

# ***Upper Merion Area School District*** **Elementary Handbook**

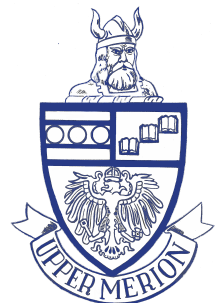
*for the Families of Students at*

**Bridgeport Elementary School**  
**Caley Elementary School**  
**Candlebrook Elementary School**  
**Gulph Elementary School**  
**Roberts Elementary School**



**2023 - 2024**

***Inspiring Excellence in Every Student, Every Day.***



**UPPER MERION AREA SCHOOL DISTRICT**  
**ELEMENTARY SCHOOLS**

**BRIDGEPORT SCHOOL** - 900 Bush Street, Bridgeport, PA 19405

Principal	Tim Bickhart	610-205-3601
Secretary	Ashley Zomorrodian	610-205-3602
Clerk	Janette Santore	610-205-3603
Counselor	Natasha Bradley	610-205-3616
School Nurse	Lisa Lachowicz	610-205-3605

**CALEY SCHOOL** - 725 Caley Road, King of Prussia, PA 19406

Principal	Steven Van Mater	610-205-3651
Secretary	Patti Bianco	610-205-3652
Clerk	Marixi Judge	610-205-3653
Counselor	Jessica Vicente	610-205-3661
School Nurse	Barbara Dale	610-205-3655

**CANDLEBROOK SCHOOL** - 310 Prince Frederick Street, King of Prussia, PA 19406

Principal	Frank McCartney	610-205-3701
Secretary	Theresa Thornton	610-205-3702
Clerk	Susan Wanamaker	610-205-3703
Counselor	Steffany Yacovetti	610-205-3734
School Nurse	Mary Mangan	610-205-3705

**GULPH SCHOOL** - 650 South Henderson Road, King of Prussia, PA 19406

Principal	Christopher Dickerson	610-592-2021
Secretary	Madeline Gussoni	610-592-2022
Clerk	Barbara Johnson	610-592-2023
Counselor	Melissa Besz	610-592-2032
School Nurse	Dina Smirga	610-592-2036

**ROBERTS SCHOOL** - 889 Croton Road, Wayne, PA 19087

Principal	Dr. Anthony Grazel	610-205-3751
Secretary	Peggy Galban	610-205-3752
Clerk	Marianne Tomchick	610-205-3753
Counselor	Kelly Gallagher	610-205-3786
School Nurse	Rebecca Caruso	610-205-3755

A PATHWAY TO

*Inspiration  
& Excellence*  
**PERSONALIZE. ENGAGE. CONNECT.**

## DISTRICT ADMINISTRATION

Dr. John Toleno	Superintendent of Schools	610-205-6403
Dr. Susan Silver	Assistant Superintendent for Curriculum & Instruction	610-205-6414
Dr. Sean Gardiner	Director of Curriculum & Instruction - S.T.E.M.	610-205-6422
Dr. Andrew Kuhn	Director of Curriculum & Instruction - Humanities	610-205-6425
Michael Keeley	Business Manager	610-205-6417
John Moody	Director of Student Services	610-205-6407
Staci Futrick	Supervisor of Special Education	610-205-6427
Treena Sadler	Supervisor of Special Education	610-205-6429
Caitlin Navarro	Director of Human Resources	610-205-6428
Robert Malkowski	Director of Operations	610-205-6411
Mark Erb	Director of Technology	610-205-8840
Penny Bartlett	Supervisor of Food Services	610-205-8804

+++++

**As part of the Upper Merion Area School District's Safe Schools Initiative, a crisis intervention system has been developed to ensure a safe school environment for our students. A manual is available in all district buildings. The following phone numbers are reprinted here for your convenience:**

Upper Merion Township Police.....	610-265-3232
Borough of Bridgeport Police.....	610-272-5660
West Conshohocken Borough Hall .....	610-828-9747
Poison Control Center .....	1-800-722-7112
Child Line (Abuse) .....	1-800-932-0313
Montgomery County Children and Youth Services .....	610-278-5800

**PLEASE NOTE: FOR ANY EMERGENCY, DIAL 911!**

+++++

**EQUITY STATEMENT** Upper Merion Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religious affiliation, national origin, sex, age, marital status or non-relevant handicaps and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The district's commitment to non-discrimination extends to students, employees, prospective employees and the community. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Director of Human Resources, Upper Merion Area School District, 435 Crossfield Road, King of Prussia, Pennsylvania, 19406, (610) 205-6405.

# TABLE OF CONTENTS

## TABLE OF CONTENTS

PARENTS AND GUARDIANS: OUR PARTNERS IN EDUCATION

EDUCATIONAL PHILOSOPHY

CURRICULUM AND INSTRUCTION

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

## INFORMATION AND PROCEDURES

ABSENCE AND ATTENDANCE

ABSENCE FROM SCHOOL

LATE ARRIVAL AT SCHOOL

REQUEST TO LEAVE SCHOOL EARLY

BEHAVIOR

BICYCLES, ETC.

BUSES

COMMUNICATIONS

COMMUNICATION ASSURANCE PROCEDURE

COVID-19 Safety Protocols

ELECTRONIC DEVICES

DAILY SCHEDULE

DAILY SCHEDULE – GRADES K - 4

2023-2024 Conference Days

SCHOOL NUMBER DAYS CALENDAR - Caley and Gulph

SCHOOL LETTER DAYS CALENDAR - Bridgeport, Candlebrook, and Roberts

2023-2024 SCHOOL YEAR CALENDAR

REQUEST TO REMAIN INDOORS AT RECESS

GOING HOME FROM SCHOOL

DRESS GUIDELINES

ENFORCEMENT PLAN

EMERGENCY CLOSINGS

FIELD TRIPS

FIRE DRILLS/SAFETY DRILLS

FOOD DELIVERY GUIDELINES

FOOD SERVICE

APPLICATIONS FOR FREE AND REDUCED COST MEALS

MEAL COSTS

MENUS

SCANNERS AND BARCODES

PRE-PAYMENT FOR MEALS - Electronic System

PRE-PAYMENT FOR MEALS - Non-Electronic System

HOW DO I KNOW HOW MUCH I OWE?

WHAT HAPPENS IF MY STUDENT FORGETS THEIR LUNCH MONEY?

SNACKS

[BREAKFAST](#)  
[CONTACT FOOD SERVICE](#)  
[HEALTH SERVICES](#)  
[FIRST AID](#)  
[IMMUNIZATIONS](#)  
[MEDICATION](#)  
[MEDICAL AND DENTAL EXAMS](#)  
[HOMEWORK](#)  
[CHILD STUDY TEAM \(CST\)/RESPONSE TO INSTRUCTION AND INTERVENTION \(RtII\)](#)  
[LOST AND FOUND](#)  
[REPORTING STUDENT PROGRESS](#)  
[STUDENT DATA FORMS](#)  
[STUDENT RECORDS](#)  
[TRANSFERS AND WITHDRAWALS](#)  
[VISITING THE SCHOOLS](#)  
[VOLUNTEERING](#)  
[WELLNESS POLICY](#)  
[BOARD OF SCHOOL DIRECTORS](#)  
[OUR MISSION](#)  
[OUR VISION](#)  
[PARENT-STUDENT-TEACHER PLEDGE](#)  
[WELLNESS POLICY LETTER](#)  
[SUGGESTED HEALTHY SNACKS](#)  
[DISCIPLINE CODE of CONDUCT](#)  
[POSITIVE EXPECTATIONS OF ALL STUDENTS](#)  
[LEVEL ONE MISCONDUCT:](#)  
[LEVEL TWO MISCONDUCT:](#)  
[LEVEL THREE MISCONDUCT:](#)  
[LEVEL FOUR \(A\) MISCONDUCT:](#)  
[LEVEL FOUR \(B\) MISCONDUCT:](#)  
[LEVEL FOUR \(C\) MISCONDUCT:](#)  
[UPPER MERION AREA SCHOOL DISTRICT POLICIES](#)  
[REQUEST FOR EXCUSED ABSENCE](#)  
[EDUCATIONAL TRIP REQUEST FORM](#)

# **PARENTS AND GUARDIANS: OUR PARTNERS IN EDUCATION**

Upper Merion Area School District fosters an environment for success due in large part to the strong relationship established between the schools and the community. The Elementary Handbook represents one of the many methods the school district employs to inform an important part of the community - parents and guardians - about our schools.

Educational research indicates that parental interest and involvement in school activities have a positive effect on their children's achievements. As parents and guardians, your attitudes and actions help your children learn better, know more, perform well in school, function better in society, and develop a positive attitude about learning.

We invite and encourage your participation in the educational growth of your children. This handbook, which provides an overview of the district's elementary curriculum and explains basic operating procedures and policies, is a starting point. Additional opportunities to become more aware of, and make contributions to, your children's education come from visits to their schools and involvement in organizations for parents. As always, home-school relationships are an essential building block for the knowledge, skills, and attitudes children need to develop their full potential as adults.

