

**PINE ROAD
ELEMENTARY SCHOOL
HANDBOOK FOR
STUDENTS & FAMILIES**

**Pine
Road**

A black paw print is positioned between the 'R' and 'a' in the word 'Road'.

2023-2024

The Pine Road Pledge

I pledge to try each day,
In my work and in my play,
To be respectful,
responsible, honest, and kind!

I AM PINE ROAD PROUD!

School Hours

Regular School Hours

Pine Road (PR) Student Hours: 9:00 a.m. – 3:30 p.m.

Pine Road (PR) Office Hours: 7:45 a.m. – 4:30 p.m.

Early Dismissal Hours

Refer to the school or district calendars for scheduled early dismissal days. Parents will be notified by the LMTSD automated phone system for unscheduled weather-related early dismissal hours.

PR Student Hours: 9:00 a.m. – 12:10 p.m.

PR Office Hours: 7:45 a.m. – 4:30 p.m.

Inclement Weather

Two-Hour Late Arrival

Occasionally the start of school may be delayed due to inclement weather. Parents will be notified by the LMTSD automated phone system. Buses will arrive two hours later than their normal schedule.

PR Student Hours: 11:00 a.m. - 3:30 p.m.

PR Office Hours: Subject to change

Emergency Closing

In the event of a school closing, early dismissal, or late opening, all staff and parents will be notified by the Superintendent via the Connect-Ed system. This information is also available through the School Information line at 215-947-2777. Please do not call Pine Road Elementary School for closing information.

Arrival & Dismissal Procedures

Morning Arrival 8:45 – 9:00 AM

(Students may not arrive before 8:45 AM)

Walkers

Students who walk enter the building at the **Main Entrance** of the school.

Students Arriving in Cars or Daycare Vans

- Cars and daycare vans enter the parking lot in front of the school using the driveway by the library. Students **cannot** exit from their cars until Pine Road staff come out for the valet line.
- Cars and daycare vans follow the driveway towards the **library entrance** of the school. Drivers remain in the car.
- Students should exit the car **ONLY** on the passenger side. School staff will assist in opening doors for students and escort them into the building.
- No students are to enter the building at the main entrance unless they arrive after 9:00 am.
- **ALL VEHICLES MUST TURN RIGHT WHEN EXITING OUR PARKING LOT DURING ARRIVAL (8:40-9:00)**

Late Arrival – any time after 9:00 AM

Parents/guardians must park their cars in the front lot and walk students into the building via the main entrance. **Parents/guardians must complete the Pine Road Attendance Form (digitally in the lobby or [online](#) from home).** Students will receive a late pass to enter class. Parents will remain in the enclosed section of the lobby.

School Bus Arrival

School buses use the service driveway behind the school. School buses are the only vehicles authorized to use this driveway. Students may not be dropped off in the rear parking lot from personal vehicles.

Afternoon Dismissal – 3:30 PM

Walkers

- All walkers must cross Pine Road at the **designated crosswalk under the guidance of the School Crossing Guard.**
- Students in fourth and fifth grade may walk home independently but must bring a note from their parent/guardian to the attendance office. The note should indicate whether the student will be walking home daily or just on certain days of the week. A “**Walker Pass**” will be issued upon receipt of this information. The student must carry the “**Walker Pass**” in his/her book bag daily.
- Students in kindergarten through grade three who walk to and from school must be accompanied by a parent. Students must be signed out in the afternoon by their parents/guardians and Photo Identification must be presented. A staff member will be at the front lobby of the building to sign out students. (**Parents may not park their cars in the school lot and pick up student walkers.**)

Students Going Home in Cars or Daycare Vans

- Cars and daycare vans enter the school parking lot in front of the school using the driveway by the library.
- Cars and daycare vans form a line and follow the front driveway towards the **library entrance**. Drivers must remain in the car at all times while in the line.
- Drivers **may not park** and enter the building to drop off/pick up students; the valet line should always be used.
- Drivers must remain in line and may not pass cars in the drop-off lane by using the left-hand lane.
- Parents/Guardians will be asked for Photo Identification by school staff before students enter the car.
- Students will be assisted to the car/van by school staff.
- Cars and Daycare vans will be directed to leave the parking lot by school staff and the School Crossing Guard.
- **ALL VEHICLES MUST TURN RIGHT WHEN EXITING OUR PARKING LOT DURING DISMISSAL (3:25-3:45)**

Changes in Transportation

If your child normally rides the bus and it is necessary to pick up your child on a given day, you must send a note that morning indicating the change in transportation and who will be picking up your child. If you forget to send a note, you may call the office with your request as long as your phone call is received prior to 3:10 p.m. The office begins dismissal procedures at this time and cannot be interrupted with changes. Parents cannot enter the office at the end of the day to make transportation changes. Only notes and phone calls will be honored. Arriving at the end of the day to request the office to page your child or pull him/her from the bus causes added confusion in the office, bus line, and in the classroom and results in a delay for all students and parents.

Attendance & Tardy

The Lower Moreland Township School Board requires that school-age students attend school regularly, in accordance with Pennsylvania state laws. Effective education requires a continuous program of instruction and active classroom participation if students are to fully engage in school experiences and make consistent academic, social, and emotional progress.

Absence from School

Regular school attendance is necessary and mandatory during the days and hours that school is in session. Absences are to be reported **prior to 8:45 a.m.** by **ONE** of the following methods: Completing the [Pine Road Attendance Form](#), emailing our attendance office at carchutowski@lmtsd.org, or calling our **Safe At Home Absence Line at 215-938-0290 (option 1)**. The message provides prompts for the callers.

A [Pine Road Attendance Form](#) (**must be submitted online**) **is to be used for all Absences and Tardies**. Parents will be asked to indicate the reason for the absence/tardiness. Reasonable causes for absence are illness, quarantine, recovery from an accident, a death in the family, family educational trips, and educational tours and trips. In addition, students may be excused for observation of a religious holiday, dental or medical appointments, court appearances, family emergencies, or other urgent reasons. However, in an effort to provide a continuous educational program, parents are encouraged to schedule routine dental and medical appointments after the school day has ended. An absence note can also be emailed to the Attendance Secretary at carchutowski@lmtsd.org.

Guidelines: Students must present written verification of their absence by the **third** day of attendance following their return to school. Students who fail to present this written verification by the **fifth** day will have their absences classified as unverified and unexcused, per Board policy.

If a physician's note is submitted for sickness or medical appointments, the students' absences will be classified as **excused**. It is important to note that if absences accumulate to 5, 10, or 15 days, a formal letter from the district will be sent to the address of record through US mail. This can be avoided if physician's notes are submitted (if) applicable. If a student exceeds 15 absences, a meeting with the family and district will take place and a Student Attendance Improvement Plan will be drafted.

