

UPPER PERKIOMEN HIGH SCHOOL

Pursuing personal and academic excellence

**THE INDIAN GUIDE
Student Handbook 2021-2022**

**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. Joshua C. 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 2021-2022 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. Joshua C. Miller
Assistant Principal

UPPER PERKIOMEN HIGH SCHOOL HANDBOOK

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Upper Perkiomen School District

2021-2022 Statement of Academic Integrity

The main purpose of education at UPSD is to generate genuine, deep learning in students and to contribute to their academic, social, emotional, and behavioral growth through their K-12 experience. Virtual learning presents some challenges, but the purpose remains the same. It is more important than ever for students to do their own work, and honestly and individually take assessments from their home environment.

Our goal in assessment is to learn what students know, can do, and understand. An assessment helps teachers gauge this, and plan accordingly. We do not expect all students to excel in every assessment. We expect students to learn at a different pace, and need an accurate representation of what students need assistance with to move on to more challenging and in-depth concepts. Parents (though well intentioned) should not “over assist” students with their work, so we can best support your child with the fundamental knowledge needed for success.

Each year, parents will be asked to read and review the statement below their student and sign to acknowledge the agreement in Skyward. This helps all of us start and end the school year with a promise of trust, and understanding of the work ahead. The Statement of Academic Integrity is:

Intellectual development requires honesty, responsibility, and doing your own work. The classroom environment relies upon a community of trust. **All students must practice academic honesty by:**

- Doing their own work
- Asking for assistance when struggling
- Not copying another’s work or answers on homework or assessments, OR copying from the internet
- Not disclosing exam content during or after you have taken an exam (questions or answers)

- Avoiding plagiarism, including use of Internet material without proper citation,
- Not using cell phones or other electronics to obtain outside information during an assessment
- Caring for and protecting the materials given to the student from the district for virtual learning (computer/device, textbooks, etc.)

I make the following truthful statements for all assignments, activities, and assessments:

- I have not received, I have not given, nor will I give or receive, any assistance to another student on our course assessments.
- I will not use any electronic device (including calculators) to assist me on an assignment or assessment.
- I will not plagiarize (copy) someone else's work and turn it in as my own.

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)	7:35-8:52	7:35-8:52	7:35-8:52
Period 2 (10) Homeroom	8:57-9:07	8:57-9:07	8:57-9:07
Period 3 (77)	9:12-10:29	9:12-10:29	9:12-10:29
Period 4 (40) I/E	10:34-11:14	10:34-11:14	10:34-11:14
Period 5 (79)	11:19-11:49 (lunch) 11:49-1:08	11:19-12:00 12:00-12:30 (lunch) 12:30-1:08	11:19-12:38 12:38-1:08 (lunch)
Period 6 (77)	1:13-2:30	1:13-2:30	1:13-2:30

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

Melanie Cunningham – President
Judith Maginnis - Vice President Steven Cunningham
Dr. Kerry Drake Dana Hipszer
Keith McCarrick Mike Elliott
Peg Pennepacker Raeann B. Hofkin

SUPERINTENDENT

Dr. Allyn Roche

Assistant Superintendent

Dr. Andrea Farina

Business Administrator

Mr. Dan Direso

SCHOOL DISTRICT DIRECTORY

Superintendent	Dr. Allyn Roche	679-7961
Assistant Superintendent	Dr. Andrea Farina	679-7961
Business Administrator	Dan Direso	679-7961
Director of C&I	Kimberly Bast	679-7961
Supervisor of Curriculum	Sarah Rothermel	679-7961
Director of Human Resources	Georgiann Fisher	679-7961
Asst. Director Special Education	Carol Giblin	679-7961
Special Education Supervisor	Amy Coyle	679-7961
Director of Athletics	Robert Kurzweg III	679-5935
Director of Food Services	Paula Germinario	679-7961
Transportation Coordinator	Jennifer Malone	679-7961
Director of Facilities & Operations	Douglas Kenwood	679-7961
Director of Technology	James Roth	679-7961
UPHS Principal	Dr. Robert Carpenter	679-5935
UPHS Assistant Principal	Joshua C 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	313-4800
UPMS Assistant Principal	Brian Callan	313-4800
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. Joshua C. Miller

