

**SOUDERTON AREA SCHOOL DISTRICT  
REGISTRATION FORM  
STUDENT INFORMATION**

**DISTRICT USE ONLY**

STUDENT# \_\_\_\_\_

BUILDING: \_\_\_\_\_

GRADE: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP

PHONE # \_\_\_\_\_ ETHNIC CODE \_\_\_ AMERICAN INDIAN/ALASKAN NATIVE  
SOCIAL SECURITY #: \_\_\_\_\_ \_\_\_ ASIAN  
BIRTHDATE: \_\_\_\_\_ \_\_\_ BLACK/AFRICAN AMERICAN/NON-HISPANIC  
BIRTH CERTIFICATE # \_\_\_\_\_ \_\_\_ HISPANIC  
PLACE OF BIRTH: \_\_\_\_\_ \_\_\_ MULTI-RACIAL  
GENDER: \_\_\_ MALE \_\_\_ FEMALE \_\_\_ PACIFIC ISLANDER  
\_\_\_ WHITE/CAUCASIAN/NON-HISPANIC

**School student last attended:**

Name: \_\_\_\_\_

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

Has the student ever attended Souderton Area School District? YES NO  
**If YES**, in what years and in which building did he/she attend? \_\_\_\_\_

Is this student in a foster home or group home? YES NO

**If YES:**

Name: \_\_\_\_\_

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

Are there legal custody papers for this child? YES (a copy must be attached) NO

List any special education programs: \_\_\_\_\_  
(A copy of student's IEP must be provided)

Did the student receive free or reduced lunches? YES NO

=====

**DISTRICT USE ONLY**

VERIFICATION OF DATE OF BIRTH \_\_\_\_\_ BIRTH CERTIFICATE OTHER \_\_\_\_\_

IMMUNIZATIONS \_\_\_\_\_

PROOF OF RESIDENCY \_\_\_\_\_ MORTGAGE STATEMENT \_\_\_\_\_ LEASE \_\_\_\_\_ UTILITY BILL \_\_\_\_\_ OTHER \_\_\_\_\_

EXPLAIN OTHER \_\_\_\_\_

OFFICIAL ENROLLMENT DATE \_\_\_\_\_ ANTICIPATED DATE OF ATTENDANCE \_\_\_\_\_





Indicate: Walker \_\_\_\_\_

**SOUDERTON AREA SCHOOL DISTRICT**

Date of Birth \_\_\_\_\_

Bus No. \_\_\_\_\_

**EMERGENCY INFORMATION**

Homeroom \_\_\_\_\_

Please supply the following information regarding your child. Report any additions or changes that occur during the school year to the nurse IMMEDIATELY. Everything on this card must be completed.

\_\_\_\_\_  
Pupil's Last Name                      First                      Middle                      Gender                      Grade

\_\_\_\_\_  
Address                                      Town                      Zip                      Phone #

Parent address if different from student: \_\_\_\_\_

E-mail Address \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Father's/Guardian's Name (Last    First    Middle)                      Mother's/Guardian's Name (Last    First    Middle)

\_\_\_\_\_  
Father's/Guardian's Employer                      City or Town                      Hours                      Phone #                      Pager/Cell Phone

\_\_\_\_\_  
Mother's/ Guardian's Employer                      City or Town                      Hours                      Phone #                      Pager/Cell Phone

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Local person to care for child if unable to reach parent/guardian

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Child Care or second person to care for child as above

Parent/Guardian Signatures: \_\_\_\_\_  
Father's/Guardian's Signature                      Mother's/Guardian's Signature

Does your child have any allergies or specific medical or emotional condition? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes,

Please specify: \_\_\_\_\_

Does your child take any medications on a daily basis? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes,

Please specify: \_\_\_\_\_

May we share this information with appropriate school personnel? Yes \_\_\_\_\_ No \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_ Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preference \_\_\_\_\_

My child may receive the following during school hours from an authorized school employee or physician:

Generic (No Brand Name) Tylenol YES  NO

Ibuprofen YES  NO

Please indicate if your child has Asthma YES  NO  Ibuprofen is contraindicated in Asthma.

