Core Team is comprised of teachers, administrators and counselors. Assistance Core Team members have undergone special training to work with students.

ASSISTANCE CORE TEAM MEMBERS

Todd C. Amsler
John Gunning
Tasha Rushatz
Leanne Legendre
Regina Lundquist

Shane Thrush
Jim McFadden
Angela Traub
Josh Miller

Juvenile Probation
Creative Health Services

HOW DOES A STUDENT COME TO THE ATTENTION OF THE ASSISTANCE CORE TEAM?

An "at risk" student may be referred to the Assistance Core Team in several ways. The student may seek help from the Assistance Core Team. Family, friends, school staff or any concerned person may indicate to the team that a problem may exist. Referral information is available in school. When a student comes to the attention of the Assistance Core Team, the team will gather information to determine the extent of the problem. The team will make a decision regarding an appropriate course of action.

All referrals and other data collected by the Assistance Core Team regarding a student will be kept in strict confidence. All decisions will be made with the student's best interest in mind. Every effort will be made to involve the student's family in the decision making process.

PROGRAM OBJECTIVES

- A. To develop and implement a referral process
- B. To coordinate faculty resources
- C. To make recommendations to students and parents that deal with observed behavior
- D. To develop after care support for identified students
- E. To provide feedback for referral sources
- F. To keep the administration and community informed of our efforts

ATHLETIC PROGRAM

Athletic Program Philosophy

The athletic program, while an important and integral part of the total school program, is a privilege for Upper Perkiomen students. Through voluntary participation the student gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the student must willingly assume these obligations. The role demands that the individual participant make sacrifices not required of others.

As representatives of the Upper Perkiomen School District and its programs, participants are expected to exhibit exemplary behavior in and out of school. Therefore, it is understood that all responsibilities listed in, but not limited to, the Student-Athlete Code will apply at all times and that suspension and/or dismissal from athletics may result from failure to comply with these responsibilities.

Statement of Purpose

The purposes of the athletic program are to:

1. Provide opportunities for physical, mental, and emotional development.
2. Develop special skills in activities of the student's choice.
3. Develop such favorable personality traits as loyalty, cooperation, fair play and enthusiasm.
4. Embed in the participant's self-motivation, self-discipline, and self-setting goals.
5. Teach the ideal of good sportsmanship.
6. Help develop worthy use of leisure time, promote good citizenship, and create additional interests.
7. Provide an arena in which students can cope with problems and handle situations similar to those they will experience as adults.

Code of Ethics

1. Always play the game fairly.
2. Show courtesy for visiting teams and officials.
3. Establish good relationships with visiting teams and players.
4. Achieve a thorough knowledge of the rules of the game.
5. Respect the judgement of the game officials.
6. Recognize the true purposes of the program.
7. Remember that an athletic contest is only a game, not a matter of life or death for player, coach or fan.

Winning---Keeping It All in Perspective

The Upper Perkiomen School District endorses the belief, “athletes first-winning second.” Athletic programs that have these priorities reversed are more likely to break rules, cut corners, or treat athletes in an unacceptable manner. This does not mean that winning is unimportant. Indeed, the immediate goal of any athletic contest is to win, but striving to win the right way is more important than actually winning. We ask that our parents and athletes support this attitude as well.

Requirements for Sports Participation

Each athlete must complete the following requirements prior to athletic participation:

1. Submit a completed/signed “PIAA Pre-Participation Physical Evaluation”.
2. Submit a completed “Medical Emergency Information” card.

Athletes may have the medical exam performed either by the school physician or by a private physician. The physicals performed by the school physician will be prior to each season for a small fee. However, the Upper Perkiomen School District will not cover the cost of any private physical. School sponsored physical dates and times will be advertised and the required paperwork will be made available prior to each sports season.

Interscholastic Athletic Opportunities

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Football	Girls'/Boys' Basketball	Baseball
Field Hockey	Girls'/Boys' Swimming	Softball
Girls' Tennis	Cheerleading/Competitive Spirit	Girls' Lacrosse
Girls'/Boys' Soccer	Wrestling	Boys' Tennis
Girls'/Boys' Cross Country		Girls'/Boys' Track & Field
Girls'/Boys' Water Polo		
Golf		
Cheerleading/Competitive Spirit		

Summer Preseason Practices (High School)

PIAA designates the “3rd Monday before Labor Day” as the first day of practice for fall sports teams. (*Football heat acclimation will begin one week prior to the official start date.*) This ensures that teams will have had approximately 3 weeks of practice prior to their first game. Athletes interested in participating in a fall sport should expect to begin practice in mid-August. Wherever possible, summer vacations should be scheduled prior to the “3rd Monday before Labor Day.” Athletes who miss summer preseason practices/tryouts must contact the head coach prior to the absence and be willing to assume the consequences related to their status on that squad.

Sunday Practices and Contests

The PIAA requires a team have one day off during a calendar week, from Sunday through the following Saturday. Under certain circumstances, a team may practice on a Sunday after 12:00pm (noon). If a practice is scheduled on a Sunday, the team will have at least one day off during the week, from Monday through Saturday.

Vacations

Vacations by athletic team members during a sport season are discouraged. In the event of an unavoidable absence due to a vacation, the athlete must contact the head coach prior to the vacation and be willing to assume the consequences related to their status on that squad as a starter.

Joining a Team After the Season Starts

Any athlete who comes out for a team during the season must have five (5) days of practice before they can compete in a scrimmage/contest. This is to ensure the general health and well-being of the student and

allow the athletic department time to validate his/her eligibility. The five days of practice mirrors PIAA's rule of teams practicing five days before they compete in their first scrimmage.

Student Insurance

1. The school district does not carry primary insurance to cover student athletic injuries.
2. Athletes must either purchase insurance through the school or verify that they are covered by a family insurance plan prior to athletic participation.

Sport Specific Team Rules

Team members are required to obey any sport specific team policies developed by the coaching staff. Such policies must be consistent with District policies. In addition, team rules will be approved by the athletic director & distributed to all team members at the start of the season.

Attendance

1. Student-athletes are expected to attend all classes on the day of a contest and the next school day following the contest. Habitual or unexcused absence before or after a contest may result in suspension from the team.
2. If a student is absent from school for the entire day, the student may not practice or participate in athletics that day.
3. If a student is sent home by the school nurse before the end of the day due to illness (and does not return), the student may not practice or participate in athletics that day.
4. If a student leaves early for any reason and does not return by the end of the day, he/she may not practice or participate in athletics that day. To be eligible to practice or participate in athletics that day, the student must return with a school sanctioned excuse and the absence

- must be exempt as defined in the *“Upper Perkiomen Student Handbook.”*
5. All in-season athletes must be in school by 11:00am on the day of a practice or contest.
 6. In-season athletes arriving after 11:00am will only be allowed to participate in a practice or a contest with an exempt excuse, which is explained in the *“Upper Perkiomen Student Handbook.”*
 7. No student shall practice or participate in athletics during any period of suspension.
 8. Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.
 9. Any exception to the attendance rules must have prior approval of the athletic director or principal.

Sportsmanship

Integrity, fairness, and respect are lifetime values taught through athletics. Student-athletes at Upper Perkiomen are expected to display these principles of good sportsmanship at all times by observing the following guidelines:

1. Accept your visibility and understand the seriousness of your responsibility and the privilege of representing your school and your community. Never behave in a manner that reflects poorly on your school district.
2. Learn the rules of your school and your sports and discuss them with parents, fans, and fellow students.
3. Cooperate with coaches, officials, and fellow players to conduct a fair contest.
4. Always respect the official's judgment and interpretation of the rules. Never argue or make nonverbal gestures that indicate disagreement.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Demonstrate self-control at all times.
7. Refrain from using profanity at all times.
8. Treat others with respect and dignity.
9. Shake hands with opponents prior to the contest and wish them luck.
10. Try your utmost to win within the rules.
11. Acknowledge your opponents with a handshake after the game.
12. Encourage your friends to treat opposing players the way that you would want to be treated by the opposing school's fans.

Students who display unsportsmanlike conduct toward an opponent, official, coach, guest or district personnel may be temporarily suspended from their current athletic team, dismissed from the current athletic team with loss of all awards earned during the current season, or removed from all further athletic programs for up to one year.

Quitting a Team

An athlete may not quit one sport and participate in another sport after the season has begun without the mutual consent of both coaches. An athlete may not quit one sport and begin organized pre-season preparation for the next season's sport without the mutual consent of both coaches.

Athletic Uniforms & Equipment

1. Student-athletes must secure all valuables in their locker during athletic events. If possible, valuables should be left at home. The District cannot be responsible for lost or stolen articles.
2. Equipment/uniforms are issued to athletes on a loan basis.
3. Coaches will set a date for returning equipment within two weeks of the end of the season.
4. Announcements will be made in the school bulletin publicizing the collection date.
5. If any items are not returned, the following actions will be taken:
 - a. The student will receive a notice that he/she has an athletic obligation.
 - b. The student will not be permitted to begin any future athletic season until the obligation is taken care of.
 - c. The student's parents/guardians will receive an obligation notice.

Appropriate Dress and Personal Grooming

Students participating in athletic activities are expected to exhibit habits of dress and personal grooming representative of an Upper Perkiomen team. Appropriate and reasonable standards will be established by the coach of each team and communicated to all participants of the team. Failure to comply with these standards will disqualify a student from participation until the standards are met.

Assumption of Risk

Participation in interscholastic athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic

participation. Risks vary from sport-to-sport and can occur under direct supervision and with use of proper safety equipment.

Residency

Upper Perkiomen School District and PIAA (Pennsylvania Interscholastic Athletic Association) residency regulations requires that students attend schools designated by their legal residence. Students who reside in the district yet voluntarily choose to attend a private school are not eligible to participate in the interscholastic athletic programs of the Upper Perkiomen School District. Students who reside in the school district and are Home Schooled or attend an approved Cyber School are eligible to participate in the interscholastic athletic programs offered by the district.

Hazing/Bullying

The Upper Perkiomen School District strives to maintain a safe, positive environment for students and staff that is free from hazing/bullying. These activities of any type are inconsistent with educational goals of the District and are prohibited at all times. By definition, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student. In some instances, hazing constitutes a criminal act. Hazing may lead to immediate dismissal from a team.

Social Media Guidelines for Student-Athletes

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).

Similar to comments made in person, the Upper Perkiomen Athletic Department will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm my teammates or coaches; other student-athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect my opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, staling; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation-regardless if the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Varsity Athletics

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student-athletes as judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic athletic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success. Playing time or participation at this level is not guaranteed and is subject to the coaching staff's discretion.