Professional Staff 2021-2022

	Phone extension	
Mr. Samuel Alba	7056	Science
Mrs. Alicia Austin	7101	English
Mr. Matt Austin	7058	Science
Ms. Jennifer Bamford	7110	Special Education
Mr. Blake Bardman	7090	Technology Education
Mrs. Lori Barsh	7052	Social Studies
TBD	7051	Physical Education
Mr. Christopher Bieler	7109	Physical Education
Mrs. Diane Brust (Grandizio)	7107	Business
Mrs. Debra Burns	7102	Business
Mr. Michael Calvello	7108	English
Mrs. Lori Cascioli	7084	Physical Education
Mrs. Diane Csekitz	7067	Science
Mr. Ken Eicheldinger	7100	Math
Mrs. Susan Flack	7098	Math
Mr. Andrew Graham	7096	Science
Mr. Taylor Gregory	7072	Science
Mrs. Monica Griffith	7095	Business
Mr. John Gunning	7121	Guidance
Mr. Brian Hansley	7087	English
Mr. Dan Hawthorne	7092	Business
Mrs. Danielle Hawthorne	7091	English
Mr. Timothy Herbert	7089	English
Mrs. Kierstin Hildebrand	7070	Band
Mrs. Laura Hilehoffer	7088	Special Education
Mr. Thomas Hontz	7086	Social Studies
Mrs. Rachel Kollar	7083	Special Education
Mr. Ben Kunkle	7078	Math
Mrs. Rashida Larkin	7044	Special Education
Mr. Robert LaSalle	7077	Special Education
Mrs. Leanne Legendre	7122	Guidance
Mr. Vince Leskusky	7076	English

Mr. Christopher Lonergan	7075	Physical Education/Health
Mrs. Regina Lundquist	7125	Nurse
Mrs. Amy Lychock	7074	Art
Mrs. Petra Marx-Abend	7111	German
Mrs. Alicia Mata	7099	Social Studies
Mrs. Lora Mayer	7073	Art
Ms. Judy Mendez	7080	Spanish
Mr. Frank Mercon	7071	Physical Education/Health
Ms. Caren Miller	7069	Math
Mr. Clayton Mowrer	7105	Math
Mr. Dan Moyer	7048	Technology Education
Mrs. Nicole Muhleisen	7054	Special Education
Mr. Todd Niemann	7066	Special Education
Mr. Matthew Nomland	7065	Math
Mrs. Katelyn Patrick	7083	Special Education
Mrs. Christa Paul	7103	Science
Mr. Brian Peoples	7064	Social Studies
Mrs. Katherine Perkins	7094	Math
Ms. Colby Phillips	7063	Social Studies
Mrs. Tara Purcell	7045	Special Education
Ms. Jennifer Rosch	7059	Science
Ms. Tasha Rushatz	7060	English
Ms. Jennifer Screnci	7106	Social Studies
Mrs. Rachel Schmeckenbecher	7057	Spanish
Ms. Megan Smolinski	7085	Social Studies
Mrs. Bethany Smolinsky	7131	French/English
Mrs. Kathy Stattel	7118	Librarian
Mr. David Thomas	7062	UPTV
Dr. Mark Thomas	7053	Vocal Music
Mr. Shane Thrush	7050	Special Education
Mr. Michael Tirjan	7049	Science
Mrs. Angela Traub	7120	Guidance
Mrs. Meredith Wickard	7068	Math
Mrs. Christine Willett	7082	Special Education
Mr. Ed Williams	7044	Special Education
Mr. John Williamson	7046	Business
Ms. Briana Wolfgang	7097	Spanish

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.

STUDENT ASSISTANCE PROGRAM TEAM (SAP)

The Student Assistance Program 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 SAP 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 SAP team is comprised of teachers, administrators and counselors. Assistance Core Team members have undergone special training to work with students.

