



2022-2023 ELEMENTARY PARENT HANDBOOK

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Determining Absences

The full School Day is 8:45 a.m. – 3:30 p.m.

Full-day kindergarten and grades 1-5.

Tardy

A student arrives between 8:46 a.m. and 10:19 a.m.

Half Day AM Absence

A student arrives between 10:20 a.m. and 12:08 p.m.

Full Day Absence

A student arrives at 12:09 p.m. or later

Half Day PM Absence

A student leaves between 12:07 p.m. and 1:55 p.m.

Note:

- Be careful when you schedule doctor and dentist appointments, since this will affect your child's attendance reports.
- Unexcused tardies and unexcused early dismissals may accumulate to an unlawful absence.

Attendance Regulations

Academic and personal successes are enhanced when students attend school with a high degree of consistency. The Home and School Visitor/Attendance Officer, Romy Tressler, is available to assist students and parents when attendance problems exist. Her office is located at the District Administrative Office, **215-723-6061**. Pennsylvania School Code requires all students of compulsory age to attend school regularly. When an absence occurs, it is excused if:

1. The absence occurs for legal reasons such as an illness, death in the family, or for other reasons approved by code, school policy, or school district personnel. **AND**
2. The child's parent/guardian provides a written excuse within **three (3) days** of a child's return to school.

Parental Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a doctor (licensed practitioner of the healing arts).

A. Student Attendance:

The Board of the School Directors of the Souderton Area School District, consistent with Pennsylvania law and regulations, will not condone or permit absences from school for an unlawful reason. Responsibility toward school personnel, success and proper study habits are established during the elementary years and continue through the middle school, and high school years. For this reason, attendance is expected and necessary for all grade levels. Therefore, it is the responsibility of every student enrolled in the public schools of the SASD to be in daily attendance **except for the following reasons:**

1. **Personal illness**
2. **Quarantine of the individual or home**
3. **Recovery from an accident.**
4. **Obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.**
5. **Death in the immediate family** (five days maximum)
6. **Exceptional urgent reasons or safety reasons** – must pertain to the individual student as determined by the principal or designee.
7. **Religious Holiday** – Upon written parental request, pupils may be excused for religious holidays observed by official religious groups.
8. **Attendance of classes for religious instruction** – Upon prior written parental request, a public school pupil shall be excused from school in order to attend classes for religious instruction pursuant to Section 1546 of the Public School Code of 1988. The release form shall be limited to the total of not more than thirty-six (36) hours per school year. A pupil's absence from school for religious holidays or for religious instruction shall be recorded as an excused absence. A written confirmation must be provided to the public school that the student in fact participated in the religious instruction on the dates/times requested.
9. **Suspension from school**
10. **Required court appearance**
11. In the case of an **exceptional student**, where absence is caused by or directly related to the student's exceptionality.
12. **Health Care** – Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:
 - (a) The health or therapeutic services are to be rendered by Commonwealth-licensed practitioners.
 - (b) It is not practicable or possible for the pupil to receive the service outside of school hours.
 - (c) The time of necessary absence from school involves a minimum of interference with the pupil's regular program of study.
13. **Nonimmunized Children** – No child may be admitted or permitted to attend the public schools unless the child has received immunizations as required by the Department of Health at 28 Pa Code Chapter 23, Subchapter C (relating to immunization) or has received from the School District's Superintendent a medical or religious exemption from immunization under 28 Pa Code Section 23.84 (relating to exemptions for immunizations). A child who has not received all doses of the required immunizations or has not been exempted for immunization, but who has received at least one (1) dose of each of the required immunizations, may be provisionally admitted and attend public school for a period of up to five (5) days.

14. All **educational trips** with a family member or guardian must have prior approval of the Building Principal. Approval may be granted for requests for educational trips up to a *maximum of ten (10) school days per year*. Exceptions will be reviewed by the Director of Pupil Services on a case-by-case basis. Educational trips may not be approved if they conflict with finals, achievement tests, or other school events which the Superintendent deems attendance necessary. Only students in good academic and attendance standing will have trips/travel approved by the administration. Educational / Family trips will not be excused during PSSA or Keystone Testing.

15. Absences from School Holiday Socials

Any student whose parent requests in writing that his/her child not participate in holiday socials (Fall, Winter and Valentine’s Day) will be granted an excused absence for half a day *only*.

Students not attending socials are expected to attend regularly scheduled classes prior to the beginning of the event. Students will be excused 15 minutes prior to the start of the social.

For students who are of compulsory age, three (3) days of unlawful absence will necessitate a warning notice to be sent in accordance with Section 1333 of the School Code. Any subsequent unlawful absences may result in the filing of a citation in district court. Compulsory school age shall mean the period of a child’s life from the time the child’s parents elect to have the child enter school, which shall be no later than eight (8) years, until the age of seventeen (17) years.

B. Absence Verification

When a student returns to school after a legal absence, a written excuse must be provided by a parent or guardian. This excuse must be for one of the permissible reasons for absence stated in Part A in order for the absence to be excused. Unless a written excuse is presented within three (3) school days after the student returns to school, the absence will be counted as unlawful. A doctor’s excuse may be requested for any absence for a student who is excessively absent from school.

C. Procedures For Fulfilling Academic Requirements Due to Absence from School

Any student who is absent from school/classes for any reason must make up all missed work. Work will be permitted to be made up during classes for extenuating circumstances with the consent of the teacher and principal.

D. Homebound Instruction

Students who anticipate missing more than ten (10) consecutive school days due to physical, mental or other urgent reasons may be eligible for homebound instruction. Parents/guardians must present a written request to the building administrator for homebound instruction. For a physical illness, a physician’s letter is necessary to substantiate the need for homebound instruction. Likewise for a mental health issue a licensed psychiatrist or psychologist diagnosis and recommendation for homebound is necessary for approval.

E. School-Sponsored Activities

In order to participate in school-sponsored activity, the student must be in attendance at school on the day of the activity or, if applicable, the day before a holiday if the activity falls either on the holiday or the day following. (Written requests for exceptions to this procedure shall be presented to the building principal or designee prior to the scheduled activity for review on a case-by-case basis.)

F. Dismissal During School Hours

Attempts should be made to schedule medical and dental appointments at times other than during the school day. A student who needs to be excused for part of the school day must present a written request from his/her parent/guardian to the appropriate administrator. Parents/guardians may be asked to have medical or dental appointments verified by the attending doctor. A student who has an excused medical or dental appointment during school hours is to attend school until the time of dismissal and to return to school after the appointment unless medical reasons prevent the student from returning to school.

Absences - Truancy

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relations who resides in the same household. The notice will include description of the consequences if the student becomes habitually truant. If the student incurs additional unexcused absences after the issuance of the notice a School Attendance Improvement Conference will occur. Students that are habitually truant may be referred to the local children and youth agency and/or have a citation filed with the appropriate judge.

Additional information concerning attendance can be found in [Policy 204 – Attendance](#).

Bullying

The Souderton Area School District will not tolerate bullying in its schools and properties. Bullying shall mean both an intentional electronic, verbal, written, or physical act or a series of acts that, individually or cumulatively, are severe, persistent or pervasive, that are directed at a student by another student or students, which occur in a school setting and/or outside a school setting, that has the intent and effect of:

1. Substantially interfering with a student's educational opportunities.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The definition shall also include during the time students necessarily spend traveling to and from school or school-sponsored activities.

Our school will not tolerate known acts of bullying occurring in the school.

Bus Transportation

State Law: The state law requires that transportation be provided for elementary students residing one and a-half miles or more from the school.

General Information: Bus stops are located as conveniently as possible. Stops must be made at safe places and at a reasonable distance apart. Children are expected to conduct themselves in an orderly manner when riding the school buses. Bus drivers are responsible for managing student behavior while riding their buses. School administrators follow up on reported behavior problems and may discipline students according to established policies. Bus stops will be arranged in relation to the home of the children being transported and are subject to the safety considerations. **Non-bus children are not permitted on the bus.** Students are not permitted to ride

any bus other than the one which they have been assigned without a note from their parents. This note should be taken to the office for a transfer slip which is then given to the bus driver.