Finally, a significant source of reinforcement parents and guardians can draw upon is their school principal, as he or she sets the school's educational tone. By keeping current with the new ideas and experiences that comprise their children's school day, parents can continue to nurture their children's education in the most critical classroom of all - the home.

## **EDUCATIONAL PHILOSOPHY**

Upper Merion Area School District's elementary program, which serves grades kindergarten through 4th grade, is dedicated to meeting the needs of each student both academically and socially. We believe students enter school with varying maturity levels and backgrounds; therefore, students' needs must be met through a flexible instructional program that will assure feelings of success by all students. We hope to provide a secure school environment where students may find support and acceptance and where they can explore new areas of knowledge and develop expanding interests. Elementary students receive instruction in language arts, mathematics, science, and social studies. Elementary classrooms are heterogeneous (a mixture of different ability levels).

In grades K through 4, specialists provide weekly instruction in art, music, physical education/health, library/media skills, and guidance (on a rotational basis with library). Stringed instrument lessons are offered to interested students beginning in third grade. Elementary band instruction begins in 4th grade.

We are proud of our programs and services for elementary children and are confident you will be, too. We are here to serve you and your children. Never hesitate to let us know your concerns, ideas, and suggestions. Our doors stand wide open to you - we welcome you into our schools as our partners in education!

## **CURRICULUM AND INSTRUCTION**

The Upper Merion Area School District provides instruction in language arts (English, including listening and speaking, reading, spelling, writing), mathematics, science, social studies, health, art, music, physical education, guidance and library/media skills. Classroom teachers design activities for major academic subjects, while specialists teach art, music, physical education/health, and guidance. Librarians direct learning experiences in the library/media center to support instruction and help each student build on individual interests. Remediation teachers are available in each elementary school to assist students who need special services to help develop basic skills.

Each elementary school boasts individual iPads for every student, which remain in school. The district's goal is to use technology in areas where students can master learning objectives more efficiently than by using other modes of instruction. Students will have access to a variety of programs that support the curriculum. The district's curriculum guides are reviewed and revised in a continuous cycle, depending on budget, staff, and instructional priorities.

## **PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, notice is hereby given by the Upper Merion Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly needing such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Visual impairment (including blindness)
3. Hearing impairment (including deafness)
4. Deaf – Blindness
5. Intellectual disability
6. Multi-disabilities
7. Traumatic brain injury
8. Other health impairment
9. Orthopedic impairment
10. Serious emotional disturbance
11. Specific learning disability
12. Speech and language impairment

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria under the IDEA might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program. If you believe that your school-age child may be in need of special education services, related programs screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request.

You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public program. Requests for evaluation and screening are to be made in writing to the appropriate building principal or the Director of Student Services, Upper Merion Area School District, 435 Crossfield Road, King of Prussia, PA. 19406.

In compliance with state and federal law, the Upper Merion Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), you may contact in writing the Director of Student Services or any building principal.



# INFORMATION AND PROCEDURES

## ABSENCE AND ATTENDANCE

Regular attendance is essential for students to progress in school. Students are encouraged to attend school with minimal absences in order to profit as fully as possible from the educational experience. State law requires parents and guardians to send children between the ages of 8 and 17 to school daily. The district's complete attendance policy is available on the district's website. Please refer to [Policy #204 - Attendance](#) for more information.

### ABSENCE FROM SCHOOL

If a student will not be in school on a particular day, the parent or guardian must call or email the elementary school office between 8:00 AM and 8:40 AM to report the absence. You may leave a message on the school's voice mail. If the office does not receive a call, parents will be contacted to determine the reason for the absence.

When a student returns after an absence, he/she must bring a signed excuse note explaining the reason for the absence to the school office within three (3) days. Parents/Guardians may also email a signed note as an attachment or email a note with an electronic signature. If a note is not presented within this period, the absence will be automatically recorded as unlawful.

According to state law, all absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, impassable roads or exceptionally urgent reasons that directly affect the student. If a student must be absent for any reason other than illness, contact the school office.

### LATE ARRIVAL AT SCHOOL

Children should leave home in time to arrive at school no later than 8:50 AM for attendance, lunch count and school business. The instructional day begins promptly at 9:00 AM. Doors will not be open, and there is no supervision for students before 8:40 AM. If a child is late because of an emergency or other situation, he/she must bring a note explaining the lateness to the school office before going to the classroom. This note should be signed by a parent or guardian. Parents/Guardians may also email a signed note as an attachment or email a note with an electronic signature.

### REQUEST TO LEAVE SCHOOL EARLY

Parents should try to avoid disrupting their children's school day. If at all possible, do not make medical or dental appointments during school hours.

If it is necessary for a child to leave school early, he/she must bring a signed note explaining the reason to the principal. If you are not able to pick up your child personally, your note must state the name of the person authorized to do so. As a further precaution, all persons picking up children are required to come to the school office.

## BEHAVIOR

Appropriate behavior is expected of students at all times to help them act responsibly and develop self-discipline. The school district's elementary discipline code, outlined in the [Discipline Code of Conduct](#), lists the various levels of behavioral infractions and their corresponding treatment.

## BICYCLES, ETC.

Students are not permitted to operate bicycles, skateboards, scooters, or rollerblades at any of the five elementary schools. This includes *Heelys* (sneakers with wheels). Wheels should be removed or capped.

## BUSES

Bus service for our school district is provided by First Student. For children who are eligible for bus services, parents/guardians must go to this website (<https://www.firstviewapp.com/>) and download the FirstView bus app in order to access their child's/children's bus number and bus stop information. Parents/Guardians must have their child's/children's Upper Merion Student ID number in order to access the app. The Upper Merion student ID number will be sent to parents/guardians from each respective elementary school's office prior to the start of each school year. Bus pick-up times are approximate and children are advised to be at their stops at least ten minutes early. During inclement weather, buses may be delayed. Please instruct children to wait at the stop a reasonable length of time so they do not miss the bus.

Providing transportation is a privilege and students must demonstrate appropriate behavior. Children's safety on the buses is very important.

Parents or guardians must send a written note to the principal if any changes are required in a child's routine bus assignment or dismissal procedure. This is essential for the safety of all district students.

Please note that video surveillance cameras are placed on school buses and the video recording may be used for investigative or disciplinary purposes.

Due to consolidation of bus stops, all children must ride on their assigned bus. We can no longer accommodate additional students riding home on the bus with a friend for a play date. This also includes noon dismissal days.

More information is available on the school district's [Transportation web pages](#).

## COMMUNICATIONS

Each elementary school principal communicates regularly with parents through multiple methods of communication. Professional staff members will occasionally inform parents of special classroom events or programs as well. Each school building maintains its own website and calendar, accessible from the "Select a school" drop down on the top bar of [the district's website](#), or by these links:

<https://www.umasd.org/bridgeport>

<https://www.umasd.org/caley>

<https://www.umasd.org/candlebrook>

<https://www.umasd.org/gulph>

<https://www.umasd.org/roberts>

At the district level, parents have access to [our online calendar](#) which lists activities, meetings, conferences, holidays, winter and spring break, and other information for the upcoming school year. News and announcements about our schools are broadcast on the district's cable access station, the Viking Channel (Viking Channel programming can be seen on Comcast Cable Channel 28 and Verizon Channel 32). Families may also be contacted by email or phone through the Sapphire Notification System, the district's telecommunications system.

When parents have questions about their children's progress and day-to-day life at school, they should make an appointment with the teacher to discuss their concerns.

In most instances, problems dissolve or diminish if discussed and resolved promptly. It is recommended that you first try to resolve issues with the assistance of the teacher, principal and/or counselor.

## **COMMUNICATION ASSURANCE PROCEDURE**

The School Board is always willing to listen to the questions and concerns of any resident of our district. Recognize, however, that the Board's role is to set policy, not to manage the day-to-day operation of the district. If you have an issue, concern or question about Board policy, please feel welcome to bring it to the Board's attention.

If your question or concern is about the implementation of Board policies, or a specific concern about a district employee, your child, or the day-to-day operation of the district, please follow the procedure below. Responses to initial inquiries, contacts, and requests by parents and residents should be made within 24 hours whenever possible.

Step 1. Discuss the matter with the teacher or staff member who is closest to the source of concern.

### **IF UNRESOLVED:**

Step 2. Contact the principal.

Step 3. Contact a Central Office administrator:

- Roberts Malkowski (610-205-6411) transportation, maintenance and food services
- Dr. Susan Silver (610-205-6414) curriculum, instruction, assessments, EL
- Dr. Sean Gardiner (610-205-6422) STEM curriculum, standardized testing
- Dr. Andrew Kuhn (610-205-6425) humanities curriculum, Art, Music
- Staci Futrick (610-205-6423) special education programs, requests for student testing
- John Moody (610-205-6407) health services, child registration questions
- Caitlin Navarro (610-205-6405) employment applications and hiring
- Mark Erb (610-205-8840) laptops, iPads, and technology

Step 4. Contact the Superintendent, Dr. John Toleno (610-205-6403).