STUDENT ASSISTANCE PROGRAM TEAM MEMBERS

Todd C. Amsler	Shane Thrush
John Gunning	UPHS SRO
Tasha Rushatz	Angela Traub
Leanne Legendre	Joshua C. Miller
Regina Lundquist	Chad Rutherford
Lora Mayer	Todd Niemann
Megan Smolinski	Christa Paul
Rob Carpenter	Juvenile Probation
Creative Health Services	

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

An "at risk" student may be referred to the SAP team in several ways. The student may seek help from the SAP 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 SAP 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 SAP 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 take place each June in the high school gymnasium. However, the Upper Perkiomen School District will not cover the cost of any private physical. The school sponsored physical date 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	Girls' Indoor Track	Boys' Tennis
Girls'/Boys' Cross Country	Wrestling	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 acclamation 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. 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.
6. If a student is absent from school for the entire day, the student may not practice or participate in athletics that day.
7. 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.
8. 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.*"
9. All in-season athletes must be in school by 11:00am on the day of a practice or contest.
10. 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.*"
11. No student shall practice or participate in athletics during any period of suspension.
12. Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.
13. 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.

Academic Eligibility

1. To be eligible for interscholastic athletics, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. The academic reporting period will be from 8:00am on Mondays to 3:00pm on Thursdays. *In the event of a shortened week, eligibility will always be run on the second last day of the week.
4. If an athlete fails two or more courses on the weekly report, he/she will be ineligible to participate in contests for a period of one week.
5. The weekly ineligibility period begins on Sunday and continues through the following Saturday.

6. If an athlete is failing two or more subjects **for a marking period**, he/she will be ineligible to participate in contests for the first 15 school days of the next marking period. Ineligibility will begin the day the report cards are made available.
7. Athletes who drop a course and have an average grade of “F” will be required to carry that failure toward eligibility for the remainder of the school term.
8. Athletes who are academically ineligible three times during a season, will be removed from the athletic team to concentrate on their academics.
9. Athletes who enroll at a UPSD school for the first time must comply with the requirements contained herein. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school which the student has attended.
10. At the end of the school year, the student’s final grades shall be used to determine his/her eligibility for the next grading period. A student who attends summer school and corrects deficiencies shall be eligible to participate in the fall sports season.

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.

Transportation

1. Participants are required to use school transportation to and from all athletic events.
2. Exceptions to this rule will be made only under the following conditions:
 - a. Athlete must have a written note from the parent/guardian that will be providing transportation home.
 - b. Athlete is ONLY permitted to depart from a contest with a

parent/guardian. No exceptions!

c. Note from the parent/guardian must be given to the head coach, prior to the athlete leaving.

3. All school bus rules are in effect during rides to and from athletic events.
4. No spikes or cleats may be worn on the buses or vans.
5. Buses and vans should be clean of litter after each trip.

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 7:35 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 option 1 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 hsattendance@upsd.org

Failure to provide 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 7:35 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 latenesses (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.

Controlled Substances/Paraphernalia

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 an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill,

capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[14\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via Upper Perkiomen School District furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[\[15\]](#)[\[16\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances. [\[17\]](#)[\[18\]](#)[\[19\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. [\[14\]](#)[\[20\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in

accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][17][18][21][22][23]