At the highest level of athletic competition in high school athletics, athletes and parents should expect the following concepts to be emphasized

- Developing a high level of proficiency in the physical skills of the sport
- Having the coach's evaluation of an athlete's attitude, skills, and team role determine playing time
- Developing sophisticated strategy, situation analysis, and other mental aspects of the sport
- Specifically defining an individual athlete's role within the team concept
- Fostering maximum commitment to the athletic team
- Understanding and valuing the physical conditioning components of one's sport
- Understanding the importance of individual sacrifice for the good of the team
- Winning within the rules of sportsmanship and fair play.

Junior Varsity Athletics (JV)

At the junior varsity level, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition. Playing time or participation at this level is not guaranteed and is subject to the coaching staff's discretion.

This is a transitional level to varsity athletics, and athletes and parents should expect the following concepts to be emphasized:

- Reinforcing and refining fundamental skills.
- Having the coach's evaluation of an athlete's attitude, skills, and team role determine game time
- Demonstrating sportsmanship and fair play
- Developing more sophisticated athletic strategies
- Specifically defining an individual athlete's role within the team concept
- Refining and reinforcing the concepts of commitment and team play.

- Focusing on physical conditioning and development
- Developing the ambition to achieve at the next level of competition
- Prioritizing skill and character development over winning

Team Selection/Tryouts

It is the philosophy of the Upper Perkiomen Athletic Department to provide opportunities for as many athletes as possible to participate in the programs. However, it may be necessary to limit the number of participants in an effort to offer the most worthwhile experience for everyone involved. If there are too many student-athletes on any given team, no one will receive the individual instruction they need and deserve. Therefore, coaches are permitted to “cut” when necessary. Coaches that intend to hold “tryouts” will:

- a. Discuss their intentions with the Athletic Director prior to tryouts.
- b. Provide a written copy of the selection process, including criteria to all athletes involved.
- c. Maintain accurate records of observation during each practice session.
- d. Provide sufficient observation opportunities for each athlete over the duration of tryouts to fairly compare candidates.
- e. Personally inform athletes that have been cut from the team.
- f. Provide an opportunity for “face to face” discussions between players not selected and the coaching staff.
- g. Refrain from posting a list of names of students who have not made the team.
- h. Encourage these athletes not selected to try out for the team again next season.
- i. Provide a list of students that are cut to the Athletic Director as soon as tryouts are concluded.

ATTENDANCE PROCEDURES

Since the material presented within the classroom is an integral part of any course, students are expected to be present daily and to participate actively in class. Please see the Upper Perkiomen School District Personalized Learning Program handbook for details specific to online learning attendance requirements.

Overview

When a student is considered absent they are required to provide a written excuse. An absence is considered unlawful until School District receives a written acceptable excuse as per school district policy. If 3 school days pass after the absence with no excuse (or acceptable excuse as per school district policy); the absence is permanently considered unlawful. School District personnel (principal/teacher in public/private school and private teacher (tutor) are required to report cases of habitual truancy (3 days, or equivalent, of unlawful absences without lawful excuse). If a student is absent 10 consecutive days the School District must drop the child from active membership roll unless: a legal excuse is provided, or the School District is pursuing compulsory attendance prosecution. Up to 10 cumulative lawful absences during a school year are permitted; all absences beyond the 10 day limit require a physician's excuse.

Arrival and Departure

Students should be in their classroom for attendance by 7:40 a.m. prepared with needed materials to start the day. Once on school grounds, students may not leave the school grounds for any reason unless excused by a building administrator. ALL STUDENTS MUST LEAVE THE PREMISES AFTER SCHOOL UNLESS UNDER THE DIRECT SUPERVISION OF A FACULTY MEMBER.

Skateboarding, skating, biking, and loitering after school is not permitted and may result in disciplinary action. If students meet with a teacher after school, participate in athletics, or other school activities, they should take their books, coats, etc. with them so that they can leave school immediately upon conclusion of the activity.

STUDENTS MAY NOT LEAVE SCHOOL GROUNDS AT THE END OF THE DAY AND THEN RETURN. Also, students are NOT

to be on school district property unless given prior permission from an administrator.

Early Dismissal

A student that requires an early dismissal must have a written request from the parent/guardian. The note must include the student's full name, grade, date, time and reason for the early dismissal, a parent's signature, and a telephone number at which the parent can be reached. The note must be given to the Main Office at the beginning of the school day. (Students requesting an early dismissal for a doctor or dentist appointment are to bring a doctor or dentist's note when they return to school from the appointment.) It is the responsibility of the student to contact teachers to make up missed work.

Excused Absences

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absences are personal illness, quarantine, death of an immediate family member or preapproved family trips of an educational nature.

When a student is ill, a parent/guardian may call the office at 215-679-5935 x.7134 and may leave a voicemail message on the machine prior to 9:00 a.m. **The phone call must be followed by a written note that must be turned in within 3 days of the student returning to school.** The note should include the student's full name, grade, reason and date of absence and a parent/guardian signature. The note must be given to the main office at the beginning of the day. Scanned notes may also be faxed to 215-679-0911 or emailed to mzifra@upsd.org

Failure to bring in a written parental/guardian note or doctor's note within 3 school days will result in an unexcused absence and may lead to truancy proceedings. An excused absence is counted as an absence.

All absences are considered unexcused until a parent/guardian or doctor's note is received in the office. A phone call alone does not excuse the absence. Students who fail to attend school without

parent knowledge or confirmation will receive a four hour Saturday detention.

Family Educational Trips

Pursuant to UPSD Board Policy 204, family educational trips should not be scheduled during state mandated testing or when a student will miss class time. If an educational trip must be taken, the following steps must be adhered to: (1) the parent must write a note clearly explaining the purpose of the educational trip and should be submitted to the principal **at least one week prior to the student's absence**; and (2) Once given administrative approval, a "Trip Note" will be issued by the principal.

The student must have all teachers sign indicating that they are aware of the planned educational trip and the "Trip Note" must be returned to the office for use as an absence note. **The student is responsible for all work missed during the trip.**

Lateness

All students must attend school on a regular basis and arrive on time. Students must be in their classrooms for attendance by 7:40 a.m. to be counted as present. Late students are to report directly to the Main Office and must obtain a late pass. A signed note from a parent must accompany the lateness. The only legitimate excuses for being late to school are medical/doctor appointments. Oversleeping, missing the bus, mechanical difficulties, etc... are not considered legitimate reasons for being late to school. **Students must hand in medical/doctor notes to Attendance when coming in late to school. Medical/doctor notes will not be accepted at a later date.**

The accumulation of lateness's (exclusive of lateness with a doctor's note) may result in truancy proceedings. A student arriving after 9:20 a.m. will be marked absent for a half day. PM tech students who arrive after 9:20 a.m. will be considered absent for a full day. Arrival after 11:00 a.m. for full-time students will be recorded as a full day absence.

Make Up Work After Absences

1. Any student with an excused absence from class for any reason,

- including suspension, is required to make up all work missed.
2. It is the responsibility of the student to work with their individual teachers to establish mutually acceptable time frames for completing make up work.
 3. It is the responsibility of the student to initiate make up activities with his or her teachers to obtain the work and help, if needed, to make up the work.
 4. If an Achievement Assessment is assigned prior to a student's absence and no new material is covered, the student is expected to complete the assessment or submit the assessment upon his or her return.
 5. Any assignment or examination not made up will be recorded as a zero and be averaged with the grades earned to determine the quarterly mark.
 6. It is recommended that any student who knows that he or she will be absent from class see the teacher(s) in advance about school work to be missed.

BOOK BAGS

Students will be permitted to carry bookbags/backpacks during the school day. A bookbag can be defined as a backpack, drawstring bag, and/or large purse used to carry binders, books, and other classroom materials. Although bookbags/backpacks will be permitted during the school day, there are guidelines that students are expected to follow. Because of limited classroom space in some classrooms, classroom teachers will communicate procedures for students to follow as to where and how bookbags/backpacks will be stored in a classroom. Large bags, bags with wheels, and other questionable bags will not be permitted. Administration reserves the right to determine if a bag being used by a student is a legitimate bookbag/backpack. Additionally, if a student does not adhere to a classroom teacher's procedures regarding storage of bookbags/backpacks, then they may be subject to disciplinary action in accordance with the student code of conduct. Athletic bags and equipment bags must be stored in designated areas or in the locker rooms prior to the start of the school day and picked up at the appropriate dismissal time. Hydration backpacks are not permitted.

BUS REGULATIONS

GENERAL PROCEDURES

School bus transportation is a privilege. Missing the bus is not a lawful absence. Transportation can be denied to any student who jeopardizes bus safety, damages property or commits any offenses described, but not limited to those identified under behavior violations. Parents will be expected to provide transportation for any student whose privileges have been suspended.

Students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. The bus driver has authority to discipline the pupils on his or her bus. **Students and parents should be aware that audio/video equipment may be utilized on UPSD vehicles to monitor student behavior in order to provide for a safe environment.**

PROCEDURES FOR BUS MISCONDUCT

The school bus driver is expected to be in complete control of the bus and its passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school administrator or designee. Forms are provided on each bus for this purpose. The school administrator will take whatever action he or she deems necessary to correct the situation. Parents may be advised by the building administrator when reports of misconduct are made to the school office. The building principal and assistant principal are the only ones with the authority to suspend transportation privileges. A parent of a student whose transportation privilege is suspended must confer with the school administration before the privilege is restored.

CONDUCT AT THE BUS STOP

Students are expected to arrive at the school bus stop at least ten (10) minutes prior to pick up time. They should wait off the street or roadway and conduct themselves in a responsible manner.

Students should never accept rides from strangers.

BEHAVIOR VIOLATIONS

The following are examples of offenses which may result in disciplinary action and/or suspension of transportation privileges:

1. Fighting

2. Smoking/chewing tobacco/use of tobacco
3. Damaging property
4. Standing, walking, refusing to remain seated
5. Throwing objects in or out of bus
6. Hanging any body part out of the windows
7. Unnecessary/Excessive noise
8. Profanity and/or inappropriate language
9. Tampering with bus equipment (Ex: emergency doors, etc.)
10. Refusing to ride assigned bus or riding on an unassigned bus without prior permission
11. Boarding a bus at an unassigned stop
12. Leaving a bus at an unassigned stop
13. Refusing to obey the bus driver.
14. Refusing to sit in an assigned seat.
15. Any violation of the student discipline codes
16. Other misbehavior related to safety and well-being

CLASS EXCUSALS

FIELD TRIPS

Students will be expected to attend field trips if the trip is considered to be an integral part of the curriculum. If the field trip is not considered part of the curriculum, the student may not attend if he or she is not maintaining passing grades, has poor attendance or an excessive number of suspensions in school. All school rules apply while students are on school trips.

RELIGIOUS OR MORAL PRINCIPLES

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. Planned courses which outline the instruction are available to parents/guardians during normal school hours or at teacher-parent conferences.