Step 5. If the issue is still unresolved, appeals in writing may be made through the Superintendent to the Board of School Directors. The Board will provide a timely response.

## **COVID-19 Safety Protocols**

For the 2023-2024 school year, all Upper Merion Area School District schools will continue to monitor updates from the CDC and Montgomery County Public Board of Health, and will make changes to procedures if new information and recommendations become available regarding COVID-19 safety protocols.

## **ELECTRONIC DEVICES**

With many students owning a variety of handheld electronic devices, we need to remind everyone that they are not permitted in school or on field trips. These are expensive items and we do not want them to be broken, misplaced, stolen or the cause of distractions. Cell phones are only permitted for emergency situations and must remain in school bags (turned off) during the school day. Please refer to [Policy #237](#).

# DAILY SCHEDULE

## DAILY SCHEDULE – GRADES K - 4

The elementary school day begins at 8:50 AM. Doors are not open, and there is no adult supervision before 8:40 AM. Opening exercises begin at 8:50 AM. The elementary school day ends at 3:30 PM.

The schedule for a 2-hour delayed opening is 10:50 AM – 3:30 PM

The schedule for a 90-minute early dismissal is 8:50 AM – 2:00 PM

### 2023-2024 Conference Days

Thursday, 11/16/23\*

Tuesday, 11/21/23\*

Thursday, 3/7/24

Tuesday, 3/12/24

\* Conferences are mandatory for all grade 1-4 students during the first trimester.

For information regarding signing up for parent conferences, please visit:

<https://www.umasd.org/mct>

Students who walk to school should plan to arrive between 8:40 AM and 8:45 AM (but not before 8:40 AM). Students who ride buses enter their classrooms after their buses arrive. Please note that all kindergarten students in the walking area must be picked up at the school by a parent or guardian. In addition, the bus will not drop kindergarten students off at their designated stop if there is not a parent or guardian there to meet the student. More information is available on the school district's [Transportation web pages](#).

# SCHOOL NUMBER DAYS CALENDAR - Caley and Gulph

Upper Merion Area School District – Elementary Schools’ 2023 - 2024 Number Days Calendar  
There is NO SCHOOL for students on the days in RED. First Day of School – August 28, 2023 Last Day of School – June 11, 2024

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Noon Dismissal Days: November 16, November 21, March 7, March 12 for Conferences; June 7, 10, 11 – the last 3 days of the school year  
2PM Dismissal on November 22 and December 21

# SCHOOL LETTER DAYS CALENDAR - Bridgeport, Candlebrook, and Roberts

Upper Merion Area School District – Elementary Schools’ 2023 - 2024 Letter Days Calendar  
There is NO SCHOOL for students on the days in RED. First Day of School – August 28, 2023 Last Day of School – June 11, 2024

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 A	29 B	30 C	31 D		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 A	19 B	20 C	21 D	22 E	23
24	25 F	26 G	27 H	28 A	29 B	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 G	3 H	4 A	5 B	6 C	7
8	9 D	10 E	11 F	12 G	13 H	14
15	16 A	17 B	18 C	19 D	20 E	21
22	23 F	24 G	25 H	26 A	27 B	28
29	30 C	31 D				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1 E	2 F	3 G	4
5	6 H	7 A	8 B	9 C	10 D	11
12	13 E	14 F	15 G	16 H	17	18
19	20 A	21 B	22 C	23 D	24	25
26	27 E	28 F	29 G	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1 H	2
3	4 A	5 B	6 C	7 D	8 E	9
10	11 F	12 G	13 H	14 A	15 B	16
17	18 C	19 D	20 E	21 F	22	23
24 31	25	26	27	28	29	30

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2 G	3 H	4 A	5 B	6
7	8 C	9 D	10 E	11 F	12 G	13
14	15 H	16 A	17 B	18 C	19	20
21	22 D	23 E	24 F	25 G	26 H	27
28	29 A	30 B	31 C			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1 D	2 E	3
4	5 F	6 G	7 H	8 A	9 B	10
11	12 C	13 D	14 E	15 F	16 G	17
18	19 H	20 A	21 B	22 C	23 D	24
25	26 E	27 F	28 G	29 H		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1 F	2
3	4 G	5 H	6 A	7 B	8 C	9
10	11 D	12 E	13 F	14 G	15 H	16
17	18 A	19 B	20 C	21 D	22 E	23
24 31	25	26	27	28	29	30

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2 F	3 G	4 H	5 A	6
7	8 B	9 C	10 D	11 E	12	13
14	15 F	16 G	17 H	18 A	19	20
21	22 C	23 D	24 E	25 F	26	27
28	29 G	30 H				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1 A	2 B	3 C	4
5	6 D	7 E	8 F	9 G	10 H	11
12	13 A	14 B	15 C	16 D	17 E	18
19	20 F	21 G	22 H	23 A	24 B	25
26	27 C	28 D	29 E	30 F	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 G	4 H	5 A	6 B	7 C	8
9	10 D	11 E	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Noon Dismissal Days: November 16, November 21, March 7, March 12 for Conferences; June 7, 10, 11 – the last 3 days of the school year  
2PM Dismissal on November 22 and December 21



# 2023-2024 SCHOOL YEAR CALENDAR

View online at [Family Information / 2023-2024 Student/Teacher Calendar](#)

FIRST/LAST STUDENT DAY  
TEACHER INSERVICE DAY  
ACADEMIC YEAR HOLIDAY  
MAKE-UP DAY IF NECESSARY

UPPER MERION AREA SCHOOL DISTRICT  
2023-2024 Student/Teacher Calendar  
-- Updated --

Attachment #4.A  
09182023

July 2023							T-7 August 2023 S-4							T-18 September 2023 S-18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 8			1	2	3	4	5						1	2
2	3	4	5	6	7									3	4	5	6	7	8	9
9	10	11	12	13	14	15	6	7	8	9	10	11	12	10	11	12	13	14	15	16
16	17	18	19	20	21	22	13	14	15	16	17	18	19	17	18	19	20	21	22	23
23	24	25	26	27	28	29	20	21	22	23	24	25	26	24	25	26	27	28	29	30
30	31						27	28	29	30	31									
T-22 October 2023 S-22							T-20 November 2023 S-19							T-16 December 2023 S-15						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24 31	25	26	27	28	29	30
T-21 January 2024 S-21							T-20 February 2024 S-18							T-16 March 2024 S-16						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24 31	25	26	27	28	29	30
T-21 April 2024 S-19							T-22 May 2024 S-22							T-7 June 2024 S-7						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23 30	24	25	26	27	28	29

August 21, 22, 23 Teacher Inservice Days  
August 28 First Student Day  
September 1 No School  
September 4 Holiday (Labor Day)  
September 25 Holiday (Yom Kippur)  
November 7 Teacher Inservice Day  
November 23, 24 Holidays (Thanksgiving)  
December 22 Inservice/Flex Opportunity  
December 25-29 Winter Break  
January 1 Holiday (New Year's Day)  
January 15 Holiday (MLK, Jr. Day, Observed)  
February 15 Teacher Inservice Day  
February 16 Inservice/Flex Opportunity  
February 19 Holiday (President's Day)  
March 25-29 Spring Break  
April 1 Inservice/Flex Opportunity  
April 10 Holiday (Eid al-Fitr) - **UPDATED**  
April 23 Teacher Inservice Day  
May 27 Holiday (Memorial Day)  
June 11 Last Student Day

First Student Day  
Last Student Day  
**Total Student Days**

August 28  
June 11  
**181**

First Teacher Day  
Last Teacher Day  
**Total Teacher Days**

August 21  
June 11  
**190**

Emergency Closure Make-Up Days: Beginning on the first day classes are cancelled: Wednesday, June 12; Thursday, June 13; Friday, June 14; Monday, March 25; Tuesday, March 26

Teacher Required In-Service: August 21-23, November 7, February 15, April 23  
Teacher Flex Opportunities: December 22, February 16, April 1

# **REQUEST TO REMAIN INDOORS AT RECESS**

When your child is recuperating from an illness or injury and you wish to have him/her remain indoors at recess, you must send the teacher a signed note explaining the reason. If your request is for more than two (2) days, you also should submit a physician's statement.

## **GOING HOME FROM SCHOOL**

Children have been informed to go directly home after school. If you wish to alter this procedure, (i.e. allow your child to go home with a classmate), you must indicate this in a signed note to the teacher that morning. A note must be received from both families indicating permission for the change.

This does not pertain to bus students since they are only permitted to ride their assigned bus. Parents will need to make alternative arrangements for pick up.