**As a parent or guardian, I have carefully supplied and/or checked all information on both sides of this card. I hereby authorize treatment for my son/daughter for any medical emergency treatment that might arise at a time when I cannot be contacted.**

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Parent/Guardian Signature                      Date



**Annual Update of Emergency Information Packet**

**Emergency Dismissal Plan /  
Authorization for Non-Parent to Remove Student from School**

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First Middle

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Please take time to discuss an emergency dismissal plan with your child in case we have to close school early and unexpectedly. School closings are announced in the following ways: (1) **Connect-ED**, emergency notification system (2) The SASD Web site ([www.soudertonsd.org](http://www.soudertonsd.org)) and the SASD e-mail notification system (sign-up required), (3) Radio stations KYW-1060 AM for the Souderton Area School District closing number 309, and WNPV-1440 AM. (4) Television channels 3, 6, 10, 29, 69, and SATV (Comcast channel 28, Verizon channel 46). If school is closed due to inclement weather, all community activities scheduled for the evening in the school buildings will also be cancelled.

**AFTER SCHOOL PROGRAM:** The Kids Kare after school program will be opened during an emergency dismissal due to weather. However, in the case of a non-weather related emergency, Kids Kare students will be bussed to the Indian Valley YMCA. Some parents have found it useful to review the emergency plan with their child whenever inclement weather is forecast. We will make every precaution to get your child home quickly and safely. Crossing guards will be notified and safety patrol members will be on duty. Thank you for your cooperation. Hopefully we will not need to implement these plans.

If your child normally walks or rides the bus, he/she will go home as usual on the day of an emergency early dismissal.

Please write instructions for what your child should do if school closes unexpectedly and no one is at home. **Be sure your child knows how to carry out this plan if you are not at home.** Teachers will remind students to follow the plan you outline here. Be specific in terms of which neighbors' homes to go to, whom to call, and how to access a locked house.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you would like to authorize another adult(s), such as a neighbor or relative, to be able to sign your student out from school during a non-crisis situation, please list their full names, addresses, and phone numbers below. Please return this complete form to the school's Main Office as soon as possible.

**Listed below are adults whom I authorize to remove my child from school in the event of a non-lock down emergency (The school will not release the child to anyone other than a parent or the persons listed below):**

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Parent/Guardian Contact Numbers: Mom: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 Dad: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_  
 Parent's Signature (Please **print name** as well) Date

**SOUDERTON AREA SCHOOL DISTRICT**  
**HOME LANGUAGE SURVEY**

The Office of Civil Rights (OCR) requires that school districts identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification.

**Name of Student** \_\_\_\_\_  
(Last) (First) (Middle)

**Date of Registration** \_\_\_\_\_ **Grade** \_\_\_\_\_

**School** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_ **Select One:** \_\_Male \_\_Female

**Person completing this form (if other than parent/guardian):** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Please answer the following three questions:**

1. What is/was the first language your child learned to speak?

\_\_\_\_\_

2. Does your child speak a language other than English? If yes, please specify the language (do not include languages learned in school):

\_\_\_\_\_

3. What language(s) is/are spoken in your home?

\_\_\_\_\_

4. Has the student attended any United States school in any 3 years during his/her lifetime?

Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

\*The Souderton Area School District has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district may conduct screenings or ask for related information about students who are already enrolled in the district as well as from students who enroll in the school district in the future.

# Souderton Area School District

## PARENTAL CONSENT FOR USE OF IMAGE(S)

Sometimes photographs, videotape or other images of students are taken during school activities by the Souderton Area School District (the "District") or under its direction, then presented in various school sponsored media, including but not limited to photographs, videotape productions, newspapers, television programs, brochures, handbooks, programs, and Internet and online Web pages. As you know, students benefit in numerous ways by taking part in creating media publications and by displaying their pictures. At the same time, parents and students could feel that portraying these student photographs or images could be harmful to the students in some fashion.