Students absent from school for five (5) or more continuous school days must present written verification of their absence by a licensed medical authority. Students who fail to present such written verification upon their return from school, will have their absences classified as unexcused.

Unexcused absences will result in building-level administrative interventions. Persistent unexcused absences may result in such actions as;

1. Development of an Attendance Improvement Plan
2. Referral to the building Instructional Support Team (IST)
3. Referral to the School Psychologist/Community Liaison/Behavioral Specialist
4. Truancy proceedings or involvement with Montgomery County Juvenile Court

Absence for Educational Tours and Trips

Upon verification of itinerary and supportive documentation proving its educational value, the Superintendent or designee may approve one (1) educational trip or activity not sponsored by the district, per school year, not to exceed six (6) school days. **Applications for approval via completion of the [Excusal from School](#) form, available on the Virtual Backpack or Pine Road office, should be made as early as possible; however, in no instance later than two (2) weeks prior to the absence.**

Students are responsible for all work missed during their absence. Assignments will be made upon the student's return from the trip or tour, and work must be made up within a time period equal to the number of school days missed. Please note it is the responsibility of the parent/guardian to assist the student in the completion of work missed due to family vacation.

Students whose application for an educational trip or activity is disapproved by the Superintendent or designee shall have their absence classified as unexcused if they participate in the trip or activity.

Late Arrival to School (Tardy)

Students should leave home in time to arrive at school by 8:55 a.m. There is no supervision for students prior to 8:45 a.m. It is important for students to arrive on time each day to begin engaging in the day's activities, which begin at 9:00 a.m. Arriving late disrupts the instructional program of the rest of the class and causes the student to miss valuable directions and instruction.

If it is unavoidable that a child arrives late, he/she must be escorted into the building by a parent/guardian, signed in, and a [Pine Road Attendance Form](#) must be submitted. The student will then be given a late pass for admittance to class. Your child will be marked with an "unexcused" tardy without a completed form.

Request to Leave School Early

Parents are asked to avoid disrupting their child's school day. Please try and schedule dental and medical appointments outside of the school day.

If it is necessary for a student to leave school early, parents should complete the [Pine Road Attendance Form](#) in advance, with an explanation for the request to leave early. All early dismissals must be before 3:10 pm. If someone other than the parent or guardian will pick up the student, that authorized person's name must be provided. You may call the school office before 3:00 pm. The main office begins dismissal procedures at 3:10 p.m. and cannot be interrupted with changes. Parents may not enter the office at the end of the day to make transportation changes.

Bus Transportation

It is the aim of the school district to ensure the health and safety of all passengers. Please help your child understand that riding a school bus is a privilege and that appropriate behavior is expected (see Safety Rules for Lower Moreland School Buses).

Safety Rules for Lower Moreland School Buses

Children who are eligible for bus service will receive their bus assignment via a posting on the district web page in August. Please note that bus times are approximate and may vary due to traffic, weather, or time of year. For example, early in the school year, buses may arrive somewhat early or late until the bus routes become routine. Families may also download the [First View App](#) to track buses.

Bus drivers are requested to report inappropriate behavior. Serious behavior issues or repeated infractions may result in the suspension of bus riding privileges. Transportation to and from school then becomes the responsibility of the parents.

Students are not permitted to ride on a bus other than the one to which they are assigned unless they have a permission note signed by their parent/guardian and the school administration/school office.

The Lower Moreland Township School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. **All school rules and behavior expectations outlined in the *Code of Conduct* are in effect.** Following the rules below will help to keep our buses safe and comfortable for everyone.

Waiting for the Bus

- Help the buses run on time. Be at your stop at least five minutes early.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus.
- Parents/guardians are responsible for children at bus stops.

Leaving the Bus

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus.
- Students in kindergarten, first, and second grade will ***not*** be dropped off if no one is at the bus stop to meet them. All other students, in grades three, four, and five will be dropped off whether or not there is someone there to meet them.

Safety Guidelines

- Students, who must cross the street, must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross in front of the school bus.
- Sports balls must fit in the student's school bag and stay there at all times.

Bus Rules

- Do not leave your seat while the bus is moving. Face the front of the bus at all times.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Keep your hands and head inside the bus at all times.
- Keep objects out of the aisle.
- Speak at a moderate level and do not cause disturbances on the bus. Loud talking, laughing, and yelling can be distracting to the driver.
- Help keep the bus clean. Don't throw trash on the floor or out the windows.
- Do not eat or drink on the bus.

Transportation Privileges

Bus transportation is a privilege, not a right, and accordingly, the bus rules of conduct and behavior must be followed by all students. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

<i>LEVEL/Description of Behavior</i>	<i>EXAMPLES</i>	<i>Consequences of misbehavior</i>
<u>LEVEL I</u>	<ul style="list-style-type: none"> ● Not staying seated while the bus is moving ● Exiting the bus at an unauthorized location ● Not sharing seats with others ● Not keeping the bus clean ● Eating or drinking on the bus without the permission of the driver ● Using cell phones, cameras, Chromebooks, iPads, or recording devices at any time on the school bus (cell phones must be concealed and turned off at all times) ● Not following the bus driver's directions as soon as they are issued ● Using inappropriate language ● Any offense deemed by an administrator that causes or has the potential to cause a health or safety issue 	<u>Parental notification and one or more</u> of the following: <ul style="list-style-type: none"> ● Verbal warning ● Temporary or permanent assigned seat ● Behavior contract ● One to three days detention
<u>LEVEL II</u>	<ul style="list-style-type: none"> ● Unchanged or accumulated Level 1 offenses ● Not keeping hands, head and feet inside the bus ● Throwing any object on the bus or out of the bus ● Vandalizing the bus or personal property ● Acting in a disrespectful or defiant manner toward the bus driver ● Any offense deemed by an administrator that causes or has the potential to cause a health or safety issue 	<u>Parental notification and one or more</u> of the following: <ul style="list-style-type: none"> ● Assigned permanent seat ● Two to five days of detention ● One to five days bus suspension ● One to three days of school suspension
<u>LEVEL III</u>	<u>Possession or use of the following:</u> <ul style="list-style-type: none"> ● Unchanged or accumulated Level 2 offenses ● Behaviors or conduct considered a Level III misconduct as listed in the Code of Conduct ● Any offense deemed by an administrator that causes or has the potential to cause a health or safety issue 	<u>Parental notification and one or more</u> of the following: <ul style="list-style-type: none"> ● Five day or longer bus suspension ● Three to ten days of school suspension ● Expulsion hearing ● Referral to law enforcement agency

Bullying/Cyberbullying

The Pine Road School has a policy against all forms of bullying. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it will be dealt with promptly and effectively. We are a “telling” school. This means that anyone who knows of any bullying is expected to report this to an adult. Depending on the situation, bullying may be a Level 1, Level 2, or Level 3 offense, as judged by the school administration.