Upon student request to the teacher, the student will be excused for one class period. Further excusal requires a written parent/guardian request stating the reason for the request. Equivalent or substitute curriculum materials, assignments and tests shall be made available to the student by the teacher. These materials shall be used to meet class requirement

ANIMAL DISSECTION

A student has the option to not participate in the dissection of animals which may be part of their course's curriculum. The student may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their course of instruction. Arrangements will be made by the classroom teacher and student to replace this part of the curriculum with an appropriate lesson or assignment that relates to the material being taught.

ACCEPTABLE USE & TECHNOLOGY

The Upper Perkiomen School District's primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations.

Expectations for Using School Technology:

- The school district expects students to exercise personal responsibility when using technology.
- The school district expects students to exhibit ethical uses of technology.
- The school district expects students to avoid computer activities that interfere with the learning process for themselves or others.

Personally Owned Computer Devices:

- Personal technology devices are permitted at school and can be used in instructional areas with permission from the teacher.
- Personal technology devices are permitted to use UPSD-GUEST wireless network.
- Personal technology devices are prohibited from accessing the UPSD-WIFI network (wired or wireless).
- All Personal Devices used within school or at school functions

must be free from anything that would violate the student code of conduct or this policy.

Guidelines Monitoring the Use of Technology

Upper Perkiomen School District monitors individual's usage of the School District' technology. There is no guarantee of privacy granted to the user of these technologies. The normal operation and maintenance of the school district's technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Upper Perkiomen School District reserves the right to monitor any activity, communication, or file creation or storage that utilizes School District technology resources.

An individual student account or activity may be monitored without notice. Upper Perkiomen School District may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites.

Liability

The School District makes no warranties for the computer or technology systems it provides. The School District shall not be responsible for any damages to the user from use of the computer or technology systems, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer or technology systems. The user agrees to indemnify the School District for any losses, costs, or damages incurred by the School District relating to or arising out of any violation of these procedures.

Responsible Use - Grades 3 through 12 As a 21st Century Digital Citizen:

I understand that in all of my online communication, I will be respectful and polite. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites. If I am uncertain whether a specific computer activity is permitted or

appropriate, I will ask a teacher, administrator, parent, or the technology department before engaging in that activity.

Cyber Bullying (harassment) is when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person. I will not intentionally hurt or embarrass another person or group with my technology use as described above, and will notify a counselor, teacher, or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group using technology. I understand this is considered Cyber Bullying.

The following regulations must be adhered to in the Upper Perkiomen School District:

- I will keep my network username and password for my own use and understand they should not be shared with any other students.
- I know not to impersonate or use a username and password that belongs to another student.
- I know my password is confidential and that I must exercise reasonable care to ensure that my password is protected.
- I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher.
- I will use the district network storage space only for school-related activities.
- I will not use my school district email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.
- I will not use school district technology for commercial activity or to seek monetary gain.
- I will not deliberately perform any act, including using my own electronic devices, that will negatively affect the operation of anyone's computers, printers, or networks.
- I will not use file-sharing or music downloading software using school district technology.
- I will make an effort to keep my school and personal technologies free from viruses and other destructive materials.

- If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on school district computers.
- I will not search for (or download) any material that is offensive, lewd, or pornographic.
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.
- I will properly cite any resources that I use in my schoolwork.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writings images, or ideas and presenting them as your own.)
- I will not copy, save, or redistribute copyrighted material (files, music, software, etc.).

SOCIAL MEDIA

The District seeks to maintain a balance between the right to appropriate self-expression by District staff and students on matters of educational concern and the efficient operation of the District and its programs. Employees participating in social media activities by maintaining their own sites outside of the District's network should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the District.

District employees' personal use of online social media on the District's network is governed by the terms of the District's Acceptable Use Policy. Employees are prohibited from using District property for personal use when it is in direct violation of the District's Acceptable Use Policy. Any such incidental personal use must comply with the terms of all applicable laws, District Policies, and Administrative Regulations. Violations of District policies could lead to disciplinary action or termination.

A. General Guidelines

- a. Students and Employees that participate in social media activities by maintaining their own sites outside of the

District's network are expected to refrain from posting on social media any communications that:

- i. are libelous, abusive, defamatory, obscene, lewd, vulgar, offensive or profane;
- ii. are fraudulent, deceptive or misleading; target, disparage, discriminate, or incite discrimination against any group or person on the basis of ethnicity, national origin, race, color,
- iii. religion, sexual orientation, age, gender, or disability;
- iv. contain spam, advertising, solicitations or include links to other sites;
- v. contain confidential information;
- vi. violate any intellectual property right of another;
- vii. promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
- viii. violate any federal, state or local law or regulation;
- ix. violate any Board Policy or Administrative Regulation;
- x. advocate use of force or urge violation of federal, state, or municipal law, Board Policy, or Administrative Regulations;
- xi. advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol, illegal drugs, or drug paraphernalia;
- xii. incite violence; or
- xiii. interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.

B. Posting Recommendations

- a. **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be

considered carefully in light of how they would reflect on the District.

- b. **Remember your audience:** Consider the wide range of audience before making a post to ensure the post will not alienate, harm, or provoke any groups.
- c. **Strive for accuracy:** Information on social networks needs to be verified like any other information. Work to verify the authenticity of people and organizations before attributing facts or quotes to them.
- d. **Maintain credibility:** Social-media accounts of District Students and Employees — whether on Facebook, the District website, Twitter, or elsewhere — reflect upon the reputation and credibility of the District and its schools. Even as we express ourselves in more personal and informal ways to forge better connections with our community, we must be ever mindful of preserving the reputation of the District. Every comment or link should be considered public information, regardless of privacy settings. If something should not be said at a conference or to a member of the media, consider whether it should be posted online.
- e. **Use jokes and other forms of humor with caution:** Avoid posting any kind of message that could be misinterpreted as factual.
- f. **Do not make endorsements:** Do not use the District's name to promote or endorse any commercial product, political party or candidate or any cause not expressly authorized by the Superintendent.

DRUG AND ALCOHOL POLICY

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of the Upper Perkiomen School District, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, “drugs and alcohol” shall include:

1. All substances controlled by Federal or State law, including, but not limited to, those in the Pennsylvania Controlled Substance, Drug,

Device and Cosmetic Act, 35 P.S. €780-101, et.Seq. and at 21 U.S.C.A. € 801, et.seq.

2. All look-alike drugs
3. All alcoholic beverages
4. Anabolic steroids
5. Any volatile solvents or inhalants, such as but not limited to glue and aerosol propellants
6. Any drug paraphernalia.
7. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.
8. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.

The Board prohibits students from using, possessing, distributing, or being under the influence of any controlled substances or any other substance which materially alters the behavior or judgment of the student, during school hours, on school property, and at any school sponsored event. For the purposes of this policy, “under the influence” means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of drugs or alcohol as defined above.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

Board policy is violated when any student uses, abuses, possesses, manufactures, distributes, or attempts to distribute drugs, alcohol, or any mood - altering substance, or drug paraphernalia (“prohibited drug-related items”) on school property, or at any school-sponsored activity or event. In accordance with district policy, a student’s locker may be searched as a result of violation of Board policy and regulations.

Upon the FIRST OFFENSE in violation of the drug and alcohol policy, the following will occur:

1. The principal or designee will promptly notify the student’s parent/guardian concerning the incident and will schedule a parent conference to seek additional information that could guide disposition of the possible policy violation. The student may be sent home or removed from the school to receive

medical attention, if required. If the parent/guardian cannot be reached, the principal or designee will decide to obtain medical treatment for the student or to temporarily isolate the student until the parent is contacted.

2. The principal or designee will notify the local police for appropriate investigation and disposition.
3. The student will be placed in out-of-school suspension for a period of ten (10) consecutive school days.
4. Referral will be made to the Assistance Core Team (ACT), Student Assistance Program (SAP), or multidisciplinary team for data-gathering regarding the student's disposition.
5. An outside referral will be made for assessment by a certified chemical abuse specialist.
6. The student will be placed on probation one (1) calendar year, to commence upon completion of the suspension period.
7. Uncooperative behavior may lead to referral for expulsion.
8. In cases where a student possesses a large amount of prohibited drug related items suggestive of intent to distribute drugs, the Superintendent may recommend the student to the School Board for expulsion.

Upon the SECOND OR SUBSEQUENT OFFENSE, for use, abuse or possession or THE FIRST OFFENSE FOR DISTRIBUTION, ATTEMPTS TOWARDS DISTRIBUTION OR MANUFACTURING, the following will occur:

1. The principal or designee will promptly notify the parent/guardian as to the nature of the violation.
2. The student will be suspended out-of-school for a period of up to ten (10) consecutive school days.
3. The principal or designee will notify the local police for appropriate investigation and disposition.
4. The student will be recommended for expulsion by the Superintendent to the School Board.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall be included as an anabolic steroid. Students shall be made aware of the dangers of

steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject them to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. The first violation will result in suspension from school athletics for sixty (60) days.
2. A second violation will result in permanent suspension from school athletics. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

The Board may require participation in any drug counseling, rehabilitation, testing, or other program as a condition of reinstatement into a school athletic program.

COURSE DROP/ADD POLICY

Course changes made after the opening of school will be made according to the following guidelines:

1. All changes must have merit. Changes will not be made for the convenience of the student, the parents, or the staff.
2. All involved in the change process should agree to changes only when these changes serve the best interest of the student.
3. Parents and teachers must approve of any changes before they are made. If a discrepancy arises, a conference will be held to resolve the differences. The principal will make the final decision when necessary.
4. No schedule changes will be made during the first ten (10) days of school except to resolve conflicts or errors that have occurred in the scheduling process.
5. No other schedule changes will be made after the first six day cycle.
6. A student withdrawn from a course, with parent permission, after the first two six day cycles, will receive a grade of “WF” (withdrawn failing) for the course.

Further information on course offerings can be found in the Upper Perkiomen High School Program of Studies Booklet.

DANCE/SOCIAL EVENT PROCEDURES

We feel fortunate that we are one of the few remaining schools that still schedule school dances on a regular basis. Dances are not required but are special additions to Upper Perkiomen School social life. Students are responsible for maintaining appropriate behavior during these events. In order to continue having dances, we will enforce a few rules, as follows:

1. All school rules apply to students during the dances.
2. Dances are open to only Upper Perkiomen High School students and their pre-approved guests (I.D. cards will be required for admission).
3. Students are totally responsible for the actions of any guests that they bring to school dances.
4. No one will be admitted after the dance has run for one hour (example: 8:00 PM dance, no one admitted after 9:00 PM) without prior permission.
5. No one is allowed to leave the dance early and return to the dance. Once students leave, they are not readmitted.
7. No loitering in the parking lot during the dances.
8. Graduates of Upper Perkiomen High School may attend high school dances only as guests of present Upper Perkiomen students (one guest per student) - exception: Homecoming Dance. These students must be signed up prior to the dance, as are other guests.
9. The stated dress code for school is enforced for dances. It is the student's responsibility to make sure that rides home are available at the stated ending time of the dance.