In order to protect the level of privacy your child and you desire, we are asking that you complete the form below and return it to *your child's school*, indicating your choices and that you release the District from liability. If you do not return this form, the District will **not** use your child's photograph and/or videotape footage until the District does receive written approval from you to do so. *Should you wish to specify a different preference for the use of your student's photograph or image in the future, another parental consent form – which you may obtain from your child's school – would need to be submitted to the District.*

Please **PRINT** clearly

Student's Name

LAST

FIRST

MIDDLE

Student's School

Student's Grade

Please mark **ONE** of the following two options:

       **YES** – I/We, the parent(s) or guardian(s) of the above named student hereby give consent to the District to use my child's photograph or image in all forms of District media, including those listed above, for an indefinite period of time or until removal is requested by me in writing.

       **NO** – I/We, the parent(s) or guardian(s) of the above named student do not give consent to the District to use my child's photograph or image in all forms of District media, including those listed above. Please note that your consent is NOT required in the event your child's photograph or image is taken in a public place where there is no expectation of privacy.

I/We, hereby remise, release, and forever discharge the District from any liability for any injury or action against the above-named student resulting from the use of such photographs, videotape footage, or other image in any medium utilized. This release includes that the District will not be responsible for other Internet users' reproduction, display, distribution, or modification of students' images used, in whole or in part, in any manner, nor will the District be responsible for, among others, the copyright infringement, misrepresentation, criminal acts, or others use of the District's media images and information.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



**SOUDERTON AREA SCHOOL DISTRICT  
SCHOOL HEALTH SERVICES  
HEALTH HISTORY FORM #33**

To Parents or Guardian: The information requested on this form will be of help to the school in determining the health status of your child and will help the school in assisting him/her to receive the maximum benefits from the educational opportunities. Please complete it **FULLY** and return it **PROMPTLY** to the school nurse.

Pupil's Name \_\_\_\_\_ School \_\_\_\_\_

Birth date \_\_\_\_\_ Sex \_\_\_\_\_ Birthplace \_\_\_\_\_

Father's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mother's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_ Home Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Person with whom pupil lives, if other than parent:

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

If your child has had any of the following, give dates:

**DATE**

**DATE**

Diabetes \_\_\_\_\_

Heart problems \_\_\_\_\_

Hypoglycemia \_\_\_\_\_

Broken bones \_\_\_\_\_

Asthma/Wheezing \_\_\_\_\_

Head Injuries \_\_\_\_\_

Bronchitis \_\_\_\_\_

Removal of Adenoids/Tonsils \_\_\_\_\_

Pneumonia \_\_\_\_\_

Other Surgeries \_\_\_\_\_

Strep Infection \_\_\_\_\_

Hospitalizations \_\_\_\_\_

Scarlet Fever \_\_\_\_\_

Vision Correction \_\_\_\_\_

Ear Infections \_\_\_\_\_

Attention Deficit Disorder \_\_\_\_\_

Hepatitis \_\_\_\_\_

Behavior problems \_\_\_\_\_

Chicken Pox \_\_\_\_\_

Allergies (List) \_\_\_\_\_

Whooping Cough \_\_\_\_\_

Convulsions/Seizures/Fainting \_\_\_\_\_

Note any complications to above \_\_\_\_\_

**NOTE ANY HISTORY OF THE FOLLOWING DISEASE IN THE FAMILY:**

Heart Disease (Rheumatic Fever) \_\_\_\_\_ Diabetes \_\_\_\_\_ Tuberculosis \_\_\_\_\_