Bus schedule e-mails are sent every August from *Transportation Services Inc.* to parents of all students who are bused

Bus Rules and Regulations

Prior to/at Loading:

- Be on time at your designated school bus stop. Help keep the bus on schedule.
- Do not move toward the bus at the bus stop until the bus has been brought to a complete stop.
- Stay off the road at all times while waiting for the school bus.
- The school bus driver may assign each pupil to a seat and the student will be responsible for that seat's condition. Pupils on crowded seats may move to an empty seat for added comfort after the load is lightened, with the permission of the bus driver.

While on the Bus:

- Follow the bus driver's directions at all times.
- Remain in your seat while the bus is in motion.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Keep your hands and your feet to yourself.
- No pushing, shoving or fighting.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention.
- Treat bus equipment as you would valuable furniture in your home. Repairs to seats, etc., must be paid for by the offender.
- Leave no books, lunches or other articles on the bus.
- Keep absolutely quiet when approaching a railroad crossing stop.
- Avoid unnecessary conversation with the bus driver.
- Never tamper with the bus or its equipment at any time.
- Remain in the bus in case of an emergency, unless directed by the driver to do otherwise.
- Anyone not fully dressed (shirt–shoes) will not be permitted on the bus.
- Use waste baskets provided in the bus for all trash. Do not throw anything out of the bus window.
- The use of profane language will not be tolerated.

- Do not eat or drink on the bus at any time.
- No smoking is permitted on the school bus.

School Bus Safety Tips for Parents and Children:

- Never walk behind the bus or close to the wheels or sides even if you have dropped or forgotten something.
- When crossing the road, make sure the traffic has stopped. Look left, right, and again left before crossing.
- Parents should teach their children and practice school bus safety.
- Parents should reinforce courteous behavior, respect for the school bus drivers, and the personal property of others.

Transportation Video Monitoring:

In accordance with the school district’s Transportation Video Monitoring Policy 810.1, all school buses may periodically be equipped with a video monitor at the request of the bus driver or principal. The sole purpose of the recorder is to monitor the activities of the students to assist the school district in maintaining discipline and safety on the buses. This procedure may be used on any of the buses at any time.

A request for viewing the videotape may be made by the student’s parents or guardians if the students have been videotaped and recommended for disciplinary action.

The videotape will be used to verify a disciplinary or safety problem that the driver has reported. Videotaped documentation of misbehavior will be preserved only until disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

Consequences of Violating Bus Regulations:

- Should any pupil violate any of the bus rules, it shall be the duty of the bus driver to notify the principal of the student’s school in writing about the misconduct using the bus misconduct form. The building principal will take the appropriate action necessary in dealing with the misconduct. The bus driver will be notified of the action taken.
- Parents will be notified of continuous misconduct on the bus. The bus rider may be denied the privilege of riding the bus if the misconduct continues.

Questions Concerning Bus Transportation:

Assignments and problems regarding bus transportation should be referred to *Transportation Services, Inc.*, at **215-723-4613**.

Guidelines For Child Care Transportation

All bus routing is created for your home address unless the bus company is told otherwise. If a child needs busing to and/or from any location different than his/her home address on a daily basis, the parent/guardian must fill out a **BUS STOP CHANGE REQUEST FORM**. This form must be completed EACH YEAR. Forms are available at the Souderton Area School District Administrative Office at 760 Lower Road, Souderton, Transportation Services, any district elementary school, on the district Web site, and in this handbook. When completed, the form must be turned in to the school office for forwarding to Transportation Services, Inc., the district bus contractor.

Written request procedures:

1. Parents must complete a **BUS STOP REQUEST FORM**.
2. Request will be reviewed by elementary school personnel and forwarded to transportation director for a final decision.
3. Bus contractor and building principal will be notified of the transportation arrangements.
4. Parents will be notified of approval or disapproval.

NOTE: August 1 is the final date for the Bus Stop Change Form to be received to ensure that a request is processed for the start of the school year. This applies for stop changes for childcare and custody arrangements.

School Closing/Delayed Opening Information

Occasionally it is necessary to cancel school due to inclement weather or other kinds of emergencies. For example, school may be closed for electrical, heating or water problems.

In addition to radio and TV station announcements, we will be using our emergency notification system, SchoolMessenger.

The *SchoolMessenger* service will enable us to personally communicate with parents about emergency situations, school events and important issues impacting your child. It will allow us to send personalized voicemail messages to your family's home, work or cell phones. Essentially, a school principal can make one phone call that reaches all of his or her students' families within minutes. Furthermore, this allows us the ability to make one phone call to reach everyone in the entire district within minutes. In order for SchoolMessenger to be effective, parents must keep the school office informed as to changes in phone numbers. Since it is impossible to make contact with each family during an emergency, we encourage you look at the district Web site (www.soudertonsd.org).

- | | |
|----------------------------------|------------------------------|
| 1. Students in grades K-5 | 10:45 a.m. through 3:30 p.m. |
|----------------------------------|------------------------------|

If your child takes a bus to school, he/she would be picked up at the bus stop two (2) hours later than the regularly scheduled time.

Scheduled Early Dismissal Times:

Grades 1 to 5 1:45p.m. Dismissal

Cell Phones / Smart Phones / Electronic Devices

Students who carry cell phones must keep them in their school bags and silenced throughout the school day, while in school as well as on the bus. Cell phones that are misplaced, lost, or stolen are not the responsibility of the school.

Elementary School Counseling Program

The Souderton Area Elementary School Counselors are dedicated to meeting the academic, personal, social and career developmental needs of our student population. We aim to support our students and their families in successfully navigating the elementary school years by providing a comprehensive school counseling program aligned with the American School Counseling Association National Model. We work closely with teachers, staff and administrators to provide a safe and effective learning environment for all of our students.

School Counseling Services include:

Individual counseling (all students have access to school counseling services)

Small group counseling

Career exploration

Developmental classroom lessons

Collaboration with other student services

Consultation with parents, teachers and other professionals

Screenings for developmental assessments and for gifted identification assessments

Case management of 504 Service Agreements

Elementary School Counseling Core Curriculum

Kindergarten: Expected School Behaviors, Personal Space, Child Protection*

First Grade: Bullying Prevention, Recognizing Feelings, Coping Skills

Second Grade: Bullying Prevention, Child Protection*, Growth Mindset

Third Grade: Bullying Prevention (Assertiveness Skills/Upstander), Career Exploration

Fourth Grade: Bullying Prevention, Child Protection/Harassment*, Career Exploration

Fifth Grade: Cyberbullying, Career Exploration, Middle School Readiness

*The **ROAR Program** is presented, in collaboration with Mission Kids Child Advocacy Center, to kindergarten and second grade students. **ROAR** empowers children to understand personal body safety, speak out against abuse, and identify three safe adults to go to when they feel unsafe. If you would like to learn more about **ROAR**, feel free to visit the Mission Kids [Mission Kids Web site](#).

*If you choose to have your child NOT participate in the child protection lesson, please notify the building principal in writing.

Dress and Appearance

An individual's dress, personal appearance and cleanliness have a bearing on how others react to him/her and, therefore, should reflect sensitivity to and respect for others. It should not interfere with nor be disruptive to the educational process. It should not constitute a threat to the safety or health of self or others, nor be in violation of any statute. Although styles do change, dress should reflect current good taste and a style appropriate for a school day. Appropriateness will be determined by the school administrator who suggests that students observe the following ideas for appropriate dress:

- Students and clothing should be neat and clean.
- Clothing should provide for temperature changes. Extra sweaters are helpful on extremely cold days.
- Shoes worn to school should be for indoor wear. Flip flops are prohibited for safety reasons.
- Clothing should be designed for school wear and allow freedom of movement.
- Clothing that displays objectionable pictures or slogans and promotes illegal or questionable products are not appropriate for school.
- Hats or caps are not to be worn inside.
- Spaghetti straps, muscle shirts and clothing that reveal the midriff are not appropriate

Shorts/skirts should be no shorter than the “index finger rule.” (The place on the leg where the index finger reaches with hands at the side.)

Parent Request for an Early Dismissal

Throughout the school year the need may arise for parents to request early dismissal for their children. We understand this and wish to cooperate fully.

Procedure:

1. Send a note (*) with your child, or in an emergency, call us before coming to pick up your child. This will enable us to have your child waiting in the office when you arrive, if you so request, otherwise they will be notified when you arrive.
2. **You must come to the office for your child.** This is done for the protection and safety of your child. PLEASE DO NOT GO TO THE CLASSROOMS WHILE SCHOOL IS IN SESSION. You will be requested to sign your child out upon the time of the early dismissal.