Implementation of Policy

1. Students bringing prescription medication to school for reasons of health must present to the school nurse a note signed by the parent/guardian.[3]
2. Students judged to be in need of immediate medical attention will be taken by a staff member to the school nurse.
3. It is the responsibility of each school employee to notify the building administrator of any students who appear to be in apparent need of immediate medical attention, or of students allegedly huffing, vaporizing, unlawfully manufacturing, possessing, using, distributing and/or selling controlled substances.
4. School personnel and coaches shall not recommend, supply and/or dispense any drug, medication or food supplement.
 - a. In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches shall never condone, permit, encourage, supply, recommend and/or dispense any drug, medication or food supplement recommended by the manufacturer for performance-enhancing purposes.
5. Parents/Guardians are to be informed of the apprehension of a child for the huffing, vaporizing, unlawful manufacture, possession, use, distribution and/or sale of controlled substances. Evidence will be turned over to the police.
6. The principal and/or the assistant principal is required to notify police of all incidents in which students are apprehended for the huffing, vaporizing, unlawful manufacture, possession, use, distribution, and/or sale of controlled substances on District premises. Any physical evidence of violation of laws relating to drug abuse shall be turned over to police officials by the principal and/or assistant principal. The District will ask the

police to cooperate and produce the physical evidence at the hearing.

7. The principal and/or the assistant principal shall give the Superintendent immediate verbal notice of all drug violations. Such notice shall be followed before the end of the subsequent day with a written report setting forth the pertinent details of the incident.
8. Students who violated this policy will be required to receive a Student Assistance Program (SAP) assessment.
9. A student apprehended by school officials for the alleged violation of this policy shall be subject to the following disciplinary procedures:
 - a. All desks, clothing, backpacks, gym bags, and other personal possessions, and lockers used by students shall be subject to inspection by the school authorities when reasonable suspicion exists.
 - b. The building administrator will immediately implement a ten-day out-of-school suspension.
 - c. The principal and/or the assistant principal shall take all steps necessary to comply with the Individuals with Disabilities Education Act for students with disabilities.
 - d. The principal and/or assistant principal will provide a comprehensive review of the incident to the Superintendent for the purpose of determining whether the nature of the incident warrants a recommendation for expulsion.
 - e. A violation of this policy results in the consideration of expulsion; however, the team can require the following in lieu of an expulsion recommendation:
 - i. SAP Assessment and participation in SAP recommendation (Teen Intervene, Marijuana Brief Intervention, referral for drug and alcohol treatment).

- ii. Bi-weekly counseling with a school/student assistance counselor.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][21][24]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][18]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

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, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

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 students to suspension, expulsion and/or criminal prosecution.[20][26]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable

suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

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.

UPSD Homeless Liaison:
Dr. Andrea Farina afarina@upsd.org

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

Gross Misconduct

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.

No Valid Hall Pass

First offense- Warning

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

Failure to Follow Classroom Sign In/Out Procedures

First offense- Teacher Warning

Future offenses- Administrator discretion Warning, Detention, ISS,

OSS, Loss of Privileges

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

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[\[1\]](#)

The Board prohibits any District student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the District.

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

If a student is expelled for making terroristic threats, 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.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the District's emergency preparedness plan.[\[7\]](#)[\[8\]](#)[\[9\]](#)

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.[\[10\]](#)

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[7\]](#)[\[8\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as

a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[7][12][14]

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.

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 - 1 day out of school suspension & one four hour Saturday detention.

Second offense - 3 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/Nicotine Products on School Property: Use or Possession

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or

material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

Students who violate this policy are subject to the following consequences:

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

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

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]\[2\]](#)

Possession - 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 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 coming 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 vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]\[3\]](#)

The Board 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 and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law

enforcement and Board policies. [\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the District's emergency preparedness plan. [\[10\]](#)[\[11\]](#)[\[12\]](#)

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[10\]](#)[\[11\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[10\]](#)[\[14\]](#)[\[16\]](#)

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed. [\[2\]](#)

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 alternative education, provided the assignment does not exceed the expulsion period. [\[2\]](#)

Disorderly Conduct

Students 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. In addition to being a suspendable offense, local law enforcement authorities may be notified.

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.”

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

The Board authorizes the Superintendent or designee to enforce school rules prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the student him/herself or others in the school.
2. Interfere with school work, create disorder, or disrupt the educational program.

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.