Vision Problems \_\_\_\_\_ Epilepsy \_\_\_\_\_ Asthma \_\_\_\_\_

Hearing Problems \_\_\_\_\_ Allergies (List) \_\_\_\_\_

**REMARKS OR RECOMMENDATIONS CONCERNING YOUR CHILD'S HEALTH:**

\_\_\_\_\_

Is your child under medical treatment or on medication: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give reason or medication: \_\_\_\_\_

Date of Child's last dentist visit: \_\_\_\_\_

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



# Attention Parents/Guardians

**Will your child be out of school because of missing vaccines!  
Does the School Nurse have a record of any recent  
VACCINATIONS?**

**FOR ATTENDANCE IN ALL GRADES** in 2011/2012 children need the following:



- 4 doses of tetanus\*  
(1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of diphtheria\*  
(1 dose on or after the 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

**Children ATTENDING 7<sup>th</sup> grade** in 2011/2012 need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

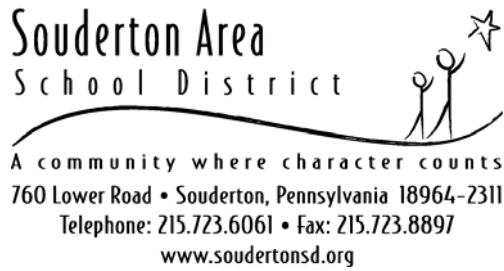
These requirements allow for medical reasons and religious beliefs.

If your child is exempt from immunizations,

He/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

Contact your health care provider or 1-877 PA HEALTH for more information



Dear Parent or Guardian:

Students' safety is of paramount concern for the staff, faculty, and administration in Souderton Area School District. To this end the District has established strong policies regarding the possession, use, or transfer of a weapon or a "look alike" weapon in school or on school property. Because these policies have very serious consequences for students who violate them, I am seeking your assistance. I am asking you, the parent or guardian, to make sure your student clearly understands what constitutes a violation of the policy and what will happen if a violation occurs.

Information regarding weapons violations is found in the student handbook under the "Disciplinary Structure – Student Misconduct/Response Guidelines" chart, or by obtaining copies of the actual district policies governing this issue. Copies of policies #218 and #218.1 can be obtained by contacting the school principal where your child attends school. These policies can also be found on the district website at [www.soudertonsd.org](http://www.soudertonsd.org).

The intention of this letter is not to intimidate students, but rather emphasize the seriousness of this issue and to provide fair warning regarding the negative consequences that will result for students if they are responsible for a violation. Please make sure that your child knows there is no allowance for a student's immaturity or momentary lapse of judgment with this issue.

It is our earnest desire to provide a safe learning environment for students and at the same time have students avoid the "weapons violation" pitfall. If you have any questions regarding this letter do not hesitate to contact me.

Thank you.

Respectfully,

Frank T. Gallagher  
Assistant Superintendent

**PLEASE SIGN AND RETURN THIS FORM**

Yes, I have read the policies and procedures listed in the **Student Discipline and Disciplinary Procedures and Responses** for School Board Policy #218 and #218.1 relating to weapons.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (Last First Middle)