(*) *Please indicate in your note who will be picking up the child. Identification/proof will be required.*

SASD Public E-Mail Sign-Up

Primary district and school notifications are available for parents/guardians of registered students attending a Souderton Area School District school via the [District & School Notifications \(SchoolMessenger\)](#).

Additional notifications are available to any community member via the District's [Public E-mail Sign-Up](#).

Family Trip Policy

The school district has a policy concerning school absence for family trips. The policy was designed to avoid a child having an unlawful or unexcused absence from school. A “Take Your Child to Work Day” absence is also covered under the family trip policy.

Procedure to Follow for **Each** Child Enrolled in the School District:

1. Send a note to the principal. If you do not send a note in advance, the absence will be classified as “unexcused/unlawful.”
2. Include in the note the reason for the trip and the dates the student will be absent.
3. The principal will decide on the request. Consultation with the Director of Pupil Services may be requested by the principal.
4. The principal will send a return letter to the parent. Also, a note will be sent to the child’s teacher informing him/her of the trip.
5. School work will not be sent along with your child. He/she will be given every opportunity to make up

all work upon returning to school.

By following the outlined procedures, the majority of trip requests can be granted without the penalty of an unexcused or unlawful absence. Also, by keeping to the policy, parents are not put into the uncomfortable situation of putting a false reason on an excuse blank. The purpose of this policy is to approve a child's absence from school, not to make a determination about the value of a planned family trip.

Food Service

Thanks to waivers for the USDA National School Lunch Program (NSLP) during the height of the pandemic, all school districts who participated in the NSLP were able to offer free meals to all students. These waivers expired at the end of school year 2021-2022, so schools must return to charging for breakfast and lunch and can only offer free or reduced-priced meals to students who qualify for those benefits. All students, regardless of meal status are offered the same nutritious meal options and are encouraged to dine in the cafeteria together.

To learn about breakfast and lunch meals provided at schools, and how to apply for free or reduced cost meals, please visit the Food Services Web site at <https://www.soudertonsd.org/departments/food-services>

Hands Across the District Volunteer Program

Volunteerism in the Souderton Area School District is not a new concept. The school district is calling upon the entire community to become part of a formal school volunteer program, **Hands Across the District**, which brings persons of all ages into our schools. The program is in place in grades K-12. From the parent of a pre-schooler, who assists a teacher with work done at her home to a senior citizen one on one, the Indian Valley community has a wealth of talent to offer our students.

The ultimate purpose of the Hands program is to enhance instruction and the school climate. A great deal of care is taken to match the volunteer with the job to which he or she is best suited. Volunteers at elementary schools can help in a variety of capacities: classroom, library, office, tutoring, computer assistance, publishing center, classroom speakers, art and music, and special events volunteers to name a few.

The advantage of the Hands program is that this is an all-encompassing volunteer program for all staff: teaching, secretarial, custodial, and nursing. All volunteers fill out an application form and volunteer talent is appropriately matched with volunteer requests, which come from the staff. The program, through the application process, allows the coordinators to make lists of people/skills available. These talents may prompt a teacher/staff member to think of new ways to use volunteers.

The coordinator also provides orientation for the volunteers and organizes the tuberculin test required for every volunteer.

Since Hands is a district-wide program, a volunteer network can be established as school coordinators share ideas on ways to use volunteers and to run the volunteer program. Questions at the building level should be directed to your Hands coordinator.

Homework

Homework is a continuation of a learning process developed in the classroom and carried on by the student independently. Taking into account the student's age, grade level, and level of achievement, the average time for daily homework assignments will vary.

Purposes:

- To promote good study habits.
- To develop a sense of responsibility and independence.
- To help the child master a skill.
- To enhance and stimulate the child's creativity.
- To encourage the child to learn new things.
- To reinforce and practice the concepts taught in the classroom.
- To inform parents of what their children are learning in the classroom.

Role of Student:

Each student has the responsibility of good work and study habits. The student should:

1. Understand and write down the assignment.
2. Ask questions about an assignment if not clearly understood.

3. Take necessary text and material home.
4. Do assignments carefully, neatly, and thoroughly.
5. Submit assignments on time.
6. Make up homework missed due to an absence from class within a reasonable amount of time.
7. Assume responsibility for completion of individual assignments.
8. Utilize study helps and available resource materials.
9. Use study time efficiently. Long-term assignments require special attention in this regard.

Role of Parent:

Cooperation by parents is a necessary factor in meaningful homework experiences.

1. Help child develop a positive attitude toward homework.
2. Provide an environment in which assignments can be completed with few distractions.
3. Encourage the child to study at a regular time, and help develop proper study and work habits.
4. Show an interest in the nature of the homework assignment and communicate to that child that assignments are expected to be completed without constant dependence upon others for help.
5. Give only the kind of assistance which enables the child to learn how to do assignments. *Do not do the assignment for the child.*
6. Teach the child to balance his/her outside activities to allow time for completion of homework assignments.
7. Monitor and ensure that homework is being brought home, completed, and returned to school.
8. Encourage daily independent reading.
9. Communicate with the teacher when homework problems arise.
10. Make arrangements to get homework missed due to absence.

Role of Teacher:

In order to reinforce school learning, provide practice and expand application of knowledge and skills the teacher should:

1. Make the directions and the purpose of the assignment clear.
2. Be aware of the student's activities, special events and other demands on the student's time when giving homework assignments.
3. Evaluate/review all homework assigned (written and otherwise) in a timely and appropriate way.
4. Communicate to the parent, by way of the student, the type of homework to be given, the method of evaluation, and its impact on grades.
5. Provide helpful suggestions to parents for aiding students with homework.
6. Use homework as a learning tool, not as a disciplinary measure.
7. Communicate with parents when homework problems arise.
8. Provide homework assignments for students before, during and/or following student absences.

Principal:

The administrator, as the overseer of the educational program in the school should:

1. Communicate the school policy and purpose of homework to teachers, parents and students.
2. Monitor the homework procedures within the building.
3. Develop open communication on homework with parents and among schools.
4. Periodically evaluate the consistent implementation of these guidelines.

Homework Requests

Throughout the school year a number of requests are received from parents for homework when their child is absent and unable to attend school. We are always happy to provide this work. In order to respect the schedule of the teacher involved, please follow this procedure:

1. All requests should be made by **11 a.m.**
2. All assignments should be picked up in the school office after **2 p.m.**

Souderton Area Virtual Academy

Souderton Area Virtual Academy (SAVA) is Souderton Area School Districts K-12 online learning program. SAVA students are registered with the District and all relevant guidelines from this handbook apply to SAVA students. Please see the [SAVA Web site](#) for information about the program.

Illness Indicators

Guidelines for when students should stay home from school during the 2022-2023 school year.

1. Stay home if you:

- Have one or more symptoms in Group A OR
- Have two or more symptoms in Group B OR
- Are taking fever reducing medication.

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.0 F. or higher) Vomiting Cough Shortness of breath Difficulty breathing New loss of smell New loss of taste	Chills Myalgia (muscle aches) Nausea Headache Sore throat Diarrhea Fatigue Congestion or runny nose

If your child's symptoms meet the criteria for keeping them home from school, please contact your healthcare provider, inform them of your child's symptoms, and follow their advice.

2. Stay home if you have had a Positive COVID-19 Test, or are awaiting results of a test.
3. You may contact the school nurse if your child has tested positive for COVID-19.

Because it is the responsibility of the parent or guardian to decide when to send a child to school due to illness, the SASD Medical Director has suggested the following guidelines for parents:

1. Nausea – If your child wakes up in the morning of school complaining of stomach upset, feeling like he/she may vomit, and does not want to eat breakfast, strongly consider keeping your child home from school this day. If after one or two hours, your child is feeling better, you could have him/her attend school later in the day.
2. Vomiting – If your child has been vomiting during the previous night or the morning of the school day, keep him/her home from school that day.
3. Fever – If your child has a fever the morning of school, do not send him/her to school that day. (Fever is regarded as elevated temperature one degree above the baseline temperature; typically this would be a temperature greater than 100.0 degrees Fahrenheit.)
4. Remaining Indoors – If a child must remain indoors because of a health reason, he/she must bring a note from his/her parent stating the reason for such an excuse. If the child is to remain indoors for more than three days, a doctor's excuse must be furnished. The child will sit in the nurse's or main office for the recess period.

Feel free to if you have questions.