2. All students driving vehicles on school property must comply with the 10 MPH school speed limit.
3. Students may not interfere with the arrival or departure of buses.
4. Students will park in the North Parking Lot only.
5. All vehicles must be parked within the lined parking spaces.
6. All vehicles must have current state Inspection and Registration.
7. Students must obey all rules of the Pennsylvania Vehicle Code (Title 75).
8. Students must yield the right-of-way to pedestrians at all time.
9. No vehicle will obstruct any roadway or traffic way.
10. Students will obey all posted traffic signs.
11. Students are not permitted to use their motor vehicle at any time during school hours without written permission from their parents and school administration.
12. Students are not permitted to enter their vehicles at any time during school hours without permission.
13. **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.**
14. **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.)**
15. Students must have and display a parking pass in order to park on school property.
16. 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.

17. 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. Student I/E courses will be selected/scheduled at the beginning of each semester based on offerings and availability.

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 District and are prohibited at all times.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[\[3\]\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.[\[6\]](#)[\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[\[8\]](#)

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[\[8\]](#)

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)

No student, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the [District's report form](#), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with District practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by District personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[15\]](#)[\[20\]](#)[\[21\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[22\]](#)

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[23\]](#)

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether

diplomas and/or transcripts should be released despite an unpaid fine.[\[4\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from District employment.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

BULLY/ CYBERBULLYING POLICY

The Board is committed to providing a safe, 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, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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.[\[1\]](#)

The Board prohibits all forms of bullying by District students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the [District's report form](#), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of

laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][4][9]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.

9. Referral for Counseling/Therapy outside of school.

10. Referral to law enforcement officials.

[Bullying/Cyberbullying AR](#)

Discrimination/Title IX Sexual Harassment Affecting Students

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the District's website.

The Board requires a notice stating that the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the District. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall

immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the [Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form](#) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The District shall presume that the respondent is not responsible for the alleged

conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the District's legal and investigative obligations.[25][26][27][28][29]

Retaliation

The Board prohibits retaliation by the District or any other person against any person for:[28]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.

2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The District, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to

participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the District investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[27\]](#)[\[30\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[30\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[30\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.

7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[18][23][24][17][31]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[30]

1. A District employee conditioning the provision of an aid, benefit, or District service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a District education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[32]
 - i. Length of relationship.
 - ii. Type of relationship.

iii. Frequency of interaction between the persons involved in the relationship.

- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[32\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[33\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[32\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a District education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the District exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a District's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[26\]](#)[\[27\]](#)[\[30\]](#)

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Andrea J. Farina, Ed.D as the District's Compliance Officer and Georgiann Fisher as the District's Title IX Coordinator.[\[34\]](#)

The Compliance Officer can be contacted at:

Address: 2229 E. Buck Road, Pennsburg, PA 18073

Email: afarina@upsd.org

Phone Number: 215-679-7961

The Title IX Coordinator can be contacted at:

Address: 2229 E. Buck Road, Pennsburg, PA 18073

Email: gfisher@upsd.org

Phone Number: 215-679-7961

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the District's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school

complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[35]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.

7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

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 may be 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/her 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 sign in on the sign in/out sheet. 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.
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 11th and 12th 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.

OBLIGATIONS

Skyward Fee Management

The Upper Perkiomen School District utilizes the Skyward Fee Management system for the tracking of various fees that students may incur throughout the school year. Parents can view their child's fee status at any time by logging into Skyward Family Access and clicking the Fee Management button on the left side menu. When a new charge is added to your child's account, Skyward will send an automated email to the parent/guardian informing them of the new charge. All payments are due in full at the time of receipt and should be submitted to your child's school office. Acceptable forms of payment are cash or checks made payable to Upper Perkiomen School District. When your payment has been processed you can view and print your receipt from the Fee Management screen within Skyward Family Access.

At the end of each month the parent/guardian of any student with an outstanding balance will receive an automated email reminding them that payment is past due. Failure to pay the balance in full may result

in your child being prohibited from participating in certain school activities.

The District reserves the right to collect any unpaid balances through the utilization of a collection agency or by commencing legal action in a court of competent jurisdiction.

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 (Classes of 2022, 2023 & 2024) (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 3:15 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.