\_\_\_\_\_  
Room Number

**DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE**

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES	
<p><b>III</b></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> <ul style="list-style-type: none"> <li>*Fighting</li> <li>Gambling</li> <li>Leaving school without authority</li> <li>*Obscene behavior (including but not limited to mooning, shanking, wedging)</li> <li>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.)</li> <li>Possession or transfer (including intent to purchase) of propellants manufactured for self defense (those legal for over the counter sales)</li> <li>Reckless driving on school property</li> <li>Unlawful harassment</li> <li>Telephone pranks</li> <li>Theft/shoplifting</li> <li>Threats to others</li> <li>Throwing rocks or other harmful objects</li> <li>Vandalism</li> <li>Violation of District Computer/Internet Policy (Policy 815.1)</li> </ul>	<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 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 Counseling/referral for psychological evaluation Homebound instruction or alternative program In-school-suspension</p> <p>*Out-of-school suspension (not to exceed 10 days) Parent conference and/or hearing School probation Suspension of privileges Referral to outside agency Restitution of property and damages Restorative Practices Intervention Saturday detention Suspension of bus riding privilege (up to 1 semester).</p> <p><b>*Refers to mandatory discipline response</b></p>
<p><b>IV</b></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> <ul style="list-style-type: none"> <li>Ammunition</li> <li>Arson</li> <li>Assault</li> <li>Bomb threat or false alarm</li> <li>Deliberately striking a staff member</li> <li>Extortion</li> <li>False imprisonment</li> <li>False reporting</li> <li>Fighting</li> <li>Furnishing/selling (including intent to sell or furnish) any unauthorized substances (drugs, alcohol)</li> <li>Hazing (as defined in policy no. 247)</li> <li>Possession/use/transfer/under the influence (including intent to purchase) unauthorized substances (drugs, alcohol)</li> <li>Possession/use/transfer (including intent to sell/purchase) of weapons and/or look-alikes</li> <li>Possession/use/transfer (including intent to sell/purchase) of fireworks (those not legal for sale under State Law)</li> <li>Possession/use/transfer (including intent to sell/purchase) of propellants manufactured for self defense (those not legal for over the counter sale)</li> <li>Terroristic threats</li> <li>Theft/possessions/sale of stolen property</li> <li>Unlawful harassment</li> <li>Use of any propellant</li> <li>Vandalism</li> <li>Violation of District Computer/Internet Policy (Policy 815.1)</li> </ul>	<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 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 Counseling/referral for psychological evaluation Expulsion 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) Possible denial of privilege to participate in the graduation ceremony Refer to drug/alcohol policy and guidelines Referral to outside agency Restitution of property and damages Restorative Practices Intervention Saturday detention School probation Suspension of privileges</p> <p><b>*Refers to mandatory discipline response</b></p>

**DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE**

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<p><b>I</b></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 paging or 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><b>II</b></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                      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>

## 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 chart 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 Cooperative.</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. Suspension (not to exceed 10 days). 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 possesses, uses, purchases or intends to purchase or is under the influence of drugs, drug look-alikes, alcohol, or mood altering substances.  First Offense Uncooperative.</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 briefs principal or his/her designee.  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 (6 to 10 days) 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>6. 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>7. 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>



Recently enacted legislation requires that the parent(s) of each new student must provide the school district with a sworn statement or affirmation, stating whether or not their son/daughter has been previously or is presently suspended or expelled from any school for any of the following reasons:

1. **An act or offense involving weapons.**
2. **Use of alcohol or any other drugs.**
3. **For willful infliction of injury to another person.**
4. **For any act of violence committed on school property.**

I, \_\_\_\_\_, hereby swear or affirm that my son/daughter,  
(parent/guardian's name)

Name of Student: \_\_\_\_\_:

Last

First

Middle

**CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ **is not** presently suspended or expelled for one or more of the reasons listed above.

\_\_\_\_\_ **is** presently suspended or expelled for one or more of the reasons listed above.

\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*

**CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ **has not been** suspended or expelled for one or more of the reasons listed above.

\_\_\_\_\_ **has been** suspended or expelled for one or more of the reasons listed above.

If your son/daughter has **ever** been suspended or expelled, please provide the following information:

Name of school district: \_\_\_\_\_

Name of school: \_\_\_\_\_

School address: \_\_\_\_\_

School telephone: \_\_\_\_\_

Reason for suspension or expulsion: \_\_\_\_\_

Duration of suspension or expulsion: \_\_\_\_\_

Name of person who suspended or expelled your son/daughter: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# Souderton Area School District

Dear Parents/Guardians:

School attendance is an essential ingredient in the total educational process of a student. Therefore, the following guidelines are offered to assure your understanding of attendance laws and procedures that are in effect in the Souderton Area School District.

Please sign the bottom portion of this page. Your signature will serve as an indication to us that you received your copy.

Thank you.