1-to-1 Computing

Souderton Area School District has a 1-to-1 computing program for all students. Please review the related documentation and agreements on the [1-to-1 Web page](#).

Children's Online Privacy Protection Act

Souderton Area School District complies with the Children's Online Privacy Protection Act (COPPA). For important information regarding students' use of online educational services, please see the [COPPA Web page](#)

District Internet Policy

The Souderton Area School District is providing employees and students with access to the District's electronic communications system, which includes Internet access.

In accordance with the federally enacted Children's Internet Protection Act (CIPA) the school district has installed an Internet filtering service. Specifically, the district operates and enforces technology protection measures that monitor and track online activities of users on its computers so as to filter or block inappropriate matter on the Internet.

In a conscious effort to control as well as provide access to the many valuable resources on the Internet the district has developed a policy of acceptable use. This policy relates not only to the Internet, but to the district network and its associated resources. The goals of this policy are to:

- provide appropriate educational resources.
- provide a clear message of acceptable use.
- provide a direct connection between inappropriate use and the district discipline code.
- protect the district's investment in hardware and software.

Access to the System:

All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer lab. Parents may specifically request that their children not be provided such access by notifying the district in writing.

Students will have e-mail access only under their teacher's direct supervision using a classroom account.

Students may be provided with an individual e-mail account under special circumstances at the request of their teacher and with approval of their parents and the building principal.

Student Rights:

User violations of the District Acceptable Use Policy, the Student Disciplinary Code or the law may be discovered by routine maintenance and monitoring of the district system.

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Souderton Area School District system.

In the event there is a claim of a users violation of this Policy or the Student Disciplinary Code in the use of the district system, the user will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

If the violation also involves a violation of other provisions of the Student Disciplinary Code, it will be handled in a manner described in the Student Disciplinary Code. Additional restrictions may be placed on use of user's Internet access including, but not limited to, the loss of access to the internet and network resources.

Users Will:

- Disclose to their teacher or other school employee any message that is inappropriate or makes them feel uncomfortable. Restrictions against Inappropriate Language apply to public messages, private messages, and materials posted on Web pages.
- Immediately notify a teacher or the Supervisor of Technology if they have identified a possible security problem.
- Avoid the inadvertent spread of computer viruses.
- Use the system only for educational and professional or career development activities.
- Respect the rights of copyright owners. Users should request permission from copyright owners before using anything from the Internet.

- Immediately disclose to their teacher or the Supervisor of Technology inadvertent access to inappropriate materials.

Personal Safety:

- Users will not post personal contact information about themselves or other people. In other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use or disseminate personal information of other students or employees.
- Users will promptly disclose to their teacher or the Supervisor of Technology any message they receive that is inappropriate or makes them feel uncomfortable.
- Student users will agree not to meet with someone they have met online.
- Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

Illegal Activities:

Any use of the SASD system for, or to facilitate, illegal activity is expressly prohibited. Examples include, but are not limited to, violation of the following laws:

- Federal Copyright Law
- Federal Wire Fraud Law
- Federal Computer Fraud and Abuse
- Federal and Pennsylvania Child Pornography Laws
- Children's On-line Privacy Protection Act
- Children's Internet Protection Act
- Pennsylvania Computer Crime Law
- Pyramid Schemes/Chain Letters
- Defamation
- Common Law Action for Invasion of Privacy

Users Will Not:

- Post personal contact information about themselves or other people.
- Attempt to gain unauthorized access to the district system or any other computer system through the district system. Users are responsible for their individual files and directories and should take every reasonable precaution to prevent others from being able to use their account.
- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Harass another person.
- Knowingly or recklessly post false or defamatory information about a person or organization.
- Repost or forward a message that was sent to them privately without permission of the person who sent them the message.
- Post private information about another person.
- Post chain letters or engage in "spamming."
- Make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Use the district system to engage in any illegal act.
- Post information that, if acted upon, could cause damage or a danger of disruption.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Subscribe or solicit information which incurs cost.
- Plagiarize works that they find on the Internet.
- Download large files unless absolutely necessary. If necessary, users will download the file at a time when

the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

- Use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Disclose, use, or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera or Internet access to take pictures of anything, including, but not limited to, persons, places, and documents relevant to the school district, saving, storing, and sending the image with or without text or disclosing them by any means, including, but not limited to, print and electronic matter).

Lateness For School (Tardiness)

Any child who arrives after the scheduled starting time of school (8:45 a.m.) will be considered tardy. The student **and parent/guardian** must report to the office. At that time, the student will be signed in at the office, and a class admission slip will be given to the pupil so that he/she may be admitted into the classroom.

Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Tardiness to school for any reason other than those stated in the school policy will be marked unexcused. Total minutes tardy will be recorded and dealt with according to the policy.

Following the third unexcused tardy, disciplinary action may be taken at the discretion of the building principal or designee. Unexcused tardies and unexcused early dismissals may accumulate towards unlawful absence.

A student's late arrival to school will be excused for the following reasons only:

1. Personal illness.
2. Death in the immediate family.
3. Exceptional urgent or safety reasons – must pertain to the individual student as determined by the principal or designee.
4. Religious holiday/event.
5. Required court attendance.
6. In the case of an exceptional student, where tardiness is caused by or directly related to student's exceptionality.

A request for excused lateness to school for a student requires a written note signed by parent/guardian which must be presented the next school day attended.

Lost / Damaged Library Materials

In the event that library materials are lost or damaged while signed out by an elementary student, the guidelines for replacement or repair are as follows:

- Replacement costs, for both lost and damaged books, will be determined by library vendor prices.
- Replacement fees for lost books that are found/returned within the school year will be refunded to student/parent.
- Unpaid replacement fees will continue to be on the student's account until payment is received.

Night Activities

SASD elementary schools and Home and School Associations sponsor numerous night activities where students are divided by age level. It is **not** appropriate to bring pre-school children to such events unless a special activity is planned for pre-school children. Bringing pre-school children to such events poses a supervision and safety concern.

Nutrition Standards for All Foods Available on School Campus

Parties and Celebrations (at elementary and secondary levels):

Parties and celebrations should occur after the last lunch period.

No more than one (1) item that doesn't meet the standards should be offered.

All beverages should be 100% juice, milk, or water.

Encourage parents to select healthy foods.

Teachers maintain supervision over all food in their classroom.

Fundraisers:

Encourage a balance of food and non-food based fundraisers.

Student-run fundraisers that sell food products intended to be consumed during the school day must comply with the district nutritional standards.

After-school programs:

Any foods served at after-school programs and activities involving students should follow the district nutritional standards. Food provided free as refreshments for concerts, picnics, teacher/administration appreciation luncheons or breakfast, etc. is not subject to district nutrition standards. Healthy food choices are highly recommended to increase the role modeling efforts of the SASD.

Parental Access To Student Records

In the normal course of the school year, many parents stop into the school office and ask to examine their child's school records. In the majority of cases this is no problem, and the examination of records is done with ease. Generally the only delay is if the person responsible for school records, **the principal**, is out of the building.

The situation is slightly different in the case of separated or divorced parents. On November 5, 1981, the **Custody and Grandparent Visitation Act** was signed into law becoming effective Jan. 4, 1982. This law states that in cases where parents are separated or divorced, the school must provide access to their child's records. . . unless the custodial parent can provide a court order denying such access to the non-custodial parent.

In order to comply with the law and provide services to parents, the school will use the following procedure for parental access to student records:

1. Parents should come into the office and request to see their child's records. The records will be reviewed in the presence of the school principal or his/her designee. The purpose for this is not to delay the review, but to help the parent understand the information contained in the records, to answer questions or to correct errors, if any, found in the records.

2. In cases where the parents are separated or divorced, the parent who has custody should provide the school with legal proof of that custody.
3. When access to a student's records is requested by the non-custodial parent, the school will first contact the custodial parent and apprise that parent of the request. The custodial parent will have five days to get a court order denying access to the child's records by the non-custodial parent. If after five days no court order is provided to the school, the non-custodial parent will be granted access to the child's records as outlined in number one above.
4. In cases where parents are separated, and custody has not been determined by the courts, the school has no choice but to provide access of student records to both parents. Procedures outlined in number one above will be used.

SASD Record Keeping Policies and F.E.R.P.A. Rights

The SASD recognizes the need to protect the confidentiality of personally identifiable information in the education records of students. The **SASD Records Policy** meets the requirements of the State Board of Education and the Family Education Rights and Privacy Act of 1974, a federal law.