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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Substantial disruption of the orderly operation of the school.

For the purpose of this policy, **bullying** is defined as follows:

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

Olweus Bullying Prevention Program

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed toward another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Substantial disruption of the orderly operation of the school.

Students and parents may report incidents of bullying that meet the above criteria by using the Harassment and Bullying Form on Page 3 of this handbook or by contacting the guidance counselor, assistant principal or building principal.

**Lower Moreland Township School District
Harassment/Bullying Reporting Form**

It is the policy of Lower Moreland Township School District to maintain a learning and working environment that is free from harassment/intimidation/bullying. See page 10 of this document for LMTSD definition of Bullying and Cyberbullying.

Please complete this form with as much information as possible.

Date: _____ Report filed by: _____

Name(s) and grade(s) of alleged student involved in harassing/bullying:

Name(s) and grade(s) of alleged student victim(s):

Witnesses (adults and/or students) who might have observed the incident:

List the events that have occurred. Attach an additional sheet if necessary.

How long has this been happening? Please be specific.

When and where is it happening? (Examples: at home, in class, in the hallway, between classes, in the bathroom, in the cafeteria). Please be specific.

What did you do when it happened? Please list all of the ways that you responded.

Whom have you reported this to? (check all that apply): Nobody Parent/guardian(s)

Friend(s) Counselor Bus Driver Administrator

Teacher – Name: _____ Other – Name: _____

What would you like for an adult to do to help you? (Example: listen to me, talk to the other student(s), watch out for similar behavior, tell an administrator)

Student Signature: _____

Signature of Staff Member Receiving Form: _____

For Office Use Only

Administrative Follow Up:

Lunch

The school district offers a daily hot lunch as well as several alternate lunch choices. Each month a menu is posted on the website.

A free or reduced lunch is available for families who qualify under federal guidelines. Information regarding free and reduced lunch is included in the August Back-to-School information packet. Pine Road lunch and breakfast prices for the 2023-2024 school year are:

Breakfast- \$1.65

Lunch- \$2.60

Nutrition, Inc., the LMTSD lunch provider, uses a computerized DEBIT operating system for lunch purchases. Additional information regarding this program is provided at the beginning of the school year and is available on the website www.thenutritiongroup.biz.

Cafeteria Expectations

	HONESTY Saying and doing the right thing, even when no one is watching.	RESPONSIBILITY Treating others as you expect them to treat you.	RESPECT Be accountable for your words, actions and attitude.	KINDNESS Caring for others on the inside and out.
Cafeteria	<ul style="list-style-type: none"> ● Use truthful words ● Keep your place in line 	<ul style="list-style-type: none"> ● Stay seated in assigned areas ● Keep table and floor free of trash ● Level 1 (conversation) Voice ● Report spills ● Line up with a Level 0 (silent) Voice 	<ul style="list-style-type: none"> ● Use polite words such as “Excuse me,” “Please,” and “Thank you” to classmates and cafeteria staff ● Respect personal space ● When an adult is on the microphone, use a Level 0 (silent) Voice to hear directions 	<ul style="list-style-type: none"> ● Use table manners ● Eat your own food ● Keep your food in front of you on the table ● Help a friend if needed ● Use positive words and actions

Recess

Recess is an important part of the daily experience at Pine Road. As the weather changes, we strive to balance physical exercise and play with our need to ensure the safety of our students. Below you will find the criteria that are used to determine our daily recess times. Please ensure that your child comes to school daily with appropriate clothing.

OUTDOOR RECESS

- “Feels Like” Temperature is between 21 and 89 degrees.

ABBREVIATED RECESS (15 minutes)*

- “Feels Like” Temperature is between 15 and 20 degrees or between 90 and 95 degrees.

INDOOR RECESS*

- “Feels Like” Temperature is below 15 degrees or above 95 degrees.

*Other circumstances that could impact recess are monitored daily and adjustments are made as needed to ensure the well-being of our students.

Indoor recess is provided on inclement weather days. Requests for students to remain indoors during outdoor recess due to illness or injury must be submitted in writing to the classroom teacher. A physician's statement is required if the request is longer than two (2) days. (See Recess Rules on page 30.)

Recess Expectations

All students will abide by the Pine Road Code of Conduct. Conduct that affects, or potentially affects, the safety of students or interferes with the overall well-being of any student or staff member is not permitted.

	HONESTY Saying and doing the right thing, even when no one is watching.	RESPONSIBILITY Treat others as you expect them to treat you.	RESPECT Be accountable for your words, actions and attitude.	KINDNESS Caring for others on the inside and out.
Recess	<ul style="list-style-type: none"> ● Play fair and follow rules of the game ● Use truthful words 	<ul style="list-style-type: none"> ● Use and return equipment safely and appropriately ● Dress for the weather ● Be aware of activities around you ● Stay in approved areas 	<ul style="list-style-type: none"> ● Be a problem solver ● Include others ● Take turns ● Respect others' feelings ● Line up when the staff signals 	<ul style="list-style-type: none"> ● Demonstrate good sportsmanship ● Share equipment ● Positive words and actions

Character Education

Pine Road Pillars

Pine Road School promotes Kindness, Honesty, Respect, and Responsibility in a variety of ways. These four character traits are embedded in classroom teaching, readings, and discussions, in the school counseling program, and during school assemblies and Town Meetings.

Restorative Practices

The goal of *Restorative Practices* is to build and maintain a positive school environment to increase student responsibility and respect while reducing discipline referrals. The program uses proactive strategies and a common language to build community within both the classroom and the school. Restorative Circles are conducted throughout the school on a regular basis to reinforce all aspects of the program. *Restorative Practices* include community-building activities as well as effective ways to respond to disruptive student behaviors and/or violations of the School Code of Conduct (see attached Code of Conduct).

Dress for Success

Philosophy

The Lower Moreland Township School District Student Dress Code seeks to support equitable educational access and a safe environment that is supportive for all students. The student dress code and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, cultural observance, or body type/size. The primary responsibility for a student's attire resides with the student and the parents or guardians. The school district and individual schools are responsible for ensuring that attire does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating atmosphere for any student.

Core Values

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students have the right to be treated equitably.
- Students should not face unnecessary barriers to school attendance.