## **DRESS GUIDELINES**

Proper attire by students for school shall be regulated to foster neatness, modesty, safety and good grooming. On an annual basis, each building principal will be responsible for explaining regulations to students and enforcing the standards of dress. In view of the policy Student Dress and Grooming, the following restrictions in student dress shall be established:

- Clothing with reference to tobacco, alcohol, drugs, sex, violence, bloody graphics, ethnic prejudice or offensive language
- Clothing or accessories that could cause injury to self or others
- Hats, bandanas and other head coverings unless worn for ethnic or religious reasons
- Mesh shirts, halter tops and clothing with exposed midriffs
- Unsuitably short, tight, transparent, immodest or cut-off clothing
- Students are expected to wear sneakers for physical education classes

Suitable footwear must be worn. Flip-flops are not considered appropriate for school. Heelys (sneakers with wheels) must have wheels removed or capped. Heavy outdoor clothing is to be placed in the coat area before the start of the school day.

## **ENFORCEMENT PLAN**

1. Students wearing inappropriate clothing will be sent home to change into appropriate attire only if a parent/guardian is home. Students must return to school immediately.
2. If the student cannot go home to change, clothing will be provided for the day (i.e. sweatshirts and sweatpants). Clothing will be provided through the office of the principal.
3. Other disciplinary actions can be enforced (e.g. In-School Suspension/ISS).



# EMERGENCY CLOSINGS

When adverse weather conditions or other emergency situations occur which require Upper Merion Area Schools to be closed, the following procedures take effect.

- The Superintendent makes every effort to determine to close schools before 6 a.m. on the day in question.
- Our automated emergency contact system will be utilized.
- If schools are closed, you will receive a voice and/or email communication through the Sapphire Notification system and announcements will be made on the Viking Channel (the school district's cable access channel 28 or 32), the district web page ([www.umasd.org](http://www.umasd.org)), and on our district Twitter ([@UpperMerionSD](https://twitter.com/UpperMerionSD)). Parents may also access the district's Information Line at (610) 205-6460. Announcements should start by 6:30 a.m. Please do not call the individual school.
- An emergency closing is for a one-day period. If schools must remain closed for another day, a second announcement will be made using the same outlets listed above. No announcement is made concerning the reopening of schools.
- Occasionally, the Superintendent determines that schools must be closed early. This decision is based on weather, traffic, and area road conditions. These factors sometimes change hourly. If schools are closed early, parents will be notified via the Sapphire Notification system to all emergency contact numbers and by email. The information will also be on The Viking Channel, the district web page ([www.umasd.org](http://www.umasd.org)), and on our district Twitter ([@UpperMerionSD](https://twitter.com/UpperMerionSD)). Parents may also access the district's Information Line at (610) 205-6460.
- If schools are closed or dismissed early, all extracurricular activities and adult education evening classes are canceled for that day.

Your child should always know where he or she can go if school closes early and you cannot be home. Contingency plans should be made well in advance.

## FIELD TRIPS

Teachers may schedule class field trips during the school year to enrich the educational program. Schools require signed permission slips from parents or guardians for all field trips including those within walking distance of the school, and those needing bus transportation. Permission slips also will detail special conditions when appropriate, such as cost and lunch arrangements.

## FIRE DRILLS/SAFETY DRILLS

Fire drills and other safety drills are held regularly so students will know how to behave and where to go in case there is a building fire or other emergency. Special programs or assemblies, informing students of fire safety guidelines and practices, usually are held each fall.

# FOOD DELIVERY GUIDELINES

*Students may not have food delivered during the school day from food delivery services.*

Procedures:

- Deliveries will be taken and not returned to the student until the end of the school day.
- Student names will be submitted to the appropriate administrator.
- Repeat offenders will receive progressive discipline in an attempt to change the behavior in accordance with the Student Code of Conduct.
- This includes services such as GrubHub, Uber Eats, DoorDash, or similar and individual restaurant delivery (pizza, Chinese food, etc.).

*Parents or guardians **may** drop off food for their child.*

Procedures:

- Only an individual lunch (purchased or homemade) may be delivered.
- Students will not be called out of class.
- Parents may not drop off food for their child's friends or for large groups.
- Parents will be asked to take back with them any food other than that for their child.
- Parents with multiple children may only drop off one lunch per student.

*Students **may** bring in food during normal arrival times.*

Procedures:

- Students arriving are allowed to bring in food for individual consumption at the appropriate schedule time – not for friends or large groups.

## FOOD SERVICE

Food Service regulations have changed significantly for the 2023-2024 school year. [Get the most up-to-date information on our website.](#) **School breakfasts will be free for all students this school year, and “Reduced Pay” lunches will be free.**

The Upper Merion Area School District Food Service Department takes great pride in the quality of lunches and breakfasts offered to our students. All lunches include the entrée, a fruit, vegetable, and milk. All breakfasts include the entrée, a fruit (or juice), and milk. We follow all the federal guidelines for meals and snacks and we always have fresh fruits and vegetables available.

### APPLICATIONS FOR FREE AND REDUCED COST MEALS

The district offers the [National School Lunch and Breakfast Program](#). Based on household size and income, students may be eligible for free or reduced cost meals. If a student does not qualify for free or reduced cost, they are classified as “Full Pay”. Students will be Free, Reduced or Full Pay beginning on the 31st day of school based on the most up-to-date information we have. If you have received an email from Food Service that your household was “Directly Certified”, you do not have to do anything. If you haven't been “Directly Certified” and you believe you may be eligible for free or reduced cost meals, please fill out an application at [www.schoolcafe.com](http://www.schoolcafe.com). You will have to set up a new account (if you don't have one) and then fill out the application. You can ask for a paper application in the main office of your student's school if you don't have easy access to the internet. Once Food Services receives your application (either electronically or paper), we will send you an email that indicates whether your student is free, reduced, or paid. More information about the program can be found on the [Food Services web page](#).

## **MEAL COSTS**

For Full Pay elementary students a lunch platter is \$3.00. For those who bring their lunch, white or chocolate milk is available for \$.60.

## **MENUS**

Menus for both breakfast and lunch can be found [online](#) on the UMASD website under “Food Services”. Menus designate the main selection for each day and other alternatives. Please help your student pick which items they might like best so they will be able to let their teacher know in the morning when they order their meals.

## **SCANNERS AND BARCODES**

Food Service switched from pin-pads at the registers to scanners last year. This means that students need a barcode when they purchase anything from the cafeteria. Elementary students have at least 2 ID cards with their name, student ID number, and barcode. One card is used at lunch and is managed in the buildings. The 2nd card is needed for any student who gets breakfast. The card can be pinned via lanyard and holder inside backpacks or in the holder that some of the schools use for dismissal info. This will ensure that the card is available for the breakfast line. You can help by telling your students that when they are in line for breakfast they should get the card out so that the cashier can scan it. Food Service workers will not remove the card, just scan it in place so it will be available the next morning. Since your student's ID never changes they can continue to use their old cards each year for this purpose. Incoming Kindergartners will get these cards when school starts.

## **PRE-PAYMENT FOR MEALS - Electronic System**

You can pre-pay for your student's meals using [www.schoolcafe.com](http://www.schoolcafe.com). To use the online system you will need to create an account and then use your credit or debit card to add funds. Please note there is a \$1.95 processing fee to add money to this account online and there is a limit of \$100. To avoid the \$1.95 transaction fee you can send in a check in a labeled envelope and your student's teacher will send it to the cafeteria. Make checks payable to “UMASD Food Service”. There is no charge to set up an account at [www.schoolcafe.com](http://www.schoolcafe.com) that will give you access to what your student is buying, set any restrictions you may want, set up low balance alerts and set up automatic payments.

## **PRE-PAYMENT FOR MEALS - Non-Electronic System**

We recommend that parents who are paying for a child's lunch prepay in check form rather than cash if possible. Sometimes children will lose part of the money sent with them and sometimes it is left in the classroom where the child does not have enough time to go back to retrieve it. Either of these can be upsetting to your student.

There is no cost to the parent when sending a check. Your child needs to give the completed envelope with his/her name, grade, teacher and “meals” or “meals and a la carte” selection directly to the cafeteria manager.

## **HOW DO I KNOW HOW MUCH I OWE?**

You can check your online account anytime and you can also receive emails from your [www.schoolcafe.com](http://www.schoolcafe.com) account when it runs low if you choose to set that up. If your account carries a negative balance, you will also receive an emailed statement, phone calls, attachments to report cards and letters mailed to your house. Parents/Guardians are responsible for ensuring their child's account is paid in full by the end of each month.

## WHAT HAPPENS IF MY STUDENT FORGETS THEIR LUNCH MONEY?

First of all - don't worry, we will always feed your students. Your student can have the lunch of their choice, but please remember that these platters will be billed to the student.

## SNACKS

After we are settled into the new year, the Elementary Schools will be offering snacks for purchase on Tuesdays and Fridays only. All items will cost \$1.25. Tuesdays - there will be a few assorted types of chips available. Fridays - there will be a few assorted ice creams available.