All student records are kept in locked files in the school where that student attends.

No information from student records will be made available to outside sources without prior written consent of parent or eligible student. An eligible student is a student who has reached 18 years of age. Written consent is not required when records are forwarded to other educational institutions.

Parents and/or eligible students have the right to inspect or review the student's records by appointment, after a request is received. Parents or eligible students have the right to request the record be amended if they believe that information contained in the record is inaccurate or misleading or violates privacy.

Health Services

Administration of Medication

We realize that it may be necessary for a student to take medication prescribed by the family physician during the school day. In this event, we ask that the procedure outlined below is followed:

All medications, prescription or non-prescription, that are to be dispensed during school hours must be accompanied by a written authorization (Form #13) signed by the doctor and parent/guardian and brought to the nurse's office or other designated place where the medication will be secured by a responsible person.

Controlled medication must be accompanied by a written doctor's order and parent permission specifically stating medication may be administered at school.

Medications must be in the original container if OTC, or in a properly labeled prescription container (with name of drug, dosage, route of administration, and time interval of dose). Prescriptions must include the student's name, and name of the prescribing licensed health care provider.

On occasion, physicians prescribe that a student should keep an asthma inhaler or epi pen with him or her at all times. This is an approved practice, so long as the school nurse is aware of the prescription and the child reports each use to a teacher or the school nurse.

Under no circumstances will a child be permitted to bring cold pills, aspirin, penicillin, etc. to school or take

such medication at school without the above directives completed.

PLEASE NOTE: Parents should notify their school nurse if their child is taking a prescribed medication so that the school can monitor any potential side effects of the medication.

Children’s Health Insurance Program (CHIP)

If a student is uninsured and ineligible for or enrolled in Medical Assistance, the Children's Health Insurance Program (CHIP) may be able to help. Please visit the CHIP Web site at <https://www.dhs.pa.gov/CHIP/Pages/CHIP.aspx> for more information.

Student Accident Insurance

Student accident insurance is available to all students. For students who expect to participate in any organized athletic team, insurance is mandatory and is paid by the individual student. For more information on how to purchase Student Accident Insurance, please visit the District’s [Student Accident Insurance Web page](#).

Homeless Supports

Through Education for Children & Youth Experiencing Homelessness (ECYEH) and the McKinney-Vento Homeless Assistance Act, Souderton Area School District works to reduce and remove educational barriers for youth experiencing homelessness in the SASD community. More information can be found on our Web site at <https://www.soudertonsd.org/departments/student-support-services/homeless-supports>

If you believe you may be eligible, please contact the SASD Homeless Liaison, your school counselor, or the Director of Pupil Services to find out what services and supports may be available.

SASD Homeless Liaison

Romy Tressler - rtressler@soudertonsd.org

215-723-6061 ext. 10234

Director of Pupil Services

Megan Zweiback - mzweiback@soudertonsd.org

215-723-6061 ext. 10206

Photographs/Videotaping/Web Site

On occasion the school district will photograph or videotape students for general educational purposes and for news items distributed to the media. Digital photos may also be taken of student activities and placed on the district Web site. If you permit a photograph or videotape image of your child to be placed in district publications, on the district Web Site or on district Channel 28, please check “yes” on the image permission form sent home to all parents, and return this form to your school. If you do not want images of your child to appear in various media please check “no” next to the appropriate option. The permission/refusal will be in place for your child’s school career unless you notify the school district otherwise.

Elementary Progress Report

The Souderton Area School district has a standards-based progress report that has been in place in all our elementary schools for several years. This document has been aligned to the Pennsylvania Academic Standards

(www.pde.state.pa.us for more information) and reflects a student's progress toward achievement of year-end standards. Children in grades K, 1 and 2 will be assessed on their progress over time *toward* the standards, and children in grades 3, 4, and 5 will be assessed on their achievement of the standards as well as their growth during the trimester. In addition, all children receive feedback on their "learner qualities," those behaviors that will enhance their ability to learn across a lifetime (being a self-directed learner, producing quality work, working collaboratively with others, and demonstrating good citizenship).

At the beginning of the school year parents will be able to access through the internet the parent handbook that explains the progress report with great detail. The handbook provides a more comprehensive discussion of the differences between this progress report and the ones used in the past and also outlines the learning goals for each grade level. Progress reports are issued three times a year (December, March and June). Parent conferences for all students are held just prior to the end of the first trimester.

Public Complaints

The school board recognizes that misunderstandings between the public and the school district occur and hopes these can be resolved informally among the parties involved. When such informal meetings fail to resolve differences, complainants may use the formal procedures established by [Board Policy #906](#). Please refer to the SASD Web site for more information. (www.soudertonsd.org)

Transfers

Out of District — Parents of children who are moving from the Souderton Area School District must notify the school office, either in writing or by telephone, of the last date on which the children will be in school. State laws governing immunizations will require you to present your child's **Immunization Card** at his/her new school upon registering. A copy will be provided by our school, along with a transfer card.

Parents of children who are moving from our district will also be asked to sign a **Release of Records** form. This must be done for us to be permitted to forward your child's records (scholastic and health) to the new school.

Within The District — Parents of children who are transferring from one school to another school within the Souderton Area School District must notify the Registration Office at 215-723-6061 ext. 10227. Records will then be forwarded to the receiving school.

(Requests regarding situations that deviate from the above procedures should be referred to the building level principal in writing.)

Visitors To The School

Building security is a prime concern in today's world. In order to maximize child safety, it will be necessary for all volunteers, parents and visitors to sign in at the office immediately upon entering the building and receive a designated badge. Identification will be required along with name, date, and your reason for being in the building.

Safe School Procedures — All exterior school doors are locked all the time. All visitors, volunteers, and parents must enter through the main entrance during the day. We have a security system and visitors must ring the doorbell to gain entry. Additionally, everyone must stop in the school office to sign-in and receive a "Visitors" badge when entering the building. When leaving the school, visitors should sign-out in the office.

The safety of our children is our primary concern.

If you are dropping off items such as forgotten lunch money, musical instruments, etc., please bring them to the office. We will see that they get to the proper classroom. Your cooperation will help us limit the number of interruptions during teaching time.

If you are there to pick up a student early for an appointment, etc. the child will be sent to the office.

Exceptions to this procedure are regularly scheduled parent/teacher conference days. On those days it will not be necessary for you to sign in. You may proceed directly to your child's classroom.

Parents may visit classrooms **with prior approval**. Please contact the office. Special days during the school year are also set aside for visiting.

DRUG AND ALCOHOL POLICY

The Souderton Area School Board recognizes that the misuse of drugs, alcohol, and/or mood altering substances by members of its school population is a serious problem with legal, physical, and social implications. This policy and its associated guidelines are intended to protect the health, safety, and welfare of all concerned as well as maintain and improve the rapport existent among students and staff.

Through the use of curriculum and classroom activities, community resources, administrative and faculty efforts, rehabilitative and disciplinary procedures, the Souderton Area School District will work in a consistent

manner to educate, prevent, and intervene in the use and/or abuse of all drug, alcohol, and mood altering substances by members of the entire school population.

The school district and its individual employees shall be committed to the enforcement of all existing laws, regulations, and guidelines as adopted by federal, state, local, and school district authorities. Furthermore, in accordance with Section 1317 of the School Code, this policy prohibits any student from knowingly possessing, using, distributing, manufacturing, or being under the influence of any controlled substance and/or alcohol beverage while on school district property during the school day as well as any school sponsored activity, function or event, or on any vehicle used to transport students. Also prohibited is the distribution or possession of any drug paraphernalia and/or drug look-alikes.

In accordance with the Board's concern for the prevention and intervention of drug and alcohol related problems, the Administration is directed to develop and comply with those regulations designed to implement its commitment to healthy student growth and development. Therefore, this policy authorizes the establishment of a Student Assistance Program as coordinated and operated within Multi-Tiered Systems of Support (MTSS).

School authorities shall notify all students, parents, and/or guardians of this policy and its administrative guidelines.

ADMINISTRATIVE GUIDELINES

In accordance with the Souderton Area School Board's concern for the use, misuse, and/or abuse of drugs, alcohol, and/or mood altering substances and as an extension of its Drug and Alcohol Policy, the following definition of terms, regulations, and guidelines shall be used by all school district personnel when responding to a drug, alcohol and/or mood altering substance related situations.