Basic Principle

Certain body parts must be covered for all students.

*Clothes must be worn in a way such that areas conventionally identified as private, or regularly covered by undergarments or a bathing suit are covered with opaque material. All items listed in the "must wear" and "may wear" categories are expected to meet this basic principle.

Students must wear the following:

- A top: Shirt or the equivalent with fabric in the front, back, and on the sides/under the arms
- Bottoms: Pants/jeans or the equivalent including skirts, sweatpants, leggings, dresses, shorts
- Shoes: That allow for safe movement through the activities of a school day
- Courses that include attire as part of the curriculum may include assignment of specific dress or footwear expectations such as shoes

deemed appropriate for physical education or to be worn in a science lab.

Students may wear

- Pants, opaque leggings, jeans, shorts, sweatpants, skirts. If of a “ripped” style, underwear and buttocks may not be exposed
- T-Shirts, Sweatshirts, Tank tops, Button-down Shirts
- Athletic attire, athleisure wear
- Religious headwear
- Shoes that allow for safe movement through the activities of a school day
- Items therapeutically necessary for a documented medical condition

Students cannot wear

- Clothing that depicts or uses violent language or images
- Clothing that advertises alcoholic beverages, controlled substances, or any illegal item or activity
- Clothing with hate speech, profanity, pornography
- Images and/or language that create a hostile or intimidating environment based on a protected class or consistently marginalized groups
- Clothing that allows for prolonged or prominent exposure or display of underwear
- Hats, hoods, or other non-religious head coverings
- Accessories that could be considered dangerous or could be used as a weapon

Health Information

Medication Policy

It is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day may be given before school, after school, and at bedtime. If medication must be given during school hours please be informed of the following policies: **Medication must be brought in by the student’s parent or guardian.** ***Prescription*** medication must be in the original pharmacy labeled packaging providing the student’s name, name of medication, dosage, and frequency to be given. Over the counter medications such as Tylenol, Ibuprofen and Benadryl must be provided by the parent and must also be in the original container. A doctor’s note is not required for these medications. A signed parent permission note must accompany all medication both prescription and over the counter. A student may not carry any medication on their person or in their school bag. Do not pack medication in your child’s lunch bag. All medication must be kept in the nurse’s office. Any remaining medication must be picked up by the parent. Medications will not be sent home with the student. Medication not picked up at the end of the school year will be discarded. Please call the school nurse with any questions or concerns you may have during the school year.

Emergency Information (HAC)

Please ensure that you regularly update contact information in the Home Access Center. Home Access Center provides the nurse with vital information (parent/guardian work, home, and cell phone numbers, home and work address, etc.) needed to contact you if your child becomes ill or injured. It also provides school personnel with information in the event of a school-wide emergency. Please keep this information current, notifying the office of any changes during the school year.

Health History

A brief health history is included with the emergency card each school year. This information provides the nurse valuable insight into both medications your child may be taking daily and any specific medical conditions your child may be experiencing either daily or intermittently. This should also be returned during the first week of school.

Medical Screenings

Vision, hearing, height, weight, and BMI percentile are routine screenings done throughout the year in grades K-3. You will be notified by mail if your child has failed a vision or hearing test. A printed medical summary will be sent to each parent with the results of these screenings at the end of the school year. This will include a copy of your child's immunization record.

Immunization Requirements

Please visit our website at www.lmtsd.org for current requirements.

Medical Forms

All medical forms may be accessed and downloaded from our website for your convenience.

KinderLinks Program

Morning Program: The before-school program offers parents and guardians the opportunity to drop off their children at Lower Moreland's Pine Road Elementary School as early as 6:30 a.m. Students in grade 6 attending the Murray Avenue School will be transported by school bus to Murray Avenue at the conclusion of the before-school program. Students will be offered a variety of activities to help prepare them for the school day to follow.

Afternoon Program: The after-school program offers children a wealth of enrichment, fun, and educational activities. Arts and crafts, indoor and outdoor recreational activities, and games are among the options available. Additionally, students will enjoy a nutritional snack and beverage and will have time to work on homework. Students in grade 6 attending the Murray Avenue School will be transported by school bus to the Pine Road Elementary School at the conclusion of their regular school program.

Half and Full-Day KinderLinks Program: Lower Moreland students have the opportunity to participate in any or all of the several days on which school is closed for half-day teachers' in-service. On half-days, students participating in the afternoon program will move seamlessly from the school's academic program to the half-day program and then on to the after school program. Please note that at the present time, participation in the half-day program is limited to students who are regularly enrolled in the after-school program.

School Holidays – KinderLinks Closed

School Scheduled Early Dismissals – KinderLinks Open

Weather-Related School Closings – KinderLinks Closed

Media & Consent Form

Classroom, School, and District Media

Sometimes photographs, videos or other images of students are taken during school activities by the Lower Moreland Township School District or under its direction, then presented in various school-sponsored media, including photographs, video productions, newspapers, television programs, brochures, handbooks, programs, internet, and online. As you know, students benefit in numerous ways by taking part in creating media publications and by displaying their pictures. Please note that photographed or video-recorded events in a classroom require parental permission.

In order to protect student privacy, parents will receive a consent form each year, **which must be completed through the district Home Access Center (HAC) each September.**

Orientation

Kindergarten

Kindergarten students, along with their parents, attend Kindergarten Orientation on Tuesday, September 6th, or Wednesday, September 7th. Families will receive their assignment before the start of the school year. This introduction to the teacher, program, and classroom promotes a positive adjustment to Pine Road Elementary School.

Kindergarten students and their families are also invited to *Popsicles with the Principals* on Wednesday, August 16th, from 1:00-3:00 pm. During this event, students will have the opportunity to meet some Pine Road staff and peers as well as board a school bus.

Transfer Students in Grades 1 through 5

An informal *Meet and Greet* with the Principal, Assistant Principal, and school counselors is offered to students and their families who are new to Pine Road Elementary School. Following the Meet and Greet, families may take a self-guided tour of the building. This event is scheduled for Thursday, August 17th, from 1:00-3:00 pm.

Parent-Teacher Communication & Chain of Concern

Teachers and staff may be contacted via telephone, email, or written communication. Every effort is made to respond to parent concerns within 24 hours.

Chain of Concern

Open communication with parents is a priority at Pine Road Elementary School. Parents are regularly updated via teacher newsletters, classroom web pages, Talking Points messages, virtual backpacks, school and district

websites, and ConnectEd telephone messages. Additionally, Mr. Cole publishes The Pine Road Express Newsletter twice monthly.