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I have received my copy of the Souderton Area School District Attendance Regulations.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Child's Name: \_\_\_\_\_  
                                    LAST                                    FIRST                                    MIDDLE

# ATTENDANCE REGULATIONS

## 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 and continue through the middle school, junior high 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. **Death in the immediate family** (five days maximum)
4. **Exceptional urgent reasons or safety reasons** – must pertain to the individual student as determined by the principal or designee.
5. **Religious Holiday** – Upon written parental request, pupils may be excused for religious holidays observed by Bona Fide religious groups.
6. **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.
7. **Suspension from school**
8. **Required court appearance**
9. In the case of an **exceptional student**, where absence is caused by or directly related to the student's exceptionality.
10. **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.

11. **Non-Immunized 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 eight (8) months. Provisional admission or continued attendance shall be conditioned upon parents’ or guardians’ submission to the Superintendent of a plan for the pupil’s completion of the required immunization doses. The plan shall be revised by the school district at least every sixty (60) calendar days. If after eight (8) months the child has not received all immunizations, the child thereafter may **not** be further permitted to or be permitted attend the public schools until all doses have been received. Absences resulting from a parent’s or guardian’s failure to obtain proper immunization for his or her child will be deemed unlawful and subject to corresponding punitive measures.
12. **Tutorial work** – Upon written parental request, and with approval of the principal, a pupil may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district’s curricula only if the following requirements are met:
  - a. The excusal does not preclude satisfactory completion of the pupil’s regular program of study.
  - b. The qualifications of the instructor are approved by the district’s Superintendent.
  - c. Any additional conditions for excusal that are deemed reasonable within the sound discretion of the Superintendent.
13. Those students in an approved program for **Homebound Instruction**.
14. Those children who are less than eight (8) years of age or older than seventeen (17) years of age are **not subject to the compulsory attendance requirements**.
15. 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 Superintendent on a case-by-case basis. Educational trips may not be approved if they conflict with finals, achievement tests, or other school events that the Superintendent deems attendance necessary. Only students in good academic and attendance standing will have trips/travel approved by the administration.

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 in a timely manner. Work may 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 medial reasons prevent the student from returning to school.

## **G. Lateness for School (Tardiness)**

Any child who arrives after the scheduled starting time of school will be considered tardy. The student 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 that must be presented the next school day attended.

**Earned Income Tax Information for  
Residents of the Souderton Area School District**

As you may know, school districts in Pennsylvania have tax revenue sources other than real estate taxes from which they may obtain funds to support schools and education. Authority for levying these additional taxes was granted to local school districts and municipalities by the Pennsylvania General Assembly in 1965 through passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act511'. The Earned Income Tax or 'Wage Tax' is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession.

Berkheimer Associates is the appointed earned income tax officer for the Souderton Area School District and the municipalities which comprise the School District. As the appointed earned income tax collector, Berkheimer Associates is charged with the duty of administering the school district's, township's, and/or borough's taxes. This includes collecting the tax, establishing rules and regulations to fairly enforce such tax and creating accurate tax records for each taxpayer.

Below is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax rules and regulations adopted by the Souderton Area School District and your resident municipality. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if your work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Berkheimer Associates. Your completed registration form will be forwarded to Berkheimer Associates, who will create an accurate tax account reflecting your correct reporting status and send you the necessary forms.

We appreciate your cooperation in completing the registration form. Kindly refer to the back of this letter for general questions and answers about the earned income tax. If you have any additional questions, you may contact Berkheimer Associates at 610-588-0965, extension 2, or in person at your local Berkheimer Office.

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**Souderton Area School District  
Earned Income Tax Registration Form**

Father's Name (Last                      First                      Middle)                      Father's Social Security No.