No snacks or a la carte items may be charged at any schools. Students must have money on account or cash.

## BREAKFAST

Breakfast is served starting at 8:40 am. There is a choice of 3 different bagged breakfasts that the students get either at a cart or in the cafeteria. Students take the bagged meals to their classroom to eat during the first 10 minutes of the day.

## CONTACT FOOD SERVICE

Please contact Penny Bartlett, Food Service Supervisor at [pbartlett@umasd.org](mailto:pbartlett@umasd.org) or 610-205-8804 for further information on [the National School Lunch Program](#) or any other questions you may have about lunch or breakfast.

## HEALTH SERVICES

School nurses develop and oversee each school's health program and services. They maintain comprehensive health records for all children and work cooperatively with students, parents, and teachers.

When students first enroll in Upper Merion Area Schools, complete health histories should be submitted. This helps the nurse interpret findings and advise follow-up procedures for parents and guardians.

## FIRST AID

If a student becomes ill or sustains an injury during the school day, school personnel will follow these first aid procedures:

- A. administer immediate first aid (temporary care)
- B. notify parents when necessary
- C. direct parents to further help, if indicated
- D. arrange transportation in emergency situations

Schools will not assume responsibility for injuries sustained at home. Please do not ask school personnel to treat such injuries.

## IMMUNIZATIONS

In accordance with Pennsylvania State Law and [School District Policy #203](#), all school children are required to be immunized against serious communicable diseases and to show proof of immunizations before attending school in the Commonwealth of Pennsylvania. The intent of the regulations is to keep healthy

children in school and to minimize the chance of disease outbreaks which can interfere with a child's health and education.

The following minimum immunizations are required for all students entering school for the first time at the kindergarten or 1st grade level:

1. Diphtheria, Tetanus, and Pertussis – four or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the three with one dose administered on or after the fourth birthday
2. Polio – four or more properly spaced doses of polio vaccine (IPV or OPV) with one dose administered after the fourth birthday
3. Measles (Rubeola), German Measles (Rubella), and Mumps – two doses, preferably given as MMR, on or after the first birthday
4. Hepatitis B – three properly spaced doses of Hepatitis B vaccine
5. Varicella (Chickenpox) – two doses of vaccine or proof of chickenpox disease

Written proof of immunization must be presented at the time of registration. Consult the Certified School Nurse with any questions or concerns about immunizations. When a student receives a booster immunization, please provide written proof from the health care provider so that health records can be updated. Further information regarding immunization regulations can be found [on our website](#).

## **MEDICATION**

Medications must be brought in by the student's parent or guardian. Over the counter medications, including Tylenol, Ibuprofen and Benadryl, will be given to students only if the school nurse has signed parental permission on the Student Data Form. All medications must be kept in the school's medical office in a locked cabinet or refrigerator. Medication should not be sent to school in a student's backpack or lunchbox. Parents must bring their child's prescription medicine directly to the school nurse.

## **MEDICAL AND DENTAL EXAMS**

The state department of health requires students to be examined according to this schedule:

- A. Kindergarten students must have complete physical examinations.
- B. All elementary students must have their vision tested annually. Kindergarten through 3rd grade and all Special Education students must have their hearing tested annually.
- C. 4th grade students will have hearing tests on the recommendation of parents, teachers, or physicians.
- D. A certified dental hygienist conducts dental education programs at all grade levels. Dental screenings are conducted for students in grades K, 2, 4, 6 and 10. Parents will be notified of any abnormal findings.

Parents and guardians of kindergarten students are encouraged to have their family physician examine their children before they start their school careers. For more information about health services, contact the school nurse.

## **HOMEWORK**

Students should be able to complete all their assignments within a reasonable amount of time. If you are finding that it takes a significant amount of time for your child to complete their homework, we ask that you please reach out to their homeroom teacher for guidance and assistance. Providing a quiet, well-lit area for your children to complete their homework can encourage good study and work habits.

# **CHILD STUDY TEAM (CST)/RESPONSE TO INSTRUCTION AND INTERVENTION (RtII)**

The CST is a group of staff members who meet when needed to discuss specific needs of students, monitor student progress, and suggest appropriate teaching, management, or evaluation strategies. The CST is available to all school personnel and parents to assist in working more effectively with children. The core members of the CST are the principal, school counselor, school psychologist, reading specialist and classroom teacher(s). Additional team members may include the school nurse, speech and language clinician, special education teacher, or any other appropriate personnel.

Our schools have also implemented a “Response to Intervention and Instruction” model to assist students to be successful by intensifying their instruction and carefully monitoring their progress. RtII is a process for providing systematic, research-based instruction for all students, enrichment for accelerated students and providing strategic interventions for struggling learners in a class called EXCEL.

## **LOST AND FOUND**

Lost or unclaimed items usually are turned in at the school office. Children should come to claim lost articles before or after school or at lunchtime. Lost items are displayed at parent conferences and or at other times as designated by each elementary school. Labeling all possessions increases the chance of having lost items returned. Should lost and found items not be reclaimed at the end of each trimester, all items will be donated to a local charitable organization.

## **REPORTING STUDENT PROGRESS**

The Board of School Directors has established the following policy:

*At the elementary level, progress reports shall be issued to parents three (3) times during the school year. In addition, individual parent-teacher conferences will be scheduled twice a year and on an as-needed basis.*

Student progress is communicated to parents and guardians through a written progress report/personal conference format. Progress reports for grades kindergarten through 4 are issued in November, March, and June. Parent/teacher conferences are held shortly after the November and March report periods.

Parent/teacher conferences are mandatory in November following the first trimester.

Parents and guardians are encouraged to meet with their children’s teachers, either at the scheduled conference sessions or another convenient time. Conferences offer a valuable opportunity to discuss students’ academic progress, achievements, health, and activities.

## **STUDENT DATA FORMS**

A student data form is kept for each student. This form provides school office personnel with vital information (parent/guardian work and home telephone, address, etc.) needed to contact you if your child becomes ill or injured, or if there is a school-wide emergency. Please answer all questions, sign the form, and return it to the school office. You should ask someone who is able, responsible and willing to act as your substitute in case you cannot be reached. This person must have his/her own transportation to school. Please inform the office of any changes to your contact information throughout the year.



## STUDENT RECORDS

Upper Merion Area School District provides parents and students access to student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Pennsylvania State Board of Education Code, Chapters 12 and 341; Public Law 94-142 and [school district policy](#). Records include all records maintained by Upper Merion Area School District that are directly related to the student.

The above provisions afford parents of students under 18 and all students over 18 these rights:

- A. to see, correct and control access to student educational records;
- B. to inspect and review educational records after making an appointment in advance;
- C. to obtain copies of educational records if desired. Under usual circumstances, there will be no charge for the first copy;
- D. to request Upper Merion Area School District, in writing, to amend educational records if the information contained in them is inaccurate, misleading, or a violation of privacy;
- E. to request a student records hearing to challenge the content of the educational records;
- F. to file a written complaint with the Family Educational Rights and Privacy Division (FERPA), U.S. Department of Education, Switzer Building, 330 C Street, S.W. Washington, D.C., 20201, regarding violations of accorded rights.

You may not waive your rights under these provisions to receive certain benefits or services.

## TRANSFERS AND WITHDRAWALS

If your family moves to another residence within the school district, placing you in a different elementary school attendance area, notify your present school office as soon as possible. Your child's records will be updated and transferred to the new school.

If you move out of the district, or decide to enroll your child in a nonpublic school, notify the school office of your intent to withdraw your child. His or her records will be updated and prepared to be sent to the new school district, or school.

## VISITING THE SCHOOLS

When visiting a school, please register at the school office when you arrive. You will receive a VISITOR'S PASS to wear while you are in the school. When you are ready to leave, return to the office to sign out. This practice helps us keep unauthorized people from entering the schools. We appreciate your cooperation.

## VOLUNTEERING

Family members interested in volunteering their services to the school are always welcome. Volunteers must submit three state required clearances (Child Abuse, Criminal History, and FBI) to the school or our central administration office, as outlined in [District Policy #916](#); but fees have been waived for some clearances by the Governor of Pennsylvania. Libraries, classrooms, playground, and cafeteria are examples of areas where volunteers can help out. Additional information regarding volunteering and the clearances required can be found [on our district website under Human Resources](#). We use the Red Rover website to help potential volunteers obtain their clearances;

<https://jobs.redroverk12.com/org/uppermerion/opening/100255>

## WELLNESS POLICY

As a result of childhood obesity and an awareness of severe allergies, we follow [our district's policy](#) as required by Federal and State regulations and guidelines. Snacks sent to school for birthdays and parties should be nutritious. Please review the [suggested snack list](#) in this manual. It is recommended to celebrate without food when possible.