Our intent is to partner with parents in their children's education and strengthen the home-school connection. Teachers and the principal are willing to address questions and concerns in a timely manner. Parents with questions or concerns about their children's progress or daily experiences at school are asked to contact the teacher by email, note, or telephone. After speaking to or meeting with the teacher, parents may contact the principal or assistant principal if the question or concern has not been addressed or adequately resolved.

Parent-Teacher Conferences

Pine Road Elementary School conducts parent-teacher conferences twice during the school year, once in the Fall and once in the Spring. Parents and teachers may request additional conferences as needed. Conferences provide an opportunity for parents and teachers to discuss student progress and performance. Teachers share student work, discuss areas of strength and need, and develop strategies to promote academic, social, and emotional growth.

PTA

The goal of the Pine Road PTA is to strengthen the relationship between home, school, and the community. The hope is to have every family feel they are a welcomed and valued part of the PTA.

A small yearly fee allows each family to join the PTA. Membership monies support a wide range of activities and programs that enrich children's school experience. Families are encouraged to join and volunteer in a capacity that is convenient for them.

Monthly PTA meetings are held throughout the year. The meetings provide an excellent opportunity to meet other parents and the principal and stay informed. The schedule may be found in the District Calendar.

Registration/Transfers/Withdrawals

Admission to Pine Road School is based on the following requirements:

- A. Lower Moreland Township proof of residency (parent/guardian's settlement/lease documents, driver's license, two items {bills, registration cards, statements} that include parent/guardian's name and address)
- B. Proof of Birth Date (original-birth or certificate; passport)
- C. Placement Criteria for entrance into Kindergarten includes:
 - 1. Chronological age of 5 years old **before** September 1.
 - 2. Readiness attained on Dial 4 (Developmental Indicators for the Assessment of Learning)
 - 3. Parental Input
- D. Student's Social Security Number (optional)
- E. Immunization-Under Pennsylvania State Law, all children entering school for the first time must be immunized as follows:

1. DT: Initial series
2. Polio: Sabin initial series
3. Measles vaccine
4. Mumps vaccine
5. Rubella
6. Hepatitis B vaccine
7. Tuberculin Test
8. All students, grades K-12, are required to have two doses of MMR, and Varivax (Chicken Pox)

F. Please bring your child to registration (for January KDG registrants only)

Transfers

When transferring a child to Pine Road Elementary School, the parents/guardians will need to provide the same information that is necessary for a new registrant, and the office will send for school records from the child's previous schools.

Withdrawals

A parent/guardian needs to complete a Withdrawal Form and a Release of Information Form. The parent/guardian can request his/her child's records or the new school can request these records.

Custody Arrangements

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a student should not be released to a specific person. Once again, there must be a written legal document. A handwritten note is **NOT** sufficient. As situations change, this information needs to be brought to the school's attention each school year.

Non-custodial parents have the legal right to receive information about a student unless a specific court order states otherwise. The non-custodial parent should notify the school office regarding his/her wish to receive newsletters, report cards, progress reports, and other such information.

Report Cards

Kindergarten through Grade 3 students at Pine Road Elementary School receive a Report Card twice during the school year. The first report is distributed to parents at midyear, and the final report is sent home at the end of the school year. Grades 4 and 5 students receive a Report Card four times, once each marking period.

Safety Drills

Students at Pine Road School practice four kinds of safety drills, as directed by the Lower Moreland Safe School Committee and the Pennsylvania Department of Education. These include fire drills, bus evacuation drills, severe weather drills, and school safety/intruder drills.

Standardized Testing

The Lower Moreland Township School District conducts a comprehensive testing program for the purposes of diagnosis, placement, and evaluation. The administration, reporting, and recording of test results comply with district, state, and federal guidelines.

All standardized testing is given in the spring. The Cognitive Abilities Test (CogAT) and Iowa Achievement Test are administered to second-grade students. The Pennsylvania System of School Assessment is administered to students in Grades 3, 4, and 5.

Photography During School Events

Volunteers and guests are not permitted to photograph children other than their own while present during the school day or at school-sponsored evening *drop-off* events without the express consent of the school administration.

Volunteers & Visitors

Lower Moreland Township School District is fortunate to have many volunteers who work tirelessly to provide opportunities and support to our students. The basic desired characteristics for a person offering volunteer services shall be an interest in the educational program, enjoyment in helping children, and a sincere belief that, by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers are asked to respect the confidentiality, individuality, dignity, and worth of each child and are not permitted access to pupil records.

Which volunteers are required to obtain and furnish background clearances?

Whether you are interested in volunteering at a single event or over a period of time, all volunteers are now required to submit background clearances. This includes, but is not limited to, chaperoning field trips, assisting at classroom or school events, reading in classrooms, shelving books in the library, etc.

What background checks and clearances are required to be obtained and furnished?

1. Report of Criminal History from the Pennsylvania State Police (PSP);
2. Pennsylvania Child Abuse History Clearance; and

3. Either a Disclosure Statement or a Report of Federal Criminal History (i.e., fingerprinting. Please enter via the PA Department of Education portal. Human Resources need the registration receipt once you have gotten fingerprinted so that we may access your record.). A Disclosure Statement may be provided in lieu of the Report of Federal Criminal History (fingerprinting) for those volunteers who have lived continuously within the Commonwealth of Pennsylvania for the last 10 years. Volunteers who have lived outside the Commonwealth of Pennsylvania in the last 10 years will need to complete the Federal Criminal History (fingerprinting).

When is Tuberculosis Screening required?

Any volunteer who volunteers for 10 hours or more per week will need to provide a form stating that the volunteer has had a negative tuberculosis test within the past year. This includes volunteers going on an overnight field trip.

How current must these clearances be?

The two background clearances and the tuberculosis test cannot be more than a year old at the time that the documents are submitted to the District for review.

If you are an active volunteer (i.e., you volunteer at least once per school year), you will not need to renew the clearances.

Where is information on how to obtain the clearances?

Please visit the Parents tab of the District website at www.lmtd.org/parents. Click on “Volunteering in LM School” for a Frequently Asked Questions page and information on how to apply for the clearances.

Original clearance documents should be returned to the District’s Human Resources Office in the Administration Building (2551 Murray Avenue, Huntingdon Valley, PA 19006) where they will be maintained in a secure environment. The building principals will then be notified of which volunteers have clearances.

When entering Pine Road to volunteer or visit, please do the following:

1. Sign-in with the “school greeter” in the main lobby.
2. Show driver’s license.
3. Sign in and indicate the purpose of visit and intended destination.
4. Obtain and wear a visitor’s badge. The badge must be visible.
5. Sign out and return the badge upon exiting the building.