DEFINITION OF TERMS

Drug/Alcohol/Mood Altering Substance – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with the school district policy for the administration of medication to students in school.

Student Assistance Program - (SAP) is a state-mandated program developed to help students, teachers, staff members, and parents address concerns regarding students who are believed to be experiencing barriers to learning due to alcohol/drug use, depression, adjustment issues, or other mental health concerns. The purpose of the SAP team is to identify, refer, and support students who may be suffering from these aforementioned challenges.

Chemical Abuse Specialist – is a certified program specialist with expertise in the area of chemical dependence and school-based assessment.

Outside Referral – referral to an outside education or treatment agency not operated by the school district wherein students are evaluated in an effort to determine the extent of the drug/alcohol problem and appropriate intervention techniques to be applied. (Example: Penn Foundation, Merakey)

School District Property – shall include buildings, facilities and grounds on any school or vocational-technical campus, school bus, school parking area, as well as any facility being used for a school function or school-sponsored trip.

School-Sponsored Function – include any alternative educational opportunity program or school-related activity subject to the school’s jurisdiction or where a nexus exists between school and the function.

Distributing – deliver, sell, pass, share, or give any alcohol, drug, drug look-alike, or mood altering substances as defined by this policy from one person to another, or to aid therein.

Sale – the exchange of a determined amount of money or its equivalent.

Possession – possess or hold, without any attempt to distribute, any alcohol, drug, drug look-alike, or mood altering substance determined to be illegal or as defined in this policy.

Use – to consume, take, or partake of drugs, alcohol or the like in any quantity.

Look-alikes – any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking, or packaging to a specific controlled substance.

Drug Paraphernalia – includes any utensil or item which in the school’s judgment can be associated with the use/abuse of narcotic drugs, alcohol, or mood altering substances. Examples may include but are not limited to cigarette-rolling papers, roach clips, pipes and bowls.

Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations.

Uncooperative Behavior – is resistance or refusal – either verbal, physical or passive – on the student’s part to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with recommendations as outlined by the Student Assistance Program (SAP) or a licensed drug and alcohol facility.

School Probation – a specified period of time whereby a student must adhere to prescribed conditions of behavior - these conditions of probation to be presented to both student and parent in writing. A student subject to probation under this policy shall attend school but also be required to observe certain conditions which may include but need not be limited to:

- a. Prohibition of any further violation of this policy.
- b. Prohibition of participation in athletic, extracurricular, social, or leadership activities. This may include exclusion from commencement activities.
- c. Reporting at stated periods to appropriate persons for counseling.
- d. Participating in after-school-hours maintenance and/or rehabilitation programs.
- e. Other conditions reasonably related to ensuring a correction of the misbehavior or misconduct for which the probation was imposed.

Violation of any condition of probation by a student may, after a hearing, result in suspension, expulsion, more restrictive probation, or continuation of studies outside the school premises.

In-School Suspension – shall be an alternative to out-of-school suspension and may not exceed ten (10) consecutive school days unless an informal hearing with the principal is held in accordance with policy procedures relating to hearings. Refer to Policy #233

Temporary Suspension – shall be defined as not more than three (3) consecutive school days. Refer to Policy #233.

Full Suspension – shall mean exclusion from school for a period of up to ten (10) consecutive school days. Refer to policy #233.

RULES AND REGULATIONS:

A student, who on school grounds, during a school session, or anywhere at a school-sponsored activity is found to be in possession of drug paraphernalia or is under the influence of alcohol, drugs, drug look-alikes, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies #218, 233, and these Administrative Guidelines.

SCHOOL ADMINISTRATIVE GUIDELINES:

As an integral part of the Souderton Area School District Drug and Alcohol Prevention Program, these administrative guidelines represent one component in a district-wide effort and are intended to provide a consistent minimum disciplinary means to respond effectively to drug, mood altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. The Souderton Area School District shall provide a safe and healthy environment for all students with due consideration for their legal rights and responsibilities. Furthermore, the Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not specifically provided for in any rule or regulation enumerated herein.

MAINTENANCE AND TRANSFERAL OF INFORMATION:

Each Student Assistance Program (SAP) shall be responsible for the maintenance and access of student records and/or information as it relates to this policy and its associated guidelines. Any such informational records kept in the SAP file are to be considered confidential. All offenses dealing with drugs, alcohol, or mood altering substances which are committed by a student while enrolled in the Souderton Area School District will be considered cumulative as of the effective date of this policy and thus transferred from one SAP to the next as the student moves through the school district.

Maintenance and transferal of any such information shall be in compliance with existing policy. Refer to the **Students Record Plan of Souderton Area School District** as February, 2012.

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

SITUATIONAL CATEGORY	IMMEDIATE ACTION	PROCEDURES/ INVESTIGATION	NOTIFICATION MADE	DISPOSITION of SUBSTANCE	DISCIPLINARY RESPONSE/REHABILITATION
MEDICAL EMERGENCY which is drug, alcohol or mood altering substance related.	DIAL 911 Nurse and building administrator will be summoned immediately. Standard health and first aid procedures will be followed. If warranted, student will be transported to medical facility at parental expense.	Principal or his/her designee will investigate the incident which may include a search of the student, his/her locker, vehicle, or other possessions. Nurse will prepare a written report.	Parent notified of incident. Police notified. Superintendent is notified by the principal.	Analysis will be made by police.	See appropriate situational category and response below.
1. Suspected use of drugs, drug paraphernalia/look-alikes, alcohol, or mood altering substance by a student is indicated.	Student is informed of available help and encouraged to seek assistance.	Inform/Refer to the SAP Team.	Parent notified of behavior and/or performance indicators.	Not applicable.	An intervention conference will be held if the SAP Team agrees it is indicated by the data.
2. Student possesses drug related paraphernalia. First offense.	Principal or his/her designee is summoned. Paraphernalia is confiscated.	Principal or his/her designee may search the student, his/her locker, vehicle, or other possessions. Staff member writes an anecdotal report of the incident.	Parent notified. Police notified at the discretion of the principal. Superintendent is notified.	Confiscated for analysis.	Referral to SAP Team. Required meeting with the administrator. Suspension (1 to 3 days) School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.
3. Student is again caught in possession of drug related paraphernalia. Second or subsequent offenses.	Principal or his/her designee is summoned. Paraphernalia is confiscated.	Principal or his/her designee may search the student, his/her locker, vehicle, or other possessions. Staff member writes an anecdotal report of the incident.	Parent notified. Police notified. Superintendent is notified. School board members notified at discretion of the Superintendent.	Confiscated for analysis by Police.	Referral to SAP Team. Suspension (not to exceed 10 days) School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations. Formal school board hearing for expulsion from school if assessment is refused and/or assessment recommendations are violated. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.

<p>4. Student possesses, uses, purchases or intends to purchase or is under the influence of drugs, drug look-alikes, alcohol, or mood altering substances. First Offense</p>	<p>Principal or his/her designee is summoned. Staff member brief principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. 5-10 day Suspension. School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendation. Formal school board hearing for expulsion from school if assessment is refused and/or assessment recommendations are violated. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>
<p>5. Student is again caught in possession, use, purchase, or intends to purchase, or under the influence of drugs, drug look-alikes, alcohol, or mood altering substances. Second or subsequent offense.</p>	<p>Principal or his/her designee is summoned. Staff member briefs principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified.</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. Suspension (10 days) School probation. Formal school board hearing for expulsion from school. Required assessment by a licensed drug and alcohol facility within 10 days and compliance with the recommendations of that facility as a condition for returning from an expulsion. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>
<p>6. Student is selling or distributing drugs, or intends to sell or distribute drugs look-alikes, alcohol, or mood altering substances.</p>	<p>Principal or his/her designee is summoned. Staff member briefs principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified.</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. Suspension (10 days) School probation. Formal school board hearing for expulsion from school. Required assessment by a licensed drug and alcohol facility within 10 days and compliance with the recommendations of that facility as a condition for returning from expulsion. Charges under PA criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>

STUDENT DISCIPLINE CODE

The Souderton Area School Board believes that responsible student conduct is an essential part of the educational process and that all those involved in the schools — students, parents, teachers, and administrators — desire a learning environment free from disruptive influences.

The Board further believes that a discipline code, established in accord with the school laws of Pennsylvania and guidelines established by the Department of Education, will aid in maintaining that environment.