# BOARD OF SCHOOL DIRECTORS

Maggie Philips, President

[mphilips@umasd.org](mailto:mphilips@umasd.org)

Troy Chiddick, Vice President

[tchiddick@umasd.org](mailto:tchiddick@umasd.org)

Alice Budno Hope

[ahope@umasd.org](mailto:ahope@umasd.org)

Tiffany Cherry

[tcherry@umasd.org](mailto:tcherry@umasd.org)

Jason Jones

[jjones@umasd.org](mailto:jjones@umasd.org)

Dr. Gary Ledebur

[gledebur@umasd.org](mailto:gledebur@umasd.org)

Jenn Lyons

[jlyons@umasd.org](mailto:jlyons@umasd.org)

Brett Oslon

[boslon@umasd.org](mailto:boslon@umasd.org)

Dr. Eric Wellington

[ewellington@umasd.org](mailto:ewellington@umasd.org)

Access information about our school board and school board meetings by visiting:

<http://www.boarddocs.com/pa/umasd/Board.nsf/Public>

# OUR MISSION

*The mission of the Upper Merion Area School District  
is to inspire excellence in every student...every day.*

# OUR VISION

***We envision our district to be one where***

- **Our Students:**
  - demonstrate perseverance, strong work ethic, and lifelong learning.
  - graduate prepared academically, culturally and technologically for the challenges of the 21st century.
  - graduate with a strong sense of self, a deep concern for fellow human beings, and a lasting commitment to their community.
  - follow their passion.
- **Our Faculty and Staff:**
  - empower students to learn.
  - exhibit a passion for teaching and learning.
  - are future focused and embrace change.
  - model perseverance, strong work ethic and lifelong learning.
- **Our Families:**
  - are actively engaged in their children's educational experiences.
  - work collaboratively with our school community to understand and support educational endeavors.
  - value perseverance, strong work ethic and lifelong learning.
- **Our Community:**
  - works collaboratively to foster supportive partnerships that benefit all students.
  - takes pride in our schools.
  - values high expectations for all students.
- **Our Leadership and Governance:**
  - support a culture of learning.
  - serve as educational mentors.
  - are future focused and guide change.
  - model perseverance, strong work ethic and lifelong learning.

# Upper Merion Area School District

## PARENT-STUDENT-TEACHER PLEDGE

Dear Parents,

We strongly encourage you to be a partner in your child's educational process. We need your interest, comments, questions, cooperation and support. We invite you to work with the principal, teachers, and other staff members in your child's school. If we all work together, we can achieve our common goal: Developing successful young adults for the twenty-first century.

Your child's expectations about school develop from what you teach him or her to expect. We hope that your interest will show your child that you consider school important.

If you have any questions or concerns about your child's progress, please make an appointment with your child's teacher.

### STUDENTS - I WILL

- Be responsible for being properly and appropriately dressed and fed.
- Be respectful of teachers and learning.
- Respect the rights and property of others.
- Accept responsibility for my actions.
- Assume responsibility for my own learning.
- Be responsible for completing all homework assignments neatly and on time.
- Try to balance out-of-school activities with school assignments.
- Demonstrate behavior that will not interfere with another person's dignity.
- Accept the challenge of higher expectations for achievement and greater responsibility for my future.

### PARENTS - I WILL

- Provide a safe home environment.
- Send my child to school properly clothed and fed.
- Teach my child to be respectful of teachers and learning.
- Show interest in my child's school experience.
- Enable my child to become accountable and responsible for completing homework assignments.
- Provide a quiet place for my child to study.
- Check to see if work is completed.
- Help my child to balance out-of-school activities with homework responsibilities.
- Be consistent with discipline procedures (find and implement realistic, natural consequences).
- Allow my child to assume the responsibilities and to accept the consequences for their actions (homework, tests, playground activity).

### SCHOOL STAFF - WE WILL

- Provide a safe, caring, disciplined learning environment.
- Be flexible and willing to recognize the social, emotional and academic needs of each child.
- Advise parents and students of homework policies and procedures.
- Clearly define behavioral expectations, consequences and rewards.
- Be consistent in supporting students with discipline concerns, enforcement of the dress code and academic standards for extracurricular activities and sports.
- Inform parents when student expectations are not being met.
- Be respectful of individual differences of students.

# WELLNESS POLICY LETTER

Dear Families,

We have a [District Health and Wellness Policy](#) as required by Federal and State regulations.

***We are asking for your cooperation to ensure that if a snack is sent in for any classroom parties or birthday celebrations it must be nutritious, i.e. fruit, pretzels, vegetables, yogurt, cheese, etc. On the next page are suggestions for healthy snacks that can be used in place of traditional cakes, cupcakes, soda, and candy. Additionally, as we are peanut/tree nut aware schools, we ask that snacks that are sent into the classroom are peanut/tree nut free.***

We are also ***encouraging alternatives to using food for classroom celebrations.*** For example, birthday celebrations may also include the purchase of a book for the library, donating new or used board games, donating a piece of playground equipment, i.e. jump rope, playground ball, or a book donated to the classroom. These items last longer than food items and eliminate concerns over food allergies.

We will also be ***encouraging students to bring healthy snacks and lunches to school.*** These guidelines also pertain to food served in our school cafeterias. Please join us in reminding your children not to share snacks and food with other children because of food allergies.

As we make changes that will benefit our students, we are asking for your support as you plan to contribute to parties and celebrations. Keep in mind that food sent to school that does not meet our guidelines will be returned home with the student. We are looking forward to a healthy school year.

Sincerely,

Mr. Tim Bickhart, Bridgeport Elementary School  
Mr. Steven Van Mater, Caley Elementary School  
Mr. Frank McCartney, Candlebrook Elementary School  
Mr. Christopher Dickerson, Gulph Elementary School  
Dr. Anthony Grazel, Roberts Elementary School

## SUGGESTED HEALTHY SNACKS

**(Some smart choices for school or all occasions)**

<ul style="list-style-type: none"> <li>• Apple</li> <li>• Carrot</li> <li>• Pear</li> <li>• Low-fat Pita Chips</li> <li>• Blackberries</li> <li>• Low-fat Yogurt</li> <li>• Raw Broccoli</li> <li>• Celery</li> <li>• Bagel w/ Jam</li> <li>• Strawberries</li> <li>• Low-fat Cottage Cheese &amp; Fruit</li> <li>• 1/2 Grapefruit</li> <li>• Graham Cracker</li> <li>• Apple Butter on Toast</li> <li>• Fruit Canned in its own Juice</li> <li>• Air-Popped Popcorn</li> <li>• Bell Pepper Strips</li> <li>• Fruit Smoothies (nonfat yogurt+fruit+skim milk)</li> <li>• Fruit Salad</li> <li>• Banana</li> <li>• Cantaloupe</li> <li>• Honeydew Melon</li> <li>• Baked Bagel Chips</li> <li>• Raisins</li> <li>• Apple Slices Sprinkled w/Cinnamon</li> <li>• Veggie Pizza w/o Cheese</li> <li>• Grapefruit Juice</li> <li>• Raw Veggies &amp; Low-fat Dip</li> <li>• Plums</li> <li>• Animal Crackers</li> <li>• Cucumber</li> <li>• Baked Potato Chips</li> <li>• Sugar-free Jello &amp; Fat-free Cool Whip</li> <li>• Unsweetened Applesauce</li> <li>• Fat-free Cookies</li> </ul>	<ul style="list-style-type: none"> <li>• Cold Sugar-free Cereal &amp; Skim Milk</li> <li>• Instant Oatmeal &amp; Fresh Fruit</li> <li>• Raw Trail mix (1 oz.)</li> <li>• Pizza Sauce on Whole Grain English Muffin</li> <li>• Baked Potato &amp; Low-fat Cottage Cheese</li> <li>• Tomato Stuffed w/ Cooked Brown Rice</li> <li>• Toasted Pita Wedges &amp; Low-fat Cheese</li> <li>• Fat-free Pudding</li> <li>• Cooked Plantain</li> <li>• Bean Dip &amp; Veggies</li> <li>• Cherry Tomatoes</li> <li>• Apple Juice</li> <li>• Zucchini, Pumpkin or Banana Bread</li> <li>• 1/2 Lean Turkey Sandwich</li> <li>• Pasta &amp; Veggie Salad w/Olive Oil &amp; Vinegar</li> <li>• Gingersnaps</li> <li>• Potato Skins w/ Fat-free Sour Cream</li> <li>• Low-fat Mozzarella String Cheese</li> <li>• Grape Juice</li> <li>• Ice Milk</li> <li>• Hummus &amp; Toasted Pita</li> <li>• Fig Bars</li> <li>• Baked Sweet Potato Strips</li> <li>• Blueberries</li> <li>• Cranberries</li> <li>• Low-fat Crackers w/Low-fat Cheese</li> <li>• Whole Grain Breadsticks</li> <li>• Green Salad w/ Low-fat dressing</li> </ul>	<ul style="list-style-type: none"> <li>• Baked Tortilla Chips &amp; Salsa</li> <li>• Orange</li> <li>• Rice Cake &amp; Lt. Cream Cheese</li> <li>• Cooked Asparagus w/ Lemon</li> <li>• Non-fat Frozen Yogurt</li> <li>• Pineapple</li> <li>• Frozen Grapes</li> <li>• Low-sodium Veggie Juice</li> <li>• Grapes</li> <li>• Granola Bar</li> <li>• Cooked Squash Slices</li> <li>• Mini Tacos</li> <li>• String Beans</li> <li>• Pineapple Juice</li> <li>• Pizza</li> <li>• Frozen Fruit Bars</li> <li>• Raspberries</li> <li>• English Muffin w/ Fruit Spread</li> <li>• Pretzels (hard/soft)</li> <li>• Vanilla Wafers</li> <li>• Natural Fruit Juice &amp; Seltzer</li> <li>• Fruit &amp; Cheese Kabob</li> <li>• Tangerine</li> <li>• Apricots</li> <li>• Watermelon</li> <li>• Nonfat Plain Yogurt &amp; Fresh Berries</li> <li>• Oatmeal Raisin Cookies</li> <li>• Dried Fruit</li> <li>• Rice Cakes</li> <li>• Raw Peas</li> </ul>
---	---	--