Parents or visitors may not visit other locations in the building - this includes the classrooms of siblings. Parents may not go directly to siblings’ classrooms to sign them out for early dismissal. For all early dismissals, parents must first notify the greeter. The greeter will then call the classroom and authorize the teacher to release the child.

Teachers may not release a student directly to a parent without a phone call from the office or greeter. If a parent arrives unannounced at a classroom to pick up their child, the parent will be directed to return to the greeter. The teacher may not release a child without authorization from the main office.

Volunteers must:

1. Must submit clearances to the Human Resources Office. Please call 215-938-0272.
2. Arrive and leave at designated times. Call the school office if unavoidably detained.

3. Respect the privacy and anonymity of each child and his/her performance and behavior. Do not discuss such information either inside or outside of the school setting.
4. Refrain from bringing small children unless the classroom teacher gives prior approval.
5. Understand that this is not a time for a conference with your child's teacher. If you wish to talk to the teacher about your child, please arrange a separate time to meet.

Federal Program Documents

Title I Pine Road School Parent and Family

Engagement Policy

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116 requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings, and other activities are sent to the parents of Title 1 children in a format and in a language the parents can understand. The policy was:

- Developed jointly with and agreed upon by parents and family members of Title I children;
- Written in an understandable format and provided in a language parents can understand;
- Distributed to all parents and family members of Title I children;
- Made available to the local community; and
- Updated annually to meet the changing needs of parents, family members, and the school.

1) Parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy through Title I Parent Committee meetings and an end of year survey. (ESSA, Section 1116)
2) An annual meeting will be held to inform parents and family members of the school's Title I program and to explain the requirements of the program and the parents' right to be involved. This meeting will be held in the Fall of each year. Invitations will be distributed by paper copy and by email. A brochure describing the title I program will be distributed to parents each Fall or when students enter the Title I program. (ESSA, Section 1116)
3) Parent/family meetings and conferences will be offered at different times during the day. Meetings may be held in the morning, afternoon, and/or evening. (ESSA, Section 1116)
4) Parents and family members will be involved in the planning, review, and improvement of the school's Title I Program and the school's Title I parent and Family Engagement Program through a meeting of the Title I Parent Committee. Surveys will be distributed to those who cannot attend the meeting. (ESSA, Section 1116)
5) The Pine Road Title I Program will provide parents/family members of participating children with timely information about the Title I Program through newsletters, a Title I Brochure, and progress reports sharing assessment data. (ESSA, Section 1116)
6) The Pine Road Title I Program will provide parents/family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the school's achievement levels of the state's challenging state academic

standards through a Standards based progress report and Title I progress reports and conferences. (ESSA, Section 1116)
7) Pine Road will provide, if requested by parents/family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. This will include parent/teacher conferences, Instruction Support Team meetings (If needed), and regular home-school communication. (ESSA, Section 1116)
8) A school-parent compact will be developed. The compact outlines how parents/family members, the entire school staff and students will share in the responsibility for improved student achievement. The compact will be reviewed at Title I Parent Committee meetings and distributed in the Fall or when students enter the Title I program. (ESSA, section 1116)
9) Pine Road will address the importance of communication between teachers and parents and family members on an ongoing basis through, at minimum <ul style="list-style-type: none"> ● parent teacher conferences (Held in the Fall and Spring) ● frequent reports to parents (Title I progress reports will be distributed three times during the school year.) ● ensuring two-way meaningful communication between family members and school staff to the extent practicable in a language that family members can understand. (ESSA, Section 1116)
10) Pine Road will provide assistance to parents and family members in understanding the challenging State academic standards, State and local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children through the Standards bases progress report and Title I progress reports. (ESSA, Section 1116)
11) Pine Road will provide materials and training to help parents/guardians, family members, and foster parents work with their students to improve their children's achievement. Examples of this training include literacy and technology training. Title I funds may be used to pay reasonable and necessary expenses associated with parent/family engagement activities. This may include transportation, childcare, food, early childhood books, manipulatives, and journals. (ESSA, Section 1116)
12) Pine Road will educate teachers, support personnel, and other staff, with the assistance of parents/family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners. Pine Road Elementary School will implement and coordinate parent programs and build ties between parents and family members and the school. Parent input will be part of the agenda for Title Parent Committee Meetings. (ESSA, Section 1116)
13) Pine Road will to the extent feasible and appropriate coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children. This will be accomplished through the districts planned Kindergarten transition activities. (ESSA, Section 1116)
14) Pine Road will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand. (ESSA, Section 1116)
15) Pine Road, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) in the Title I Program. Title I families will receive invitations to all Title I parent and family engagement events and all Title I communication through paper copies or email as specified by families. (ESSA, Section 1116)

**TITLE I / READING SUPPORT
ELEMENTARY
SCHOOL-PARENT COMPACT**

TITLE I TEACHER:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability: 1. Teach necessary concepts to your child.

2. Try to be aware of the needs of your child.
3. Regularly communicate with you and the regular classroom teacher on your child's progress.

Title I/Reading Support Teacher's Signature _____ Date _____

Title I/Reading Support Teacher's Signature _____ Date _____

STUDENT:

I know my education is important to me. My parents want to help me, but I am the one who has to do the work especially at school. Therefore, I agree to do the following:

1. Finish my class work on time.
2. Be responsible for my own behavior.
3. Pay attention and do my work.
4. Do my best work each day.

Student's Signature: _____ Date: _____

PARENT/CAREGIVER:

I realize that my child's years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Go over my child's assignment with him/her.
2. Give my child a quiet place to study.
3. Make sure my child gets enough sleep each night.
4. Make sure my child is at school on time.
5. Spend at least 15 minutes each day reading with my child.
6. Attend open house and parent conferences.

Please check one:

_____ My child may participate in reading support.

_____ My child may not participate in reading support.

Parent/Caregiver's Signature: _____ Date: _____

Child's Name: _____

Phone: _____ Email Address: _____

**TITLE I / MATH SUPPORT
ELEMENTARY
SCHOOL-PARENT COMPACT**

TITLE I TEACHER:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability: 1. Teach necessary concepts to your child.

2. Try to be aware of the needs of your child.

3. Regularly communicate with you and the regular classroom teacher on your child's progress.

Title I/Math Support Teacher's Signature _____ Date _____

Title I/Math Support Teacher's Signature _____ Date _____

Title I/Math Support Teacher's Signature _____ Date _____

STUDENT:

I know my education is important to me. My parents want to help me, but I am the one who has to do the work especially at school. Therefore, I agree to do the following:

1. Finish my class work on time.

2. Be responsible for my own behavior.

3. Pay attention and do my work.

4. Do my best work each day.

Student's Name: _____

Student's Signature: _____ Date: _____

PARENT/CAREGIVER: I realize that my child's years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Go over my child's assignment with him/her.