PA HOMELESS CHILDREN'S INITIATIVE (MCKINNEY-VENTO ACT)

The McKinney-Vento Homeless Assistance Act was created to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. You will find a link on the UPSD website that you can use to access important information regarding Pennsylvania's Homeless Children's Initiative (McKinney-Vento Act). Go to the UPSD web homepage. Click on Departments. Click on Pupil Services. Click on School Counseling. Click on Homeless Services. The link is on this page. If you believe you may be eligible for services, please contact the UPSD Homeless Liaison or your school counselor to find out what services and supports may be available.

DISCIPLINE CODE

The educational progress of a student is dependent upon individual self-discipline. The most positive influence a student will have on a class is the responsibility for his or her own conduct.

The Upper Perkiomen High School staff believes discipline should be firm, fair and consistent. Students should keep in mind they do not have the right to interfere with the education of other students in the school. Behavior that interrupts the smooth running of a classroom or risks the safety and welfare of others will be dealt with in a most serious manner. Our primary function is to educate.

If a student becomes a constant discipline problem, he or she can be referred to an alternative school. A student may also be referred to district or juvenile court for ungovernability. Any student placed in an alternative school is NOT allowed on school property while that student is assigned to the alternative school unless permission has been granted by the Principal.

DEFINITIONS

Daily Detention- Supervised quiet study in a designated area for a set period of time after school. Student is to complete assigned school work during this time.

Saturday Detention - Supervised quiet study on Saturdays throughout the school year from 8:00 a.m. – 12:00 p.m. in the high school library.

Time Out/ In School Suspension- Student remains in a designated area assigned by an administrator for a set period of time depending on the nature of the offense. The student is to complete assigned school work during this time.

Out of School Suspension - Student remains out of school for a period of up to ten consecutive school days and he or she may not participate in school activities. Parents are urged to restrict students to their home and have them do homework assigned.

Out of school suspension: Administrative action

First and Second suspensions	Parent notification by phone & letter. If suspension is more than three days, conference required with Assistant Principal, parent & student prior to readmittance to school.
Future suspensions	Parent notification by phone & letter. If suspension is more than three days, conference required with Assistant Principal, parent & student prior to readmittance to school. Student may be placed in Alternative Education Program.

Initial parent notification should be accomplished within 24 hours by phone with a Parent/Student/Assistant Principal and/or Principal Conference to occur during the suspension period prior to readmittance to school.

School Board Hearings - Any student who is involved in a series of disruptive activities or who continues to violate school rules to the point of being disruptive to the program may be scheduled for a school board hearing.

At this hearing, the school board will rule on the necessity of excluding this student from school for a period to exceed the ten-day maximum imposed by the school administration.

Before reaching the hearing stage, student and parents will be counseled by school personnel and have a meeting with the superintendent.

In accordance with 22 PA Code, Section 12.1 et seq., temporary, out-of-school suspensions may be made by the principal without a hearing for a period of up to three days. A student must be informed of the reasons for the suspension and be given an opportunity to respond before the suspension becomes effective.

For what is termed a full, out-of-school suspension - a suspension of four to ten days, an informal hearing before the principal must be offered to the student and the student's parents.

For expulsions - exclusions from school exceeding ten days - a hearing before the board or a duly authorized committee of the board, preferably composed of no fewer than three members, must be

afforded to the student and the student's parents.

DISCIPLINARY OFFENSES

The following is a list of acts of misconduct and recommended disciplinary actions to be taken in Upper Perkiomen High School.

This list does not attempt to cover all of the possible acts of misconduct. The principal or designee reserves the right to make decisions on disciplinary action based on the severity of the offense and each individual situation that arises.

Affection (Public displays)

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong; they simply are inappropriate in a school setting. There is nothing wrong with a simple show of affection, such as holding hands; however, kissing and close physical contact in school are inappropriate. In order to avoid offending or embarrassing others or yourself, students are to confine displays of affection to holding hands while on school property.

Violations will be handled as follows:

1st offense - Warning

Future offenses – Administrator discretion Warning, Detention, ISS, OSS, Loss of Privileges

Laser pointers

Laser pointers will be confiscated immediately from the student and are not acceptable at UPHS.

Cell Phones/iPods/MP3 Players

Students utilizing these devices during a class period without permission will receive the following:

First offense- Warning

Second offense- Warning and confiscation of device until the end of the class period.

Third offense – Warning and confiscated device is turned in to the main office (parent must pick up)

Future offenses- Confiscation of device and turned in to the main office (parent must pick up). Administrator discretion Detention, ISS, OSS, Loss of Privileges.

Students may not make phone calls, take pictures, or record video at any time. Administrator discretion Warning, Detention, ISS, OSS, Loss of Privileges

Cheating/ Plagiarism

Cheating on school assignments, tests, or quizzes or plagiarizing school assignments is a serious offense and will not be tolerated. Any student who violates this policy will be subject to the following disciplinary action.

- First Instance- Teacher should inform the appropriate Assistant Principal. Teacher will call home to inform parents of the situation and observations. Teacher will complete a discipline referral and forward to the appropriate Assistant Principal. Student(s) who cheat or plagiarize will receive 70% of the earned grade upon resubmission of that assignment (homework, paper, quiz, test, learning activity, in class assignment, etc.). One Saturday detention is assigned.
- Second Instance - Teacher should inform the appropriate Assistant Principal. Teacher will call home to inform parents of the situation and observations. Teacher will complete a discipline referral and forward to the appropriate Assistant Principal. Student(s) who cheat or plagiarize will receive a zero for that assignment (homework, paper, quiz, test, learning activity, in class assignment, etc.). The student must redo the assignment to complete course requirements. One Saturday detention is assigned.
- Future Instances- Teacher should inform the appropriate Assistant Principal. Teacher will call home to inform parents of the situation and observations. Teacher will complete a discipline referral and forward to the appropriate Assistant Principal. Student(s) who cheat or plagiarize will receive a zero for that assignment (homework, paper, quiz, test, learning activity, in class assignment, etc.). Administrator discretion Detention, ISS, OSS, Loss of Privileges.

Cutting Class - unexcused absence from class

First cut - Saturday detention, parent notification and 70% of the earned grade on any missed assignments may be earned.

Second cut- Saturday detention, parent notification and no credit may be earned for any missed assignments.

Future Offenses – No credit may be earned for any missed assignments. Administrator discretion Detention, ISS, OSS, Loss of Privileges.

Out of Assigned Area

First offense- Administrative Warning

Second offense- Daily detention

Third offense- One hour Saturday detention

Future offenses- Administrator discretion Detention, ISS, OSS, Loss of Privileges

Disruption of Class/School or Inappropriate Behavior

First & Second offense - Teacher warning, Student/Teacher Meeting

Third offense - Teacher warning and teacher parental contact

Future offenses - Administrator discretion Detention, ISS, OSS, Loss of Privileges. Parent/teacher conference may be arranged by the classroom teacher

Failure to Attend Daily Detention

First cut- Application of additional daily detention. Student must serve original detention.

Future offenses- Administrator discretion Detention, ISS, OSS, Loss of Privileges

Failure to Attend Saturday Detention

First offense - Application of additional Saturday detention time (if cut 2hr or less). One day ISS (if cut more than 2hr). Student must serve original detention.

Future offenses - Administrator discretion ISS, OSS, Loss of Privileges

Minor Altercation

First offense- One day out of school suspension. May result in a report filed with the local police authority. This report may lead to disorderly conduct, harassment, or assault charges.

Future offenses- Administrator discretion OSS. May result in a report filed with the local police authority. This report may lead to disorderly conduct, harassment, or assault charges.

Fighting on School Property

First offense - three day out of school suspensions for both participants. Fighting or assault on school property may result in a report filed with the local police authority. This report may lead to disorderly conduct, harassment, or assault charges.

Second offense - five day out-of-school suspension for both participants. Fighting or assault on school property may result in a report filed with the local police authority. This report may lead to disorderly conduct, harassment, or assault charges.

Third offense - a ten day out of school suspension for both participants. This report may lead to disorderly conduct, harassment, or assault charges.

Repeated offenses may result in placement in an alternative education program. Additional charges can also be filed in more serious fighting or assault violations.

Fire Alarm Misuse

Tampering with the fire alarms or activating a false alarm will result in a ten-day out-of-school suspension, the informing of legal authorities, prosecution as appropriate, and a possible school board expulsion hearing.

Fireworks - possession or use of an incendiary or explosive device in school

First offense - may result in up to a ten day out-of-school suspension, reporting the incident to the proper legal authorities, and a possible school board hearing to consider further exclusion from school.

Future offenses - will result in a ten day out-of-school suspension, reporting the incident to the proper legal authorities, and a school board hearing to consider further exclusion from school.

Definition: The term fireworks shall mean and include any combustible or explosive composition or any substance or any article prepared for the purposes of producing a visible or an audible effort

by combustion, explosion, deflagration or detonation. The term incendiary shall mean and include any lighter, match or fire producing agent.

Forgery

Any student caught forging the signature of any member of the school staff, parent(s) or guardian(s) will receive the following consequences:

First offense- One Saturday detention

Future offenses- Administrator discretion Detention, ISS, OSS, Loss of Privileges

Insubordination

Insubordination occurs when a student refuses to comply with a reasonable request from an administrator, teacher, substitute teacher, staff member, or authorized presenter.

First offense- One Saturday detention

Future offenses- Administrator discretion Detention, ISS, OSS, Loss of Privileges

Late to Class

First & Second offense - Teacher warning, Student/Teacher Meeting

Third offense - Teacher warning and teacher parental contact

Fourth offense - Daily detention
Assignment, teacher and parent contact

Fifth offense - One hour Saturday
Detention assignment, parent contact

Future offenses - Administrator discretion Detention, ISS, OSS, Loss of Privileges

Leaving School or Class Without Permission

First offense- One Saturday detention assignment

Future offenses- Administrator discretion Detention, ISS, OSS, Loss of Privileges

Students who chronically leave school without permission may have their driving privileges removed in addition to disciplinary action.

Cafeteria Expectations

Food or drink outside of the cafeteria is not permitted during the school day. Properly dispose of all trash and don't forget to recycle.

Students will be expected to sign in and out of the cafeteria when they leave. Students will return to the cafeteria promptly after they sign out. All students will be expected to behave in a mature manner and throwing food or other disruptions will not be tolerated.

Tardiness to School

First, second, and third tardy- Warning

Fourth unexcused tardy - Daily detention

Fifth unexcused tardy - Daily detention

Sixth unexcused tardy - 1 hour Saturday detention

Future unexcused tardies - Administrator discretion Detention, ISS, OSS, Loss of Privileges

Students who are frequently late may be required to provide a medical excuse from a physician. Students who have accumulated several minutes late to school may be charged with truancy. Also, students who are chronically tardy to school may have their driving privileges removed in addition to disciplinary actions.