**Please Be Respectful of Students with Food Allergies When Sending in Any Food!**

# **DISCIPLINE CODE of CONDUCT**

## **PREFACE**

The School Board, faculty, staff and administrators of the Upper Merion Area School District are committed to ensuring a safe, secure, disruption-free, yet challenging and relevant learning environment for all of our students. Expectations for student behavior are high in each of our buildings. A clear and specific Code of Conduct is an essential element in developing and maintaining a rigorous academic environment. It also provides a framework for excellence through guidelines for correction and discipline that are firm, fair and consistent for all students. The Code of Conduct presents the categories of student misbehaviors or infractions as well as the prescribed disciplinary responses or punishments associated with each. The district believes that parents' role in appropriate student behavior is essential. Home and school must work cooperatively to provide the necessary guidance to students so that they are successful. Parents must partner with schools to ensure that their child attends school regularly and follows all of the school rules and regulations. The code serves to inform students, parents, and school staff as to which types of student behavior are unacceptable and to understand the consequences of these acts.

## **INTRODUCTION**

Upper Merion Area School District students are expected to conduct themselves at all times in ways that are a credit to them, their family and the school. The privilege of participating in the activities and functions of the school carry with it the responsibility to behave in accordance with the standards and expectations of the school and its various organizations. If students fail to do so, they will be subject to disciplinary consequences. Students may be removed from any school organization if, in the opinion of the appropriate faculty, staff, and/or administrator, their behavior brings discredit to the organization and/or school.

This Code of Student Conduct and Discipline applies to conduct that occurs while students are in attendance at school, while students are going to school from home and from school to home, and to all conduct at other times which impacts on the School District. The Discipline Code shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to

- Acts of violence that are punishable by law
- Weapon Offenses
- Sexual offenses that are punishable by law
- The sale, transfer, or possession of drugs, which would constitute an offense punishable by law
- Felony charges

## **POSITIVE EXPECTATIONS OF ALL STUDENTS**

School is a place for teaching and learning. Therefore, students are expected to:

- Attend school regularly
- Arrive at school on time, ready to participate in the learning process
- Accept responsibility for one's own behavior
- Cooperate with school personnel and fellow students
- Abide by all school regulations
- Complete all assignments fully and in a timely manner
- Respect the right of teachers to teach and students to learn
- Refrain from any activity that hinders other students' safety, welfare or achievement

### **LEVEL ONE MISCONDUCT:**

Level One misconduct on the part of the student is misconduct which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level One misconduct may occur outside of the classroom and school. This misconduct usually will be handled by the individual staff member unless the behavior is repeated.

### **EXAMPLES OF LEVEL ONE STUDENT MISCONDUCT**

1. Minor classroom disturbance
2. Initial classroom tardiness
3. Initial school tardiness
4. Initial class cutting
5. Misuse of electronic devices
6. Failure to complete assignment
7. Unprepared for class
8. Failure to follow established procedures for:
  - a. the cafeteria
  - b. the halls
  - c. on school buses
  - d. at bus stops
  - e. during field trips
9. Failure to report to a teacher's detention
10. Failure to sign in at school
11. Failure to follow reasonable directions
12. Any form of distraction
13. Violation of Student Dress and Grooming Policy
14. Inappropriate display of affection
15. Hall pass or privilege misuse
16. Initial disruptive behavior

## **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL ONE STUDENT MISCONDUCT**

1. Verbal reprimand
2. Personal conference
3. Parent conference
4. Behavioral contract
5. Peer mediation
6. Pass Restriction
7. Involvement with counselor
8. Withdrawal of school privileges
9. Teacher detention
10. Telephone call to parent or guardian
11. Confiscation of object or device
12. After school detention \*
13. Saturday detention (High School only) \*
14. Exclusion from extracurricular activities \*
15. Suspension of transportation privileges \*

\* After consultation with a building administrator

## **PROCEDURES FOR LEVEL ONE STUDENT MISCONDUCT**

In the event of Level One student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct. Repeated misconduct requires a conference with the teacher and student that may involve the principal or principal designee. A proper and accurate written record of the misconduct and disciplinary actions for each student must be prepared by the staff member involved and kept by the staff member to be used in the event that the misconduct continues and moves to Level Two misconduct consideration.

## **LEVEL TWO MISCONDUCT:**

Level Two misconduct on the part of the student is misconduct whose frequency or seriousness disrupts the learning climate of the classroom and/or school. Level Two misconduct may also include incidents that occur outside of the classroom at school events or on school property.

## **EXAMPLES OF LEVEL TWO STUDENT MISCONDUCT**

1. Continuation of Level One misconduct
2. Failure to identify oneself correctly
3. Abusive, offensive and/or obscene language
4. Possession and distribution of pornography
5. Gambling
6. Obscene gestures or actions
7. Repeated school tardiness
8. Truancy
9. Using and/or supplying forged signatures, notes or illegal excuses
10. Repeated disruptive behavior
11. Repeated class cutting
12. Failure to cooperate with staff/insubordination
13. Smoking and/or possession of tobacco



14. Leaving school or an assigned area without permission
15. Occupying an unauthorized area
16. Violation of driving/parking privileges (High School only)
17. Reckless driving on school property
18. Misconduct on the bus
19. Failure to leave school property when asked
20. Misconduct at school events
21. Misconduct at athletic contests
22. Misconduct going to and from school
23. Loitering and Trespassing
24. Violation of the school District Acceptable Use of Technology Policy
25. Cheating or lying
26. Aiding and abetting the breaking of a school rule
27. Using or supplying plagiarized material
28. Pushing or Shoving
29. Skateboarding/rollerblading on school property

### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL TWO STUDENT MISCONDUCT**

1. Any appropriate disciplinary option or response from Level One
2. Withdrawal of school privileges
3. Temporary or Permanent removal from class
4. Referral for counseling
5. In-school suspension
6. Parent conference
7. Suspension from student activities
8. Out of school suspension
9. Saturday detention (High School only)
10. Required punishment for tobacco offense includes referral to District court and fine

### **PROCEDURES FOR LEVEL TWO MISCONDUCT**

In the event of Level Two student misconduct, there is an immediate intervention by the staff member who is supervising the students or who observes the misconduct. The student is referred to the principal, or principal designee, for appropriate disciplinary action. If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective. A proper and accurate written record of the misconduct and the disciplinary actions for each student must be maintained by the staff member and forwarded to the principal or principal designee.

### **LEVEL THREE MISCONDUCT:**

Level Three misconduct on the part of the student is misconduct that is directed against persons or property or whose consequences may seriously endanger the health or safety of others. These acts are considered serious. These acts may result in the intervention of the law enforcement authorities.

### **EXAMPLES OF LEVEL THREE STUDENT MISCONDUCT**

1. Continuation of Level Two misconduct
2. Fighting
3. Stealing
4. Threat to others
5. Harassment
6. Bullying and/or cyber bullying (including digital communications)
7. Defiance of school personnel
8. Obscene and/or threatening calls
9. Alteration or use of school documents w/ intent to defraud
10. Disruption of in school suspension/detention
11. Profanity or obscene language directed toward school personnel
12. Indecent exposure

## **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL THREE STUDENT MISCONDUCT**

1. Any appropriate disciplinary option from Level Two
2. Temporary/Permanent removal from class
3. Homebound instruction
4. Alternative program
5. Out-of-school suspension
6. Abbreviated schedule
7. Possible recommendation for expulsion
8. Saturday detention (High School only)

## **PROCEDURES FOR LEVEL THREE MISCONDUCT**

In the event of Level Three student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. The Principal, or designee, initiates disciplinary action by investigating the infraction and conferring with appropriate staff or agencies on the extent of the consequences. If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

The Principal, or designee, meets with the student and confers with the parent or guardian about the student's misconduct and the resulting disciplinary action. A proper and accurate written record of offenses and disciplinary actions is maintained by the Principal, or designee. There is consideration of restitution of property and damages and possible referral to law enforcement officials.