2. Give my child a quiet place to study.

3. Make sure my child gets enough sleep each night.

4. Make sure my child is at school on time.

5. Spend at least 15 minutes each day working with numbers with my child.

6. Attend open house and parent conferences.

Please check one:

_____ My child may participate in math support.

_____ My child may not participate in math support.

Parent/Caregiver's Name: _____ Date: _____

Parent/Caregivers Signature: _____ Phone: _____

Parent/Caregiver's Email: _____

Lower Moreland Township School District
Code of Academic Integrity
Our Mission

At the Lower Moreland Township School District, we are committed to promoting a learning environment based on a foundation of personal integrity, credibility, and academic honesty. Students and staff members are jointly responsible for fostering an environment where academic integrity is expected. The Code of Academic Integrity will serve to guide the conduct of students.

Our approach to creating an environment conducive to academic integrity is based on the *Honor Above All* program created by the Josephson Institute of Ethics.

I. Definitions of Academic Dishonesty

A. Assessments: Using or attempting to use/provide unauthorized assistance, material, or study aids prior to or during any assessment. This definition includes, but is not limited to:

1. Copying, or allowing another student to copy, answers from an assessment
2. Orally communicating answers during an assessment.
3. Transmitting answers by use of non-verbal signals during an assessment.
4. Using information from any electronic device (including cell phones, programmable calculators, and/or tablet PC's) without authorization from the classroom teacher.

5. Providing or receiving information about an assessment, including answers or questions from an assessment. This includes sharing information about assessments with students from other class periods.
6. Having or using a piece of paper with answers, formulas, information, or notes that is not specifically authorized by the classroom teacher.
7. Working with other students on a take-home assessment unless specifically authorized by the classroom teacher.

B. Homework and Notes: Passing all or part of someone else's homework or notes as your own. This definition includes, but is not limited to:

1. Copying any part of someone else's homework or notes.
2. Giving someone your homework or notes to copy.
3. Using someone else's homework or notes as your own in order to receive academic credit.

C. Plagiarism in Papers and Assignments: Using ideas, data, or language of another person or source without specific or proper permission, acknowledgment, and/or citation. This definition includes, but is not limited to:

1. Including in any assignment turned in for credit any materials not based on your own research and writing.
This includes:
 - a. Having someone else research and/or write your assignment.
 - b. Copying part or all of another student's assignment and submitting it as your own.
 - c. Copying all or part of an idea from a published source.
2. Writing or researching someone else's assignment or paper.

D. Group/Partner Work: Each student is expected to contribute equally to group / partner assignments. Examples of failure to meet this expectation might include but not limited to:

1. Taking credit for work of others with little to no contribution
 - a. Failure to complete assigned individual role

E. Other Forms of Academic Dishonesty

1. Deceiving a teacher or making up a false reason or excuse to get special consideration on an assessment or an extension for any assessment, paper, homework, or any other assignment.
2. Forging a signature.
2. Falsifying or misrepresenting data.
4. Knowingly help another student violate any provision of this code.
5. Please note, attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

II. Consequences

Disciplinary action will be commensurate with the offense.

A. Disciplinary action may include one or more of the following:

1. Warning
2. Point deduction or a score of zero on the assignment or assessment
3. Assignment of additional work, alternative work, or retesting
4. Notification of parents/guardians
5. Parent, teacher, and administrator conference
6. Detention
7. Suspension

Code of Conduct

The Lower Moreland Township School District has established a Code of Conduct that outlines expected behavior when students travel to and from school, in school, at school-sponsored activities or trips, and when using computers. It also explains the consequences of any misbehavior. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

<i>LEVEL/Description of Behavior</i>	<i>EXAMPLES</i>	<i>Disciplinary Responses</i>
<p><u>LEVEL I</u></p> <p>Level I misconduct interferes with the education of another student, the orderly operation of the school, and/or a school function. This misconduct can often be handled by a staff member but sometimes may require the intervention of administration.</p>	<ul style="list-style-type: none"> ▪ Exhibit disruptive behavior ▪ Exhibit disrespectful behavior ▪ Speak in a way that teases, hurts, or harasses others ▪ Unauthorized use of cell phones, recording devices, electronic games or cameras ▪ Unexcused absence or tardiness to school, class, or regular assignment ▪ Violate the school dress code policy ▪ Use inappropriate language ▪ Loitering in the lavatories ▪ Eat outside of the cafeteria without permission ▪ Any offense deemed by an administrator that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety issue 	<p><u>One or more</u> of the following:</p> <ul style="list-style-type: none"> ▪ teacher warning or reprimand ▪ teacher detention ▪ restorative conference ▪ parent notification ▪ parent conference ▪ administrative warning or reprimand ▪ behavior contract ▪ SAP referral ▪ loss of privileges ▪ 1-3 day detention <p>Other restorative measures as deemed appropriate by an administrator</p>
<p><u>LEVEL II</u></p> <p>Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or are repeated Level I behaviors for which intervention has not been successful. Level II behaviors require corrective action from administrative personnel.</p>	<ul style="list-style-type: none"> ▪ Unchanged or accumulated Level 1 offenses ▪ Failure to follow a reasonable request ▪ Throwing food/objects in the cafeteria ▪ Failure to follow the Computer and Technology Code of Ethics ▪ Act in a disrespectful or defiant manner toward any school personnel / insubordination ▪ Destroy the work of others ▪ Forgery, cheating, or plagiarizing (See Code of Academic Integrity) ▪ Cut class or be absent from an assigned location ▪ Fight or assault ▪ Harass another student ▪ Make a threat ▪ Bullying / Cyberbullying (See 	<p><u>Parent notification</u> and <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> ▪ 2-5 day detention ▪ 1-3 day suspension ▪ loss of privileges ▪ behavior contract ▪ restorative conference ▪ restitution for theft or vandalism ▪ SAP referral ▪ <u>consequences outlined in the Code of Academic Integrity</u> ▪ Other restorative measures as deemed appropriate by an administrator