Terroristic Threats/Acts (Policy 218.2)

Terroristic Threat - a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act - an offense against property or involving danger to another person.

Consequences for violation are:

1. Immediate suspension of the student.
2. Prompt reporting of the incident to the Superintendent.
3. A notification of the incident to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

Theft from Staff or Students

Any student involved in theft from other students or staff members on school property or during a school function will receive a suspension and local law enforcement authorities may be notified. Restitution will be required.

- First offense - 3 days out of school suspension
- Second offense - 5 days out of school suspension
- Future offenses - Administrator discretion OSS

Theft of School Property/ School Cafeteria

Any student involved in theft on school property or during a school function will receive a suspension and local law enforcement authorities may be notified. Restitution will be required.

- First offense - One day out of school suspension & one four hour Saturday detention
- Second offense - 3 days out of school suspension
- Future offenses - Administrator discretion OSS

Tobacco Products on School Property: Use or Possession

We are declared a smoke-free environment. Consequently, the use or possession of any lighted or unlighted cigarette, e-cigarette, vaporizer, cigar, pipe, other lighted or electronic smoking product, or smokeless tobacco in any form in school buildings or on school grounds and/or school buses will result in \$100.00 school obligation.

- First offense - \$100 obligation & One Saturday detention
- Future offenses - \$100 obligation & Administrator discretion Detention, ISS, OSS, Loss of Privileges

Vandalism

- First offense - assignment of a ten-day, out-of-school suspension from school, report filed with local police authority, and full restitution before the student is readmitted to school. (Note: Any act of vandalism which disrupts the normal running of the school will lead to prosecution and a school board hearing on the first offense.)
- Further offenses - out of school suspension, report filed with local police authority, prosecution and/or a school board hearing to consider further exclusion.

Definition: Damaging tangible property of another intentionally, recklessly, or by negligence through the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible property of another.

Weapons and Dangerous Instruments

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The term “weapons” shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuk, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any Upper Perkiomen School District buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

The Upper Perkiomen School District shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

When the Upper Perkiomen School District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student

to an alternative assignment or may provide alternate education provided the assignment may not exceed the expulsion period.

The school administrator will verify the offense, confer with the staff involved, and meet with the student. Parents shall be notified, and the student will 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. An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed. Weapons under the control of law enforcement personnel are permitted .

Disorderly Conduct

Students who engage in disorderly conduct by fighting with or threatening others, engaging in violent or tumultuous behavior, making unreasonable or offensive noise, using obscene language or gestures, creating hazardous or physically offensive conditions by actions which serve no legitimate purpose, or refusing to leave an area after being given an administrative directive may be issued a disorderly conduct citation. In addition to being a suspendable offense, local police authorities may be contacted, which may lead to additional citations being issued.

DRESS POLICY

Act 46 of 1998, Section 1317.3 of the PA School Code states:

“Board of Directors in any school entity may impose limitations on dress or may require pupils to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity.”

A school and its students are being observed at all times. A well-groomed and neatly dressed student body sets a tone and positive atmosphere conducive to learning. Students should be neat, clean, and dress responsibly in ways that reflect good taste and modesty. When representing the school at off-campus events, students should dress appropriately or as directed by a school official. Please observe the following guidelines when considering how to dress for school:

1. Shorts, skirts, skorts, and dresses must extend past the fingertips with arms and shoulders relaxed at his or her sides.
2. Clothing and accessories that refer to or promote alcohol, tobacco, and/or drugs are not permitted in school.
3. Clothing and accessories that display inappropriate words, slogans, logos, obscenities and double meanings are not permitted in school.
4. Hats, hoods, visors, bandannas, and sunglasses are not permitted in school. Students will remove any hats/hoods/visors/bandannas/ sunglasses they are wearing as they enter the building. Hats/visors/bandannas/sunglasses must be stored in either the student locker or book bag - not to be worn around the neck or carried from class to class. A student wearing or carrying a hat/visor/bandanna/sunglasses in the building will receive one warning - any and all violations after that warning will result in the confiscation of the offending item.
5. All clothing needs to be worn appropriately with no undergarments exposed.
6. Clothing that is excessively cut, ripped, or revealing is not permitted in school.
7. Tank tops, Tube tops, halter tops, muscle shirts, and garments with spaghetti straps are not permitted in school.
8. Shirts and tops must be long enough that they can be tucked in trousers.
9. Jewelry that incorporates spikes, studs, or chains are not permitted in school.
10. All jackets, coats, raincoats, overcoats may not be worn in classrooms or halls during the regular school day.
11. Clothing that may pose a safety concern or problem is not permitted.
12. Spandex material that is not covered by an outer garment is not permitted.
13. Oversize clothing is not to be worn.
14. Footwear must be worn at all times.

School administrators reserve the right to make judgments as to proper grooming and dress. Our wish is to provide for each person's individuality while at the same time maintaining certain standards of dress that will reflect positively upon the school, the student, and the community. At Administrator discretion, violation of the dress code may result in Warning, Requiring student to correct violation, Detention, OSS, ISS, Loss of Privileges.

DRIVING/PARKING REGULATIONS

DRIVING/PARKING REGULATIONS

Special Note: All automobiles parked on school property are subject to search by administration at any time when it is determined there is reasonable suspicion that the vehicle may contain contraband, illegal substances, and/or dangerous items.

1. All students driving vehicles on school property must comply with the 10 MPH school speed limit.
 2. Students may not interfere with the arrival or departure of buses.
3. Students will park in the North Parking Lot only.
4. All vehicles must be parked within the lined parking spaces.
 5. All vehicles must have current state Inspection and Registration.
6. Students must obey all rules of the Pennsylvania Vehicle Code (Title 75).
7. Students must yield the right-of-way to pedestrians at all time.
8. No vehicle will obstruct any roadway or traffic way.
9. Students will obey all posted traffic signs.
10. Students are not permitted to use their motor vehicle at any time during school hours without written permission from their parents and school administration.
11. Students are not permitted to enter their vehicles at any time during school hours without permission.
- 12. Students who are chronically tardy to school, leave school without permission, or abuse the driving/parking regulations may have their driving privileges removed in addition to disciplinary action.**
- 13. NO HORSE PLAY IN THE PARKING LOT (ie. NO RIDING ON OUTSIDE OF THE VEHICLE, NO SPINNING OF TIRES, NO LOUD MUSIC OR SOUNDS**

etc.)

14. Students must have and display a parking pass in order to park on school property.
15. Parking passes must be displayed and are not transferable from person to person, only vehicle to vehicle provided that the vehicles are owned by the same person.
16. A \$40 fee will be charged to students who wish to park in the school parking lot for the school year. Students who receive their driver's license in the second semester and wish to park in the school parking lot will be charged \$20. A \$40 fee will be charged regardless of when the student began to park in the school parking lot, unless the student receives his or her driver's license in the second semester.

Student driving and parking is a privilege which can and will be suspended for just cause. Failure to comply with the above list of regulations may result in the loss of driving or parking privileges, levying of fines, prosecution by school officials or the police, and/or the vehicle being towed from Upper Perkiomen High School premises at the owner's expense.

UPON ARRIVAL AT SCHOOL, STUDENTS ARE TO LEAVE THEIR CARS AND ENTER THE BUILDING. LOITERING IN THE PARKING LOT MAY RESULT IN THE DRIVER'S LOSS OF DRIVING PRIVILEGES FOR AN INDEFINITE PERIOD OF TIME. STUDENTS WHO REMAIN IN CARS ON THE SCHOOL PARKING LOT BEFORE SCHOOL MAY HAVE THEIR DRIVING PRIVILEGES REMOVED ON THE FIRST OFFENSE. THE DRIVER IS RESPONSIBLE FOR THE CAR AND ALL ITS OCCUPANTS/CONTENTS.

GRADUATION REQUIREMENTS

Required credits/courses for graduation

A minimum total of 28 credits is required for graduation. The following subjects and credits are required for graduation:

English, Social Studies, Science, Mathematics	4 credits
Technology	2 credits
Health	1 credits
Physical Education	2 credits
Electives	7 credits

Western Montgomery Career and Technology Center Notice: 4 credits of English and 3 credits of each Mathematics, Science, and Social Studies are required for graduation in addition to the selected shop requirements.

State Assessments

Chapter Four of the Pennsylvania State Board of Education Regulations require that all students participate in Keystone Assessments in Algebra, Biology, and Literature. These tests are administered to the students at various points in their high school career depending on their course of study. Student scores range in one of four performance levels set by the State. These levels are Advanced, Proficient, Basic, and Below Basic. The Upper Perkiomen School District requires that all students demonstrate proficiency in each of the Keystone content areas in order to graduate. Those who have no score recorded or have not earned a score of proficient or advanced on each of the Keystone exams will be required to demonstrate proficiency via alternative means in order to graduate. In order to demonstrate proficiency, students scoring in the Basic or Below Basic levels are expected to:

- 1) If possible, retest and score proficient in all tested areas.
- 2) Completion of a remediation plan as set forth by the Upper Perkiomen School District.

GUIDANCE SERVICES

Guidance counselors meet with students individually during the school year to assist them in planning their academic program. The guidance counselors help students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation. Students wishing to make an appointment with their guidance counselor should do so with the guidance secretary who will schedule a meeting at a mutually agreeable time.

The variety of opportunities for college, professional and technical school, and post high school employment, increases every day. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships in the guidance office and career resource center.

COLLEGE CAMPUS VISITS

The selection of a college or other institution of higher learning is one of the most important decisions you will ever make. A well planned

visit to an educational institution can play an important part in that decision.

Write or call the admissions office well in advance to schedule an appointment. If possible, try to arrange the visit so that you will not miss any classes. If you must be excused from school, this procedure should be followed:

- 1) Present a written parental permission note to Student Services at least two days in advance of your visit.
- 2) Obtain a teacher consent form from the attendance desk. This must be signed by all teachers of classes you will miss. Your teachers may refuse permission if missing class would seriously jeopardize your grade or progress.
- 3) Return the signed teacher consent form to the attendance desk on the day prior to your visit.
- 4) Present a note from the college when you return which confirms your visit. The note should be given to the Attendance Secretary. If this note is not presented, the absence will be considered unexcused.

PEER TUTORING PROGRAM

To apply for a tutor, or if you are interested in becoming a tutor, information is available in the guidance office.