Finally, the Board believes that a discipline code must be fairly and consistently administered, encourage responsibility and self discipline, differentiate between minor and serious offenses, and provide for responses that are appropriate to the misbehavior.

The Discipline Code which follows organizes student misbehavior into four categories from minor to major, depending upon the effect of the misbehavior on the learning climate of the school and on the health or safety of others in the school.

Level I. **Minor** misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.

Level II. Misbehavior whose **frequency** or **seriousness** tends to disrupt the learning climate of the school.

Level III. Acts, whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, directed against persons or property whose conduct **does not seriously endanger or pose a direct threat** to the health or safety of others in the school.

Level IV. Acts, whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, which **result in violence** to another's person or property or **which pose a direct threat** to the safety of others in the school.

The second column presents examples of misbehavior at each level. These examples are not all inclusive but serve to describe the type of misbehavior at a particular level. Acts of misbehavior not listed as examples will be placed in the appropriate category and handled accordingly.

The third column of the Disciplinary Structure contains procedures for handling misbehavior at each level, while the fourth column presents disciplinary responses to the misbehavior by the teachers, principals, or other school authorities. The disciplinary responses, also, are not all inclusive, and it is expected that the maturity of the student, the degree or the severity of the misbehavior, and the facts or circumstances surrounding the misbehavior will all be taken into consideration as the disciplinary response is determined. In some instances of misbehavior, however, disciplinary responses are mandatory because of the seriousness of the offenses.

This Discipline Code will be used in conjunction with existing policies of the Souderton Area School District such as Student Dress, Student Smoking, Drug Use, Interrogations and Investigation, and Suspensions and

Expulsions. The provisions of the Discipline Code will be modified, when required by State and Federal Special Education Regulations, for those students who are classified as exceptional.

ADMINISTRATIVE GUIDELINES

In accordance with the Souderton Area School Board's concern for maintaining a safe school environment which encourages responsible conduct, the following definition of terms, regulations, and guidelines shall be used by all school district personnel when responding to student discipline related situations.

DEFINITION OF TERMS:

Ammunition — any projectile, along with its fuse and primer, that is fired from a gun or otherwise propelled as well as any chemical or explosive material used for defense or offense such as a rocket, grenade, mine, or the like.

Arson — the crime of maliciously burning a building or property of another, or burning one's own property for some improper purpose.

Assault — a violent attack and/or unlawful attempt or threat to injure another person physically or verbally.

Expulsion — the exclusion from school by the Board of Education for a period exceeding ten school days and which may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing in accordance with the procedures outlined under Policy #233.

Extortion — the act of obtaining money, information, or property from another by coercion, intimidation, or the threat of future harm. The threat is not limited to physical violence but may include that of ruining a person's reputation.

False Imprisonment — the unlawful detention or confinement of another. Key to the concept is submission to authority, a common practice in hazing.

False Reporting — any seeming crisis signal or warning given that is groundless or lacks authenticity (e.g. a bomb threat, a fire alarm, or 911 call where no bomb, fire, or emergency exists).

Fighting (Level III) — a physical conflict between two or more individuals which is minor in nature and where serious bodily injury has not occurred, a conflict easily resolved by an administrator; **(Level IV)** - a brawl or physical conflict between two or more individuals where serious bodily injury has occurred and which is deemed appropriate for police intervention.

Fireworks (Level III) — any various combinations of explosives and combustibles used to generate colored lights, smoke, or noise - those devices legal for sale under the state law; **(Level IV)** - those devices not legal for sale under the state law.

Forgery — the making, completing, executing, authenticating, issuing, altering, or transferring of any writing of another without his/her authority,

Gambling — placing a wager or betting money on the outcome of a game, contest, or other event.

Harassment — to disturb or irritate someone with annoyances, insults, taunts, threats, or demands in order to gain a desired end or create worry and/or other mental suffering.

In-School Suspension — removal of a student from the regular school program while providing him/her with planned and supervised instruction in the basic subjects.

Insubordination — a rebellious attitude which implies open defiance or refusal to submit to authority.

Paging/Portable Communication Device — a communication/telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor.

Propellant — a device used to emit a substance which may or may not be used for self defense including but not limited to mace, pepper spray, and hair spray.

Saturday Detention — a school detention held on Saturday which may be assigned only by an administrator for a Level III or Level IV offense and/or repeated violations of Levels I and II. Hours, procedures, requirements, transportation, etc. are detailed under each school's behavioral practices.

School — includes the distance a student travels to and from a specific district building within the time parameter of that student's school responsibilities (e.g. sports, detention, and other school-sponsored activities); school bus; school buildings or surrounding property owned by the school district; and school sponsored events (e.g. athletic events, trips, concerts, dances, meetings, etc.).

School Probation — refer to school probation as defined under Administrative Guidelines in the Drug and Alcohol Policy.

School Property — shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school sponsored trip.

Search and Seizure — lockers are the property of the school held in trust by the student. When an administrator suspects that a situation exists or materials are present which could be injurious to the health, safety, and welfare of pupils, he/she has the right and duty to inspect student lockers in accordance with those procedures outlined under Policy #226.

Sexual Harassment — unwanted or uninvited sexually oriented words or actions that hurt or humiliate someone and/or behavior which causes a person to feel uncomfortable or offended. Sexual harassment may be physical, verbal, and/or nonverbal and is illegal in schools and workplaces because it violates federal and state laws.

Smoking — use of tobacco in any form is strictly prohibited in all district buildings and on all school property twenty-four hours a day as set forth under Policy #222. Offenders will be disciplined in accordance with procedures outlined under each school's behavioral practices.

Student — any individual enrolled in the Souderton Area School District.

Suspension of Privileges — exclusion of a student for a stipulated period of time from activities which include but are not limited to extracurricular activities, recess, attendance at school functions such as dances or sporting events as a spectator, use of passes during the school day, attendance at assembly programs, and/or lunch in the cafeteria.

Suspension (Temporary or Full) — the exclusion from school for a period of from one to ten consecutive school days during which time the student is not permitted to participate in any extracurricular activities or be on school property. Prior to a “full suspension”, an informal hearing must be offered to the student and his/her parent or guardian in accordance with informal hearing procedures set forth under Policy #233.

Theft/Shoplifting — the taking and removing of another’s personal property with the intent of permanently depriving the owner.

Truancy — being absent from school without permission from a parent or school official.

Vandalism — the willful or malicious destruction of public or private property which requires restitution of property and damages.

Weapon or Dangerous Instrument — any tool or instrument which is employed to get the better of another and is capable of causing death and/or inflicting serious bodily injury upon a person — this includes but is not limited to any knife, cutting instrument, slingshot, firearm, air gun, pellet gun, ammunition, nunchuks, metal knuckles, straight razor, explosive, poisonous gas, poison, or any other item, or look-alikes fashioned with the intent to use, harm, threaten, or harass another person.

DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p>I</p> <p>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member, but sometime requires the intervention of other support personnel and/or administrator.</p>	<p>Bus disturbance Cheating and lying Classroom/ in-school disturbance Classroom tardiness Cutting class/detention Disrespectful language or gestures Disruptive behavior Failure to complete assignments or carry out directions Inappropriate attire Inappropriate display of affection Obscene language or gestures Possession/use/transfer of portable communication devices during school hours Unwanted teasing Violation of District Internet Policy (Policy 815.1) Vulgarity</p>	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Possible written/verbal parental notification.</p> <p>Repeated misbehavior requires parent/teacher communication and/or conference; conferences with the counselor and/or administrator.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the staff member.</p>	<p>Administrative detention Administrative/parent conference (person/phone) Behavioral contract Counseling Restorative Practices Intervention Saturday detention School probation Special assignment teacher detention Suspension of privileges Teacher/parent conference (person/phone) Temporary removal from class Verbal reprimand</p>
<p>II</p> <p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or interferes with safe, efficient bus transportation operations.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation.</p> <p>Also included in this level are misbehaviors, which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p>	<p>Continuation of a LEVEL I misbehavior Abusive language Bullying Disruptive classroom behavior Failure to serve office detention Forgery Harassment of students Ignoring the authority of the bus driver Insubordination Obscene language or gestures Possession/use/transfer of tobacco and smoking materials, including electronic cigarettes and vaping devices Possession/use of lighters Possession/use of laser pointers Truancy Unlawful/unexcused school tardiness (repeat instances) Violation of District Internet Policy (Policy 815.1) Vulgarity</p>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>The parent is notified either verbally or in writing. A parental conference may be held.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p> <p>Bus rule violations may require a parent conference at which time video documentation may be viewed (bus driver and/or bus company supervisor may be invited to participate).</p>	<p>After-school detention After-school work program Behavioral contract Charges under PA Criminal Code Confiscation and refer to smoking policy Counseling/referral for psychological evaluation In-school suspension Out-of-school suspension (up to 5 days) Parent-teacher/parent-administrator conference Referral to outside agency Restorative Practices Intervention Saturday detention School probation Suspension of bus riding privilege (up to 5 days) Suspension of privileges Temporary removal from class</p>

DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES	
<p>III</p>	<p>Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, directed against persons or property, but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school or bus.</p> <p>These acts may be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts that are criminal (or illegal) will automatically be referred to the appropriate law enforcement officials.</p>	<p>Continuation of a LEVEL II misbehavior</p> <p>Fighting</p> <p>Gambling</p> <p>Leaving school without authority</p> <p>Obscene behavior (including but not limited to mooning, shanking, wedging)</p> <p>Possession/use/transfer of fireworks or other explosive devices legal for sale under state law (including but not limited to "poppers," smoke/stink bombs, etc.)</p> <p>Possession or transfer (including intent to purchase) of propellants manufactured for self defense (those legal for over the counter sales)</p> <p>Reckless driving on school property</p> <p>Unlawful harassment</p> <p>Telephone pranks</p> <p>Theft/shoplifting</p> <p>Threats to others</p> <p>Throwing rocks or other harmful objects</p> <p>Vandalism</p> <p>Damage to technology devices</p> <p>Violation of District Computer/Internet Policy (Policy 815.1)</p>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>The school officials may contact the school police officer and/or law enforcement agency and assist in prosecuting the offender.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p>	<p>Charges under PA Criminal Code</p> <p>Counseling/referral for psychological evaluation</p> <p>Homebound instruction or alternative program</p> <p>In-school-suspension</p> <p>Out-of-school suspension (not to exceed 10 days)</p> <p>Parent conference and/or hearing</p> <p>School probation</p> <p>Suspension of privileges</p> <p>Referral to outside agency</p> <p>Restitution of property and damages</p> <p>Restorative Practices Intervention</p> <p>Saturday detention</p> <p>Suspension of bus riding privilege (up to 1 semester).</p>
<p>IV</p>	<p>Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, which result in violence to another's person or property or which pose a direct threat to the safety of others in the school or bus.</p> <p>The acts are clearly criminal and/or are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of School Directors.</p>	<p>Continuation of a LEVEL III misbehavior</p> <p>Ammunition</p> <p>Arson</p> <p>Assault</p> <p>Bomb threat or false alarm</p> <p>Deliberately striking a staff member</p> <p>Extortion</p> <p>False imprisonment</p> <p>False reporting</p> <p>Fighting</p> <p>Furnishing/selling (including intent to sell or furnish) any unauthorized substances (drugs, alcohol)</p> <p>Hazing (as defined in policy no. 247)</p> <p>Possession/use/transfer/under the influence (including intent to purchase) unauthorized substances (drugs, alcohol)</p> <p>Possession/use/transfer (including intent to sell/purchase) of weapons and/or look-alikes</p> <p>Possession/use/transfer (including intent to sell/purchase) of fireworks (those not legal for sale under State Law)</p> <p>Possession/use/transfer (including intent to sell/purchase) of propellants manufactured for self defense (those not legal for over the counter sale)</p> <p>Terroristic threats</p> <p>Theft/possessions/sale of stolen property</p> <p>Unlawful harassment</p> <p>Use of any propellant</p> <p>Vandalism</p> <p>Violation of District Computer/Internet Policy (Policy 815.1)</p>	<p>The administrator verifies the offense, confers with the staff involved, and meets with student.</p> <p>The student is immediately removed from the school environment.</p> <p>The parents are notified.</p> <p>The school officials contact the school police officer and/or law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for Board action.</p>	<p>Charges under PA Criminal Code or referral to the appropriate law enforcement agencies</p> <p>Counseling/referral for psychological evaluation</p> <p>Expulsion</p> <p>Other action which may result in appropriate placement, alternative school, parent hearing, restitution of property and damages.</p> <p>Out-of-school suspension (not to exceed 10 days)</p> <p>Possible denial of privilege to participate in the graduation ceremony</p> <p>Refer to drug/alcohol policy and guidelines</p> <p>Referral to outside agency</p> <p>Restitution of property and damages</p> <p>Restorative Practices Intervention</p> <p>Saturday detention</p> <p>School probation</p> <p>Suspension of privileges</p>

TERRORISTIC THREATS/ACTS

The school board recognizes the dangers that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat — shall mean a threat to commit any crime of violence with the intent to terrorize another, or to cause evacuation of a building, place or assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act — shall mean an offense against property or involving danger to another person.

Property offenses include, but are not limited to, arson, burglary, robbery, theft, forgery, fraudulent practices (including institutional vandalism) and criminal mischief. Danger to persons includes, but is not limited to, homicide, assault, kidnapping, sexual offenses, and abortion.

The board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

The board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible terroristic threat or act.

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

When an administrator has conducted an investigation and has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately report a threat to the SASD Threat Assessment Team and may suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent and/or his designee shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the board.

If a student is expelled for making terroristic threats or committing terroristic acts, the board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of exceptional students, the district will take all steps necessary to comply with the Individual with Disabilities Act.

**MISSION STATEMENT OF THE
SOUDERTON AREA SCHOOL DISTRICT**

The Mission of the Souderton Area School District is to prepare students to demonstrate competencies needed to contribute and to succeed in a changing world by building on a commitment to excellence and innovation, by working in partnership with family and community, and by assuring a quality education for all students in a safe and nurturing environment

NON-DISCRIMINATION STATEMENT

The Souderton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX and Section 504 and/or any applicable federal statute.

For information regarding non-discrimination in school, classroom, and employment practices, contact the District's Compliance Officer.

Compliance Officer

Dr. Christopher D. Hey, Assistant Superintendent/Director of Human Resources
Souderton Area School District Administrative Offices
760 Lower Road
Souderton, PA 18964
215-721-6061
chey@soudertonsd.org

The Souderton Area School District will assist students who have Limited English Proficiency to participate in all programs, services and activities.

**NON-DISCRIMINATION OF PROTECTED HANDICAPPED STUDENTS
ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Souderton Area School District will ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The District will provide to each qualified student with a disability without discrimination or costs 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. A qualified student with a disability is a school-age child who has a physical or mental disability which substantially limits or prohibits

participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities

These services and protections for “qualified students with disabilities” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For information regarding non-discrimination of qualified students with disabilities, as well as the evaluation procedures and provision of services to qualified students with disabilities, contact the District’s Section 504 Coordinator.

Section 504 Coordinator

Ms. Megan M. Zweiback, Director of Pupil Services
Souderton Area School District Administrative Offices
760 Lower Road
Souderton, PA 18964
215-721-6061
mzweiback@soudertonsd.org

Complaint Procedures for Violations of Nondiscrimination Policies

Any individual who believes that she or he has been subject to harassment or any conduct that constitutes a violation of district policies prohibiting discrimination is encouraged to immediately report the incident as described below.

Complaint Procedures for Nondiscrimination in School and Classroom Practices under Policy #103 – Discrimination/Title IX Sexual Harassment Affecting Students

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

Complaint Procedures for Nondiscrimination of Qualified Students with Disabilities under Policy #103.1 – Nondiscrimination - Qualified Students with Disabilities

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to

the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.

Complaint Procedures for Nondiscrimination in Employment Practices under Policy #104 – Discrimination/Title IX Sexual Harassment Affecting Staff

An employee or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the matter to the building principal or supervisor. Any person with knowledge of conduct which may violate this policy, is encouraged to immediately report the matter to the building principal or supervisor.

<p><u>Compliance Officer</u> Dr. Christopher D. Hey, Assistant Superintendent/Director of Human Resources Souderton Area School District Administrative Offices 760 Lower Road Souderton, PA 18964 215-721-6061 chey@soudertonsd.org</p>	<p><u>Section 504 Coordinator</u> Ms. Megan Zweiback, Director of Pupil Services Souderton Area School District Administrative Offices 760 Lower Road Souderton, PA 18964 215-721-6061 mzweiback@soudertonsd.org</p>
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