	<p>Bullying Policy)</p> <ul style="list-style-type: none"> ▪ Cause minor vandalism ▪ Commit minor theft ▪ Participate in any gambling activity ▪ Carry, handle, or possess a dangerous object ▪ Act in a way that endangers the safety of themselves or others ▪ Use inappropriate language, gestures, or symbols to demean others including but not limited to profanity, racial, ethnic, religious, homophobic, or sexually derogatory terms ▪ Use school facilities or property without permission ▪ Miss a scheduled school detention ▪ Any offense deemed by an administrator that cause or has the potential to cause a disruption of the educational process or constitutes a health or safety issue 	
<p><u>LEVEL III</u></p> <p>Level III misconduct involves acts directed towards a person or property. Those acts which are criminal or illegal will be referred to local law enforcement.</p>	<ul style="list-style-type: none"> ▪ Unchanged or accumulated Level 2 offenses ▪ Violate password protection of a computer system, download illegal software to cause damage to a system or cause a security breach, or modify a system file ▪ Threaten or strike a staff member ▪ Make a threat using words including but not limited to “bomb, kill, gun, or shoot” ▪ Endanger the safety of others with a bomb threat, make threatening or illegal telephone calls, make unauthorized use of fire alarm equipment, or make terroristic threats ▪ Cause significant vandalism ▪ Possess or use tobacco products and/or look alike substances or paraphernalia on school grounds or at school functions ▪ Possess or use controlled or illegal substances such as alcohol, or other drugs, and/or look alike chemical substances 	<p>Parent notification and one or more of the following:</p> <ul style="list-style-type: none"> ▪ 3-10 day suspension ▪ loss of privileges ▪ expulsion ▪ referral to law enforcement authorities ▪ referral to the District justice ▪ restorative conference ▪ restitution for theft or vandalism ▪ SAP referral ▪ Other restorative measures as deemed appropriate by an administrator

	<p>or paraphernalia associated with illegal substances, on school grounds or at school functions</p> <ul style="list-style-type: none"> ▪ Possession of any prescription or non-prescription medication ▪ Under the influence at school or school sponsored events ▪ Lead or participate in a large group misconduct or disturbance ▪ Possess or use any weapon, object that looks like a weapon, or object that can be used as a weapon (such as scissors, nail clippers, box cutter, pocket knife, knife, matches, lighter, open flame) on school grounds, the bus, or at school functions ▪ Perform or attempt to perform arson ▪ Engage in lewd behavior, indecent exposure, or sexual acts ▪ Commit major theft of school or personal property ▪ Commit aggravated assault, which causes injury to another person ▪ Break into any school district building or vehicle ▪ Extortion ▪ Any offense deemed by an administrator that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety issue 	
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Electronic Devices

Electronic devices/games are NOT permitted in school or on school property unless preapproved for educational purposes by school/teacher. The use of cell phones and other electronic devices are not permitted during the school day, including on the bus both to and from school. In the event that cell phones are brought to school, they must be turned off and remain in the student's backpack in school and on the bus.

Weapons

The following is taken directly from section 218.1 of the Lower Moreland Township School District's Board Policy:

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, a replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while 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 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.

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

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

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students and staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the 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.

COMPUTER AND RELATED TECHNOLOGY

Code of Ethics

STUDENT PLEDGE:

The Lower Moreland Township School District is committed to incorporating technology into all facets of educational and administrative operations in order to:

- Address the diverse needs of all members of the school community;
- Prepare and empower individuals to succeed in the rapidly changing global society;
- Facilitate and enrich learning and the instructional process;
- Access, integrate, and manage information and resources; and enhance internal and external communication.

The computer network and the Internet will be used to support the district's curriculum, the educational community, projects between schools, communications, and research for district students, teachers, and administrators.

The Lower Moreland Township School District shall utilize filtering software or other technologies to prevent access to material deemed harmful to minors. Such material includes visual depictions that are obscene, contain child pornography, or are otherwise harmful to minors. The District will log Internet use and monitor computer utilization by District users. No user shall have any expectation of privacy regarding material transmitted or received via the District's computer network.

COMPUTER AND RELATED TECHNOLOGY CODE OF CONDUCT

The use of the District's computer facilities is a privilege, not a right, and inappropriate use will result in cancellation of those privileges as well as additional sanctions as covered by the Code of Conduct. Students must pledge to adhere to rules and policies governing the use of this equipment. These rules govern the fair use of the equipment, its use for strictly academic purposes, privacy of information, copyright, security, tampering, mischief, and attempt to disrupt computer operations. Specifically, users pledge the following:

I recognize that all computer users have the same right to use the equipment; therefore,

- I will not play games or use the computer resources for other non-academic purposes.

I recognize that everyone's work is valuable; therefore,

- I will protect the privacy of others;
- I will not make unauthorized copies of software found on school computers;
- I will not try to learn other people's passwords;
- I will not copy, change, read, attempt to read, or use files in another person's area without that person's prior permission.

I recognize the importance of security on computer systems; therefore,

- I will not attempt to gain unauthorized access to system programs or computer equipment;
- I will not modify or attempt to modify hardware or software in any way;
- If I feel I can identify a security problem on the system, I will notify a system administrator. I will not demonstrate the problem to others.

The use of the Internet and/or the District's computer network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. Specifically:

- Use of the network to facilitate illegal activity is prohibited.
- Use of the network for commercial or for-profit purposes is prohibited.
- Use of the network for product advertisement or political lobbying is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software of a computer or system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications be they in chat rooms or via E-Mail using the District's networks or Internet access are prohibited.
- In using the District's Internet access, students are not to reveal personal information of themselves or others, such as home address, telephone, or last name without permission of a supervising teacher.
- Students are not to arrange face-to-face meetings with persons "met" online without written permission of their parents or guardians.
- The illegal installation, distribution, reproduction, or use of copyrighted software in district computers is prohibited.
- Use of the network to access or transmit obscene or pornographic material is prohibited.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users is prohibited.

- Use of the network to misrepresent other users on the network is prohibited.
- Use of school technology or the network for fraudulent copying, communications, or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
- The network shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
- Use of the network that results in any copyright violation is prohibited.

The network user shall be responsible for damages to the equipment, systems, or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to the network. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; or theft of services will be reported to the appropriate authorities for possible prosecution.

CONFIDENTIALITY OF STUDENT INFORMATION

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by the Federal Education Rights and Privacy Act (FERPA) for internal administrative purposes or approved educational projects and activities.

WARRANTIES/INDEMNIFICATION

The Lower Moreland Township School District makes no warranties of any kind, either express or implied, in connection with its provisions of access to and use of its computer networks and the Internet provided under this Policy. It shall not **be responsible for any** claims, losses, damages, or cost (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the use of its computer networks or the Internet under this policy. All students recognize that computers are expensive educational tools, not toys. Violation of the rules and code of ethics, or, indeed, any action or attempt to disrupt the intended functioning of any district computer facility will be dealt with under the Code of Conduct. Disciplinary action may include, but not be limited to, suspension of computer privileges.