SCHEDULING CLASSES

At the beginning of each semester, students should review their schedules to make sure they contain the courses they requested and that courses are offered in the correct sequence (Example: Spanish I before Spanish II). Students should contact their counselor if a schedule revision is necessary. The Guidance Department will encourage students to schedule rigorous but appropriate courses.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Upper Perkiomen School District and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Board policy 247 further defines the endangerment of mental and physical health. Any hazing

activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Upper Perkiomen School District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. Upper Perkiomen School District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and Upper Perkiomen School District employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

4. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct.

Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

5. If the investigation results in substantiated finding that a Board, employee or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

BULLY/ CYBERBULLYING POLICY

The Board is committed to providing a safe, civil, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, presents an obstacle to social/emotional development of students, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person.

Researchers have identified four (4) forms of bullying:

1. Physical - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. Cyberbullying - forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or any form of social media.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity

sponsored, supervised or sanctioned by the school and on the way to and from school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints (by a student or his/her parents/guardians) of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If the behavior is found to meet the definition of bullying, written documentation shall be submitted to the building principal. The building principal or designee will inform parents/guardians of the victim and person accused. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student and staff member shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

HARASSMENT PROCEDURE

(Including Sexual Harassment)

Policy 248

Harassment refers to student(s) who engage in a course of conduct or repeatedly commit acts which alarm or seriously annoy other person(s) and which serve no legitimate purpose. When a student believes that she or he is being harassed, the student should immediately inform the harasser that his or her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student should report the behavior to a counselor, teacher, principal, or other administrator.

Unlawful harassment includes but is not limited to the following examples:

1. a person shoves, kicks, strikes or otherwise subjects another person

- to physical contact or attempts or threatens to do the same, a person follows another person in or about a public place or places, a person places another person in reasonable fear of bodily injury and/or emotional distress.
2. repeated, offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, sexual orientation, age or handicap/disability that creates an intimidating, hostile or offensive educational environment.
 3. repeated, offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive educational environment.
 4. unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

First Offense: all parties involved receive official warnings to cease and desist the harassing behavior. Based upon the severity of the offense this first warning can be omitted and further disciplinary action can be pursued.

Further Offenses: further reports of harassment will immediately be turned over to the Police for investigation and/or citation. Sexual harassment offenses will be referred to the school district's Title IX Officer and/or the Police.

For further information about harassment procedures and protocol (including complaint forms), please see the UPSD Board Policy Manual, which can be found on the school district website.

HEALTH PROCEDURES

1. A pass will be obtained from a teacher before going to the nurse.
2. A pass signed by the nurse must be presented to the teacher upon the student's return to class. No student is allowed to leave the health suite without the nurse's permission.
3. When there is a need for a student to be sent home because of illness or injury, the nurse will make the necessary arrangements with the parents. Failure to be checked by the school nurse prior to leaving school will be classified as leaving school without the appropriate permission. Parents are responsible for the transportation of ill or injured students. Students will not be

- permitted to walk home.
4. Students with allergies, pregnancy or other health conditions should notify the nurse.
 5. Students should not be sent to school ill to be checked by the school nurse for their illness.
 6. Students with infections and infectious conditions such as chicken pox, whooping cough, measles, pink eye, impetigo and pediculosis (lice) are excluded from school according to school policy. These conditions must be diagnosed by a physician. All previously mentioned illnesses (except pediculosis) require a physician's note stating the student's infection has resolved, when the student may return to school. The student must be seen by the school nurse prior to readmission to school.
 7. Students with pediculosis (head lice) must show proof of treatment, be nit free and be checked by the school nurse prior to returning to school.
 8. Illnesses, allergies, accidents, operations or any other health conditions occurring during the school year should be reported to the school nurse, so that an accurate health record can be maintained for your child.

The school cannot assume responsibility for injuries that did not occur at school. Parents should not ask school personnel to treat such injuries. Parents are encouraged to take out the School Accident Insurance which is offered at the beginning of the school year. The school is not responsible for medical fees or other charges for injuries sustained by students.

FIELD TRIP MEDICATION PROCEDURE

Any student who requires medication or a special medical procedure on a field trip must, at a minimum, have parental consent to participate in the field trip and provide appropriate instructions from the parent and the child's physician regarding the administration of medication or medical procedures. A responsible adult, such as a teacher, parent, or chaperone, may administer the medication with parental and physician direction. Parents will be required to supply specific instructions on how and when the medication is to be given. Unusual cases may require review on a case-by-case basis by the building principal and school nurse.

ACCIDENT/ILLNESS DURING SCHOOL HOURS

If an accident or illness occurs during school hours, first aid may need to be administered to the student. Please make sure you have the

appropriate spaces filled in on the student's emergency card giving permission for first aid treatment and transport to a hospital. No care beyond first aid, defined as the immediate temporary care given in case of accident, or sudden illness or injury, will be given by school personnel. Final provisions for the care of children suffering from illness or injury is the responsibility of the parents. Parents are expected to report to the school to pick up their child when, in the opinion of the school nurse, the student is physically unable to continue with classes. Students will not be permitted to walk home.

School personnel cannot take responsibility for treating injuries which did not occur at school. Parents are responsible for having all illnesses and injuries assessed by their family physician.

In case of an emergency, the procedures as listed on the child's Emergency Procedure Card will be followed and emergency medical services and/or a physician will be called.

MEDICINE POLICY

For purposes of this policy, medication shall include all medicines prescribed by a physician, any patent drug, aspirin, etc. and cough medications or any other substance ingested internally. Before any medication may be administered to or by any student during school hours, the Board shall require order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. Medications must be in the original container.

When any medication is prescribed for a student, it must be brought to school by a parent in its original container. Initially, it shall be the responsibility of the nurse to complete the following:

1. Obtain written permission from the physician for administration or self-administration of medication which shall be kept confidential and on file in the office of the nurse.
2. Review pertinent information with the student and/or parent or guardian.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.

5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:

- a. Name of student.
- b. Name of medication.
- c. Medication dosage.
- d. Time of administration.
- e. Route of administration.
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration. Self-administration must be done under adult supervision.

All attempts to administer medications at home rather than at school should be made. A physician and parent note are necessary for the administration of both prescriptive and non-prescriptive (over-the-counter) medications for both safety and control reasons in a school setting.

Eight general rules apply:

1. No student may take any medication in school without a parental permission note and a note from their physician.
2. The two notes must be sent to school with the medication. A parental permission slip and a physician note stating the student has permission to take the medication at school. The physician's note must contain directions for administration (written as a prescription).
3. Any medications must be taken to and stored in the nurse's suite immediately upon arrival at school.
4. Students may take medication in school only in the presence of the school nurse or other designated responsible adult.
5. Inhalers for asthma require that a physician's note be provided to

- the nurse yearly. A student may self administer their inhaler if the physician and parent both indicate - in writing - that the student has been instructed to do so correctly. In the event of an asthma attack, the student must report to the nurse after the use of their inhaler and be checked by the school nurse.
6. All medications must be labeled as follows: student name, medication name, correct dose, frequency of administration, and any additional instructions.
 7. Medications may not be transported to and from school daily. Please ask the pharmacy for a second pill bottle properly labeled for school.
 8. Controlled substances (narcotics and ADD medications) may not be brought to school by as student.

Prescribed Medications, Medications dispensed by a Doctor's Office or Hospital and Over the Counter Medications

Prescriptions, medications dispensed in a physician's office or from a hospital or over the counter medications must be presented to the nurse in the original containers, must be properly labeled by the pharmacy and two notes (parent and physician) must accompany each medication. The physician's note and the bottle label must contain the following information:

1. Date of prescription
2. Name of student to receive medication
3. Name of medication
4. Directions for giving medication (dosage, timing, number of days)
5. Diagnosis (reason for taking medication)
6. Signature of physician and office phone number.

HEALTH SERVICES

Good health is a prerequisite to learning and good health is essential to most successful activities. If a student becomes ill in school, he or she should report to the nurse. Students will not leave the building because of illness without authorization. When the nurse is not in, students will report to the office. A pass must be obtained from a teacher before going to the nurse.

The school health services are designed to include a variety of functions which will assist in maintaining good health.

1. Physical examination by school or family doctor of all students in grade 11 and/or any new entering student whose

- medical record is not furnished by their previous school.
2. Maintenance of immunization records and notification of required immunizations when Pennsylvania Department of Health changes their regulations.
 3. Hearing test by school nurses on all students in grade 11 and/or any student new to the school district.
 4. Health and dental records are maintained on each student by the nurse.
 5. Yearly vision, height, weight screenings are performed by the nurse.

When defects are found on any of the above tests, a notice is sent to the parents recommending follow-up care. The follow-up notice will be returned to the school nurse when it is completed by the doctor or dentist. Any medical problem concerning the student should be addressed to the nurse. Medications to be taken in school must be kept in the health suite, accompanied by a physician and parent note (see medication policy). The medication must be taken in the presence of the nurse or designee.

EMERGENCY CARDS

Emergency cards must be filled out and updated yearly for each student. It is vital that these cards are reviewed and updated when your son or daughter receives them the first day of school. Please encourage your son or daughter to bring the emergency cards home. The emergency card should be reviewed, updated and returned the next day to the homeroom teacher. Please review and update the following information:

1. Age
2. School grade
3. Phone numbers
4. Address
5. Parent names and custody
6. Work phone numbers
7. Current medication(s)
8. Current medical condition(s)
9. Emergency contacts (in case you cannot be reached)

HOMEWORK

PHILOSOPHY AND OBJECTIVES

Homework, in general, should relate to school experiences, providing further practice in needed skills. Through homework, classroom

instruction is reinforced, high expectations are supported, students are motivated toward independent learning and responsibility, and the cooperative relationship between home and school in the learning process is strengthened. **The average daily recommendation for homework for a high school student is two (2) hours per night.**

STUDENT RESPONSIBILITIES

Each student has the responsibility to develop good work and study habits. Specifically, all students should:

1. complete all assigned homework to the best of their ability; failure to complete homework can adversely affect quarterly grades.
2. make sure he or she understands completely all homework assignments.
3. budget adequate time for concentrated study outside of school each day. Long term assignments should be planned and executed well in advance of their due dates.
4. develop a personal system for remembering assignments.
5. arrange to make up all missed assignments as required by the teacher.
6. utilize all opportunities to complete work during study halls.

PARENT RESPONSIBILITIES

Although responsibility for completing homework rests primarily on the student, to a large extent the home should be a "laboratory for learning." Cooperation and encouragement from parents are necessary factors in realizing the benefits of homework. Parents are encouraged to:

1. become familiar with Upper Perkiomen's homework policy and to convey a positive attitude to support its purpose.
2. discuss homework with their children each night and require evidence that it has been carefully completed.
3. provide an environment which is conducive to study.
4. communicate serious problems with homework to the teacher.
5. set high expectations for each child's own work and avoid doing work for him or her.

HONOR ROLL AND GRADING SYSTEM

HONOR ROLL

Each quarter we honor those students who reach a high level of achievement by naming them to the honor roll. Honor roll will be reported as follows:

DISTINGUISHED HONORS - students with a cumulative term GPA of 4.0 or higher.