Mother's Name (Last                      First                      Middle)                      Mother's Social Security No.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Resident Municipality (Township or Borough in which you reside) - *Mark one:*

Telford Borough                       Franconia Township                       Souderton Borough  
 Upper Salford Township                       Salford Township                       Lower Salford Township

Date you moved to the above address \_\_\_\_\_

Did you move here from another Pennsylvania location?    Yes     No

If yes, please list previous address and resident school district \_\_\_\_\_

Mother's Employer \_\_\_\_\_                      Father's Employer \_\_\_\_\_

Working Jurisdiction (Twp/Boro/City) \_\_\_\_\_                      Working Jurisdiction (Twp/Boro/City) \_\_\_\_\_

Is the Earned Income Tax withheld from your pay? Yes  No                       From Spouse's Pay? Yes  No

Are you self-employed? Yes  No                       Is your spouse self-employed? Yes  No

If you have no earned income, please record the reason why (e.g. retired/homemaker/temporarily unemployed/disabled/student/minor (please state age)/other (please specify)) \_\_\_\_\_

You \_\_\_\_\_                      Spouse \_\_\_\_\_

Your Signature \_\_\_\_\_                      Date \_\_\_\_\_

## **QUESTIONS AND ANSWERS ABOUT THE EARNED INCOME TAX**

### **WHAT IS THE "EARNED INCOME TAX?"**

The Earned Income Tax, commonly called a "Wage Tax", is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession. In Home Rule communities, the tax rate may vary and can even be higher than one percent (1%). Typically, individuals who receive "earned income", including salaries, wages, commissions, bonuses, incentive payments, fees, tips and/or other compensation for services rendered, whether in cash or property, are subject to the tax. In addition, those who conduct businesses, professions and other activities for profit must pay tax on the net profit derived from their operation after deductions have been made of all costs and expenses incurred in conducting said businesses.

### **WHAT INCOME IS SPECIFICALLY EXEMPT FROM THE EARNED INCOME TAX?**

Unearned income such as dividends, interest, income from trusts, bonds, insurance and stocks is exempt. Also exempt are payments for sick or disability benefits, old age benefits, retirement pay, pensions - including social security payments, public assistance or unemployment compensation payments made by any governmental agency, and any wages or compensation paid by the United States for active service in the forces of the United States including bonuses or additional compensation for such service. In addition, net profits of corporations are exempt under state law.

### **IF THE TAX IS WITHHELD IN ANOTHER COMMUNITY WHERE I WORK, DO I ALSO PAY THE DISTRICT IN WHICH I LIVE?**

No, the tax withheld by your employer will be remitted to your resident taxing jurisdiction. It is still required that our Registration Form be answered by ALL residents.

### **WHOSE EARNED INCOME TAX WILL BE WITHHELD BY THEIR EMPLOYER?**

Any individual working in a jurisdiction that levies the tax will have the tax withheld by their employer. Occasionally, employers located in a jurisdiction where the tax is not levied will volunteer to withhold if your resident jurisdiction levies the tax.

### **FROM WHOM WILL THE EARNED INCOME TAX BE COLLECTED DIRECTLY?**

The earned income tax will be collected directly from those who are: 1) self-employed; 2) salaried but self-employed in a side business; or 3) work in a municipality where the tax is not in place. Those persons must file a declaration of the total of such estimated net profits or income, together with the total estimated tax due, with the Earned Income Tax Collector. Proper forms for reporting the quarterly payments will be sent to each person so liable.

### **MUST ALL TAXPAYERS FILE A FINAL RETURN?**

Yes.

### **WHAT HAPPENS IF I NEITHER FILE A RETURN NOR PAY THE TAX DUE?**

State law, as well as the local tax resolutions and/or ordinances, make it a summary criminal offense if a taxpayer fails to file a tax return as required, and subjects the taxpayer to a fine not to exceed \$500.00 per offense, plus the cost of prosecution; in default of payment of said fine and costs, the taxpayer may be imprisoned for a period not exceeding thirty (30) days per offense. In addition, distress sale, wage attachment and/or civil suit proceedings may be used to collect any unpaid tax found to be due, and penalties and interest may also be assessed.