## **LEVEL FOUR (A) MISCONDUCT:**

Level Four (A) misconduct on the part of the student is misconduct which results in violence to another's person or property or which poses a direct threat to the safety of others. These acts may be criminal and always require administrative action that may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

## **EXAMPLES OF LEVEL FOUR (A) STUDENT MISCONDUCT**

1. Continuation of Level Three misconduct

2. Extortion
3. Bomb threat, Terroristic threats
4. Vandalism
5. Theft/possession/sale of stolen property
6. Arson
7. Possession/use of firecrackers, smoke bombs, etc
8. Endangering the safety of others
9. Activating false alarms, False 911 calls.
10. Assault and battery
11. Causing serious bodily injury to another

#### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FOUR (A) STUDENT MISCONDUCT**

1. Any appropriate disciplinary option or response from Level Three
2. Required Counseling
3. Expulsion
4. Restitution
5. Alternative Placement
6. Other Board action which results in appropriate placement
7. Terroristic threats will result in the suspension of a student's driver's license as per Act 23, Section 1532 of the Motor Vehicle Code.

#### **PROCEDURES FOR LEVEL FOUR (A) MISCONDUCT**

In the event of Level Four (A) student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. The administrator verifies the offense, confers with the appropriate staff or agency and meets with the student. The student is immediately removed from the school environment.

Parents or Guardians are notified. Law enforcement officials are contacted, unless the discipline is based on continuation of a Level Three Misconduct, in which event the administrator determines if such referral is appropriate. A complete and accurate written report is submitted to the Superintendent who will consider recommending expulsion. The student is given a full due process hearing before the Board, if expulsion is recommended.

#### **LEVEL FOUR (B) MISCONDUCT:**

Level Four (B) misconduct on the part of a student is misconduct that involves the possession, sale, furnishings, use or involvement of any nature with an unauthorized substance, or look-alike and/or paraphernalia. These acts may be criminal and always require administrative action that may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and possible action by the Board of School Directors. Unauthorized Substance shall include any mood-altering substance, mind-altering substance, alcohol or malt beverage, any substance listed in the Controlled Substance Drug Device and Cosmetic Act, also known as Act 64, as a controlled substance, abused chemical or abused substance, and any medication for which a prescription is required under the law. Also, any substance intended to be mind or mood-altering is encompassed by the term "unauthorized substance". Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine, amphetamines, barbiturates, LSD, heroin, chemical solvents, steroids, glue and "look-alike" drugs.

## **EXAMPLES OF LEVEL FOUR (B) STUDENT MISCONDUCT**

1. Use of an unauthorized substance
2. Being under the influence of an unauthorized substance
3. Furnishing an unauthorized substance to others
4. Selling an unauthorized substance
5. Possession of an unauthorized substance or paraphernalia
6. Involvement of any nature with an unauthorized substance

## **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FOUR (B) STUDENT MISCONDUCT**

1. Out of school suspension
2. Referral to Student Assistance Team
3. Expulsion
4. Alternative school
5. Requirement of Drug/Alcohol intervention program
6. Other Board action which results in appropriate placement

## **PROCEDURES FOR LEVEL FOUR (B) MISCONDUCT**

In the event of Level Four (B) student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. Any employee not a member of the teaching staff who believes a student is guilty of Level Four (B) misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the Principal, or designee, of the building attended by the student in question. The Principal, or designee, must immediately verify the offense, and if appropriate, meet with the student. The Principal, or designee, is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately. The Principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours. The Superintendent is to file a report with the Board. The school district may expel, for a period of up to one (1) year, any student who brings a drug or drug paraphernalia onto any school property, and school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act. The Superintendent shall report the discovery of any drug or drug paraphernalia prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a drug or drug paraphernalia on school grounds to the Department of Education Safe Schools Division once per year, as required, and to the Board of School Directors.

## **LEVEL FOUR (C) MISCONDUCT:**

C. Level Four (C) misconduct on the part of the student involves possessing, furnishing, selling or using a weapon or a replica of a weapon on school property. The term weapon includes, but is not limited to, firearms or replicas of firearms, knives or replicas of knives, metal knuckles or replicas of metal knuckles, straight razors or razors of any type, razor blades, cutting instruments of any nature including those individually fabricated, explosives, mace, noxious and/or irritating or

poisonous gasses, poisons, drugs or other items fashioned with the intent to use, sell, harm, intimidate, threaten or harass students, staff members, parents or others legally upon school district premises.

#### **EXAMPLES OF LEVEL FOUR (C) STUDENT MISCONDUCT**

1. Use of a weapon
2. Furnishing a weapon to others
3. Selling a weapon
4. Possession of a weapon
5. Involvement of any nature with a weapon

#### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FOUR (C) STUDENT MISCONDUCT**

1. Out of School Suspension
2. Expulsion
3. Alternative School
4. Counseling
5. Other Board Action which result in an appropriate placement.

#### **PROCEDURES FOR LEVEL FOUR (C) MISCONDUCT**

In the event of Level Four (C) student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. Any employee not a member of the teaching staff who believes a student is guilty of Level Four (C) misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the Principal, or designee, of the building attended by the student in question.

The Principal, or designee, must immediately verify the offense, and if appropriate, meet with the student. The Principal, or designee, is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately. The Principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours. The Superintendent is to file a report with the Board. The school district may expel, for a period of up to one (1) year, any student who brings a weapon onto any school property, and school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act. The Superintendent shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education Safe Schools Division once per year, as required, and to the Board of School Directors.

# UPPER MERION AREA SCHOOL DISTRICT POLICIES

Please note that the UMASD Policy Manual can be viewed in its entirety on our website. Go to [www.umasd.org](http://www.umasd.org) and click the 'POLICIES' link from the home page, or click here:

<http://www.boarddocs.com/pa/umasd/Board.nsf/Public?open&id=policies#>. The following policies have been referenced in this handbook.

- [Policy 204: Attendance](#)
- [Policy 237: Electronic Devices](#)
- [Policy 246: Health and Wellness](#)
- [Policy 249: Bullying/Cyberbullying](#)
- [Policy 815: Acceptable Use Policy](#)
- [Policy 916: Volunteers](#)

**UPPER MERION AREA SCHOOL DISTRICT**  
**REQUEST FOR EXCUSED ABSENCE**  
**for Students Taking Non-School Educational Trip**  
**with Family or Other Approved Adult Sponsor**

**Criteria/Guidelines**

Regulations of the state of Pennsylvania provide that, upon written request from the parents/guardians of the student involved, a student may be excused from school attendance to participate in an educational trip/travel not sponsored by the school when the trip is evaluated by the superintendent as educational, and if the adult supervision is acceptable to both the superintendent and the student's parents/guardians.

In the Upper Merion Area School District, the building principal has been designated by the superintendent to make the initial decision, based on the information provided.

In order to provide guidance to parents/guardians, the following procedure for non-school educational trips/tours has been established:

1. This form must be submitted to the principal a minimum of two weeks before the date of departure (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that the trip/tour is of educational value to the student.
3. If more than one child in the family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools.
4. No more than five (5) school days per student will be approved for educational trip/tour requests in any school year.
5. Trips/Travel may not be approved if they conflict with finals, achievement tests, or other school events during which the superintendent deems attendance is necessary.
6. All schoolwork missed during the trip/tour must be made up at the initiation of the student and reasonable convenience of the teacher at the secondary level, immediately upon returning to school. Work that is not made up shall count as a failure.
7. Unapproved trips shall be treated as unexcused absences.
8. Students who are absent from school for 10 consecutive days due to family travel shall be removed from the active membership roll.

# UPPER MERION AREA SCHOOL DISTRICT

## EDUCATIONAL TRIP REQUEST FORM

Name of Parent or Guardian (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Student's Name	School	Grade	Teacher (Elementary Only)

Brief description of trip (include location):

Educational Value of Trip:

Date(s) of Trip: \_\_\_\_\_

Student(s) to be accompanied by Parent or Guardian? \_\_\_\_ Yes \_\_\_\_ No

Student(s) to be accompanied by another adult (in lieu of parent or guardian)? \_\_\_\_ Yes \_\_\_\_ No

If "Yes", what is the name of the adult? \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name of sponsoring organization, if any: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED**

### **FOR SCHOOL USE ONLY:**

- Date Request Received: \_\_\_\_\_ Total Number of School Absences to Date: \_\_\_\_\_
- Number of Days Absent for Trip: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_
- Academic Status: \_\_\_\_\_
- Principal's Decision: \_\_\_\_ Approved \_\_\_\_ Not Approved (Parent/Guardian will be contacted if NOT approved)

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date