HIGH HONORS - students with a cumulative term GPA between 3.5 and 3.99

HONORS - students with a cumulative term GPA between 3.00 and 3.49

Additional Requirements:

1. Students must have a satisfactory on all satisfactory/unsatisfactory courses.
2. Students must have a C or better in all courses
3. Students must make up incomplete grades (I) within 5 days after the report cards have been distributed to be eligible for honor roll.

GRADING SYSTEM

Failure to complete course requirements

Every student will receive the course requirements for each course in which he or she is enrolled. The school district believes that a student who does not complete all required course work has not completed the course. Therefore, if a student fails to complete the course requirements, the result may be a failure for the entire course.

Final Exam Policy

Exams will be given to all students at the end of each course. We expect all students to attend scheduled exam sessions and successfully complete the exam. Submission of a blank answer sheet is not a valid attempt. Finals are scheduled during the last week of the fall semester and the last week of the spring semester.

Note: Any student absent for a scheduled final, **with prior approval**, will be required to make up the exam after that scheduled exam time period. Any student absent for a scheduled final, **without prior approval**, must have a parent/guardian notify the school before the scheduled exam and will need a doctor's excuse to make up the final. Any make up final exam will be arranged through the classroom teacher.

Grading Scale

Students will be assigned grades on an alphabetic scale according to individual quarterly class percentages.

100% - 97%	A+ (4.3)	79.9% - 77%	C+ (2.3)
96.9% - 93%	A (4.0)	76.9% - 73%	C (2.0)
92.9% - 90%	A- (3.7)	72.9% - 70%	C- (1.7)
89.9% - 87%	B+ (3.3)	69.9% - 67%	D+ (1.3)
86.9% - 83%	B (3.0)	66.9% - 63%	D (1.0)
82.9% - 80%	B- (2.7)	62.9% - 60%	D- (0.7)
		59.9% - or below	F (0.0)

To successfully complete a course at Upper Perkiomen High School students must:

- numerically score greater than or equal to 60% for the course final grade.
- meet all course requirements

Incomplete Grades

When an incomplete (“I”) appears on a student’s report card, students have two weeks to complete missing assessments or assignments before credit is denied for those assignments, unless there are extenuating circumstances. If the requirements established to remove the “I” are not met, the “I” will become an “F”.

Re-Taking Failed Courses

Students who fail courses are required to re-take the course the following semester after the course has been failed. If the course is not available or the student is unable to fit it into his schedule, the course should be re-taken as soon as possible. **The making up of a course is not possible in summer school or by correspondence course unless administrative approval is given.**

Weighted Grades

AP (Advanced Placement) – An AP course follows the prescribed college-board curriculum, challenges students with college level work in both rigor and expectations, and prepares all students for the AP exam. Students enrolled in an AP course undertake a rigorous workload that involves extensive reading, writing, problem solving and critical thinking. Essential to success in this course is the ability to learn independently outside the classroom. Students receive a weighted grade (1.0) in an Advanced Placement course.

Honors/ Gifted – An honors course follows a challenging curriculum prescribed by each department and develops higher level thinking skills using an accelerated pace and enriched content.

Honors courses prepare students to meet the challenges of highly competitive college work. Students enrolled in an Honors course undertake a rigorous workload that involves extensive reading, writing, problem solving and critical thinking. Essential to success in this course is the ability to learn independently outside the classroom. Students receive a weighted grade (.5) in an honors course.

Academic/College Prep – An academic course follows a challenging curriculum prescribed by each department and develops higher level thinking skills using appropriate pace and content. Academic courses prepare students to meet Pennsylvania graduation requirements and future study.

Students enrolled in an Academic course undertake an appropriate workload that involves reading, writing and problem solving. The ability to learn through guided instruction and complete work outside the classroom is essential to success in these courses.

Summer School Eligibility

Summer school programs will be available to students. Please contact the Guidance Office at 215-679-5935 x.7132 for information.

Report Cards

Report cards are issued four times a year at the end of each marking period: Mid-November, Early-February, Mid-April, and at the end of the school year. All report cards are available in Skyward family access under the portfolio tab. No parental signature or return of report cards is required.

Withdrawal from Class

Withdrawal from a class during the first week of the course, if approved, will result in no notation on the student's report card. Withdrawal after the first week will result in a "WF" grade for the course being recorded on the student's permanent record.

A "WF" grade will affect the honor roll for the marking period and grade point average and will be listed on the student's transcript.

A “WF” can also be given for discipline problems in a class when a student interrupts the education of fellow students or the educational progression of the teacher.

Western Montgomery Career and Technical Center

Grading:

Technical education involves more than academic work, therefore, it becomes necessary to consider other factors when grading students. Attitude, knowledge and skills are prime factors in determining the grades of technical students. Students will have the opportunity to improve their performance rating in regards to competencies as determined by the technical instructor.

Teachers will gladly discuss a student’s progress at any time. A grade record sheet and anecdotal record sheet are kept on every student.

Grades are recorded as numerical grades. The school term is divided into two (2) semesters or four (4) marking periods.

Report cards give an objective measure of the pupil’s performance and also give some indication of the following student attributes:

- Ability to compete with others
- Academic growth
- Predicted ability to succeed
- Ability to extend or limit future educational plans
- Self-concept
- Student’s reliability

Grading System:

Grades are translated to the Upper Perkiomen High School scale based on the WMCTC numerical percentage. Students are expected to maintain a minimum grade of 70% in their technical program to return the following year.

Incomplete Grades:

(Western Montgomery Career & Technology Center Joint Committee Policy 213)

An individual teacher may assign an incomplete grade in any marking period except the fourth. An incomplete grade may be assigned to allow a student additional time to complete specific work or assignments. All make-up work must be completed prior to the end of the second week of the next marking period. For example, an incomplete grade assigned in the first marking period must be satisfied by the second week of the second marking period. An

incomplete grade cannot be assigned as a fourth marking period grade, final exam grade and/or final grade. Students who do not complete assigned work as scheduled will receive an “F”.

Make-up Work:

(Western Montgomery Career & Technology Center Joint Committee Policy 213)

A student who misses a class or classes for any valid or excused reason will be permitted to make up all work required within the curriculum. However, it is the student’s responsibility to make arrangements to make up missed work. Because of the nature of a vocational setting, the instructor will not be expected to provide exact duplicate instruction the student missed during his or her absence. Days missed for suspension are considered as excused absences. Therefore, a student can make up work missed. **Days in which a student is truant or unexcused will result in forfeiture of any right to make up work. Consistent lateness to class places no obligation on the part of the instructor to repeat a lesson the student may have missed. Students are expected to return any make-up work within two (2) weeks or as instructed by the teacher.**

Certificates:

Students have the opportunity to earn certificates of completion or participation in their technical program. Students earn a certificate of completion if they have successfully completed a minimum of 2 years in the program with grades 70% or higher and no more than 10 days unexcused absences during their senior year. Students earn a certificate of participation if they have successfully completed one year in the program with grades 70% or higher.

INSURANCE

Student health and medical insurance is a parental responsibility. Information on school insurance will be given to students and is available to all students. Though Pennsylvania School Law does not require public schools to provide health/medical insurance, we encourage parents to consider the program unless it is felt that adequate insurance is maintained by the family. School insurance is not required of students participating in school activities.

LIBRARY SERVICES

The library will be extremely useful to you during your years in school. There you will find all types of instructional materials such as books, newspapers, pamphlets, periodicals, tapes, CD's, and all types of instructional equipment to aid your learning.

You may use the library for reference work, to browse, or to work together in small groups on research or study projects. Whatever your purpose, you should share responsibility to maintain an atmosphere conducive to study and consideration for other individuals and school property.

The library is open from 7:30 AM to 3:00 PM daily during the school year.

LIBRARY PASSES

1. Students who wish to use the library during a scheduled study hall must first report to their study hall. Their subject area teachers may also issue library research passes when there is an assignment for those classes. These passes may be used during any study hall or classroom period pending approval of the person in charge (teacher or paraprofessional).
2. Students must have passes upon entering and/or leaving the library unless their class is scheduled for library research or instruction. Students must report directly to the library and return directly from the library to their assigned area before the end of the period.
3. Upon entering the library, students must stamp the fronts of their passes in the time clock and sign in on the sign in/out sheet located beside the time clock. Students must provide all information requested on the sign in/out sheet.
4. Upon leaving the library, students must sign out on the sign in/out sheet located beside the time clock and stamp the backs of their passes in the time clock.
5. Abuse of library pass procedures will result in privilege suspension.

GENERAL PROCEDURES

At the beginning of each school year, all ninth grade students will have an orientation to learn about the library.

You may refer to the following guidelines until you become familiar with the library procedures:

1. When you wish to check out any materials, you must use your student identification card as the library uses an automated charging

system.

2. You may use reference, special reserve, and multimedia materials during the day or you may check most of them out overnight at the close of the school day.
3. All materials should be returned on or before the due date. Overnight materials must be returned the following morning before homeroom period so that the materials are available to others during the day.
4. You should not use the library for homework unless the work involves using library materials or you are using the library during your lunch period.
5. Failure to clear library obligations may result in the loss of library privileges.
6. Improper behavior or misuse of materials (includes signing on computer system with false ID) will result in suspension of library privileges and disciplinary action.
7. NO food or drink is permitted in the library.
8. Students are required to follow all rules posted in the library.

CIRCULATION POLICIES

1. In general, books circulate for one month. Magazines and pamphlets may be signed out for one week.
2. Books may be renewed twice.
3. You are responsible for all materials borrowed on your student identification card. Loss of this student identification card must be reported to the librarian and student services immediately. Any other lost library materials must be reported to the librarian. Students will be charged the current market price for any books lost or damaged beyond repair.

BORROWING AND RETURNING LIBRARY MATERIALS

- To borrow or renew library materials, take them to the circulation desk where the person on duty will check them out or renew them for you.
- To return materials, drop them in the slot marked "RETURN" which is located at the end of the circulation desk on the interior of the library.
- **Overdue fees will be charged at the rate of five cents per school day for regular circulation materials, i.e. those that circulate for one week or four weeks, and twenty-five cents per school day for overnight materials, i.e. reference and AV items. Maximum fees will not exceed the replacement cost of the item.**

- **If you lose a book or materials, notify the librarian as soon as possible, so that overdue charges can be stopped and a price can be given to replace the item(s) lost.**

SERVICES

1. A copy machine is available for student use at 10 cents per copy.
2. Students may place books on reserve by asking the librarian.

SECURITY SYSTEM

The library has in operation an electronic anti-theft device. Should the system alarm sound when you are leaving the library, stop and wait for assistance from a library staff member. Any abuse or challenge in an attempt to defeat the system will result in serious disciplinary action.

LOCKERS

Lockers are school property and are only on loan to students. All lockers are and shall remain the property of the school district. Students should not expect that their lockers and contents thereof are subject to privacy from searches and possible seizures. **Special Note: School administrators or their designees maintain the right to open and examine any student hall or gym locker at any time, with or without the student present especially if there is reason to suspect the presence of illegal, disruptive, and/or dangerous materials or substances.**

Lockers are provided for the convenience of students and should be kept locked at all times. This applies to hall lockers and gym lockers. The school cannot assume responsibility for things that are missing or taken from lockers. Students may use their lockers at any time as long as they are not late for class.

NATIONAL HONOR SOCIETY

Upper Perkiomen Chapter SELECTION PROCESS

- | | |
|----------|---|
| Step I | The guidance department calculates the cumulative academic average of students through the current marking period. A list of those students who have completed four semester blocks in the 11 th and 12 th grades with a cumulative average of 3.5 or higher is prepared. |
| Step II | The list is submitted to the faculty who will check the names of those students with whom they are sufficiently acquainted to recommend consideration for membership. |
| Step III | Letters are sent to each student receiving a minimum of 8 |

- faculty recommendations requesting he or she fill out and return an activity sheet by the requested date. Failure to complete the information and return it by the due date eliminates the student from further consideration.
- Step IV After reviewing the activity sheets, the faculty evaluates students in the areas of leadership, service, and character. The evaluation is accomplished by a point system (3.0 average or higher needed in the three areas on a scale of 0-4).
- Step V After tabulation of the faculty evaluations of students having a 3.5 academic average, students receiving a 3.0 or better average in the areas of leadership, service, and character are eligible for final review by the faculty council and principal.
- Step VI The activity form is reviewed by the faculty council which consists of five members appointed by the principal. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.
- Step VII Letters of notification are sent to all students who are reviewed and approved by the faculty council in Step VI.

OUTSTANDING OBLIGATIONS

Outstanding obligations include lost or damaged property, textbooks, library books, fine and practical arts fees, class obligations, and lost athletic equipment. It is expected that all obligations are to be resolved as soon as possible. Obligations will be reviewed each semester. Possible actions include:

1. Student notification
2. Parent notification
3. Detentions if not resolved in a timely manner.

Twelfth grade students must satisfy all obligations prior to the scheduled commencement practices. Failure to meet any school obligation will result in the student forfeiting his or her privilege to participate in commencement exercises.

PHYSICAL EDUCATION

Physical education is a predetermined program of educational instruction in individual sports and team sports. The senior high school is an extension of the middle school program and the pupils are

given more opportunity to concentrate on the development of advanced skills and techniques. Team work, competitive spirit, and sportsmanship are developed, along with plenty of exercise and enjoyment. Emphasis is placed on lifetime activities and co-educational activities in the senior high.

Physical education is a mandatory class and is treated as a major class as it must be passed annually. A student will not be permitted to take more than two physical education classes in any year. Students may not miss physical education class in any year. Students may not miss physical education class to attend another teacher's class.

PHYSICAL EDUCATION GUIDELINES

Locker Rooms and Gymnasium:

1. Locker rooms and the gymnasium are off limits to all students at all times except during assigned physical education class.
2. All students should remain behind closed locker room or gym doors until the passing bell rings.
3. Keep the locker room clean.
4. Lockers are available for temporary use during physical education classes, swimming classes, and school sponsored team sports.

Only school purchased key controlled combination locks may be used in the gym and team room locker rooms. If you lose the lock, report it to your physical education teacher or head coach immediately. Do not replace a lost lock with a home lock or it will be removed.

Medical Excuse Procedure:

1. Students who are excused from physical education class for medical reasons should submit a medical doctor's excuse to the school nurse indicating reason for excusal and estimated length of time.
2. Students must still change into the required uniform and remain in class as alternative physical education will be provided.
3. The physical education instructors will not issue passes to the nurse unless the student is ill or is injured during class.
4. Long term medical excuses will be dealt with on an individual basis. In such cases, an alternative assignment will be given.

RANK IN CLASS **(Policy 214)**

Each student is ranked in their class on the basis of their academic performance. Class rank is compiled at the end of the school year. A

student's final GPA and class rank for any given year are computed using only the final grade earned in each course.

VALEDICTORIAN and SALUTATORIAN

The first and second ranking members of the class are determined as of the end of the third marking period. This is done at this time to allow the students adequate time to prepare for their presentations at graduation.

SCHOOL CLOSINGS

Announcements for closing school or delayed opening due to inclement weather or other emergencies will be announced as soon as possible by the following stations:

Radio

WPAZ : AM 1370	WZZO : FM 95.1	WAEB : AM 790
WFMZ : FM 100.7	WBYN : FM 107.5	WNPV : AM 1440
KYW : AM 1060 - School Code 282		WAEB : FM 104.1

Television

NBC : Channel 10	ABC : Channel 6	FOX : Channel 29
------------------	-----------------	------------------

TV NEWS: Channel 69

Internet

Cancellations.com
Skylert
Posted on the UPSD website

STUDENT EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act (FERPA) pertains to all Upper Perkiomen parents and any student over eighteen years of age ("eligible students"). FERPA provides certain rights with respect to a student's educational records. They are:

1. Parents are permitted, in the presence of a school official, to inspect, view or copy educational records relating to their child within 45 days from the date of request when the record is collected, maintained or used by the District. The request for review of the student's records by a parent should be directed to the high school counselor. The counselor will respond to the request within ten (10) school days.
2. The right to request the amendment of the student's education records that the parent or eligible students believe are inaccurate or misleading.

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 that is authorized by FERPA permits disclosure without consent to school officials with legitimate educational interest.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

MILITARY RECRUITER ACCESS

Section 9528 of the Elementary and Secondary Education Act of 1965, as recently amended by the No Child Left Behind Act (NCLBA), requires school districts to provide military recruiters the same access to secondary school students as they generally provide to post-secondary institutions or prospective employers. The NCLBA also requires school districts to provide students' names, addresses, and telephone listings to military recruiters when requested.

STUDENT RIGHTS AND RESPONSIBILITIES

Chapter 12 of the Rules and Regulations of the Pennsylvania State Board of Education entitled "Regulations and Guidelines on Student Rights and Responsibilities" addresses itself clearly to the material contained in the discipline section of this handbook and to other information contained in this handbook. The Commonwealth of Pennsylvania mandates that local school boards establish reasonable rules and regulations to govern the operations of the schools under their jurisdiction. It is through this mandate that the Upper Perkiomen School District has established rules and regulations regarding student rights and responsibilities. The text of the Chapter 12 regulations is available to any student upon request.

UPPER PERKIOMEN SCHOOL DISTRICT STUDENT TRANSPORTATION POLICY

GENERAL GUIDELINES

Unless determined to be homeless, the district will provide transportation only for students that live within the Upper Perkiomen School District boundaries.

Determination of bus stops on a particular vehicle's route will be determined by the School District.

Bus stop locations will not be customized to meet individual needs.

Transportation is not available to middle school or high school students who live within one-half miles of their designated school unless the route has been identified as hazardous by PENNDOT.

Students may be required to walk up to 1.5 miles to their designated stop.

Parents/guardians of children are responsible for their safety prior to boarding the bus and after the child has departed the bus.

The district cannot consider factors that are associated with individual family or parental situations. Such concerns are expected to be resolved by the family, parent, or guardian.

SAFETY

Pennsylvania Department of Transportation regulations require that the interior of a school bus must be free of objects which could cause injury. All loose objects must be secure and aisles and emergency exits may not be blocked.

No items can be placed in or behind the driver's compartment, doorway or aisle.

Animals are not permitted on the bus.

Large musical instruments, school projects and sporting equipment are not permitted on the bus unless they can be held on the student's lap.

If a child arrives at his or her stop as the bus is leaving or after the bus has left, the parent will be responsible for transporting their child to school. No attempt should be made to stop or interfere with the path of the bus.

Kindergarten students will only be dropped off when an adult is present at the bus stop. If an adult is not present, students will be returned to the school

NON-PUBLIC STUDENTS

District bussing will be provided to the non-public schools for the same number of days as the district public school.

District buses will pick up non-public schools students for early dismissals the same number of times as district public school students have early dismissals. Bussing will be provided for A.M. students only for additional early dismissal days.

REQUESTS FOR CHANGES/ADDITIONS OF BUS STOPS

All such requests must be in writing and addressed to the District transportation office.

Seating space must be available on the bus or van. Should the vehicle reach capacity anytime during the school year, students riding for alternative situations could be returned to their home vehicle.

Any change will be at the sole discretion of the district in accordance with these guidelines and routing efficiency.

Requests for changes or alternative stop locations need to be submitted annually by August 15th. Changes must 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.

At the end of every school year all alternative stop locations become void. Every student is returned to their home bus stop location. Should you need to continue these arrangements for the upcoming school year, the process would need to be repeated.

VISITORS

School policy is to accept only those visitors who have legitimate business to attend to at school. Students wishing to bring a guest to school must obtain prior approval from a principal at least three days in advance. Parents, visitors, and guests must have a valid driver's license and/or photo ID in order to enter the building. Parents, visitors, and guests must register with security immediately upon entering the building. After being cleared by security, parents, visitors, and guests must check in with the high school office.

Parents are always welcome to visit. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom parents want to meet to ensure that the staff member is available.

Parents, visitors, and guests who violate school policies may be denied access to the high school or grounds. Under no circumstances are visitors allowed on the school premises without the specific permission of the principal. Any visitor on school property without approval may be arrested for trespassing.

WITHDRAWAL FROM SCHOOL

If you withdraw from Upper Perkiomen High School, you must complete the following steps:

1. Parents are required to complete and sign withdrawal papers stating the date when you are leaving Upper Perkiomen High School and giving the name and address of your new school and home.
2. Secure from the guidance office a withdrawal form to be signed by your teachers and the librarian indicating that you have accounted for all books, locks, and other obligations.
3. Return the signed withdrawal forms to the guidance office. All outstanding obligations must be met before a transcript will be forwarded to another school or before employment papers, references, or any other types of papers will be issued.

Please note that by law, for students of compulsory age, the district cannot honor the withdraw request until confirmation of enrollment in another district or school has been confirmed via a records request or enrollment verification form from the receiving entity.

WORKING PAPERS

To apply for a general employment certificate for full-time work, you must be at least 14 years old and have a job. A student applying for working papers needs a parent to bring his or her birth certificate to the Upper Perkiomen High School Office, 2 Walt Road, Pennsburg, between 8:00 a.m. and 3:30 p.m. A photocopy of the birth certificate will be made (as proof of age) and will be kept on file until he or she reaches 18 years of age. After 18 years of age, no working certificate is required. Information concerning the issuance of working papers may be obtained from the Upper Perkiomen High School Office.

