



## Student Handbook 2011-2012

### Table of Contents

<b>FORWARD</b>	
Mission Statement.....	1
Bell Schedules.....	1-2
School Calendar.....	3-4
<b>I. GENERAL INFORMATION</b>	
Class Rank.....	15
College Admission Testing.....	6
Counseling and Guidance Services.....	5
District Website.....	8
GPA Calculation .....	16
Graduation Requirements.....	9
Graduation Req., Proficiency Statement.....	12
Guidance Office .....	5
Graduation, Participation in.....	14
Promotion.....	11
Registration for PSAT, SAT, SAT II, ACT.....	7
Report Cards and Progress Reports.....	13
Schedule Changes.....	6
School Closings.....	5
Special Services.....	6
Student International Exchange Program.....	16
Summer School / Tutoring.....	16
Visitors.....	17
Withdrawal from School.....	17
Working Papers.....	17
<b>II. SCHOOL PROCEDURES</b>	
Absence Verification.....	22
Admission to Library.....	27
Attendance and Athletic Activities.....	24
Attendance Policy.....	18
Bus Regulations.....	26
Canine Searches .....	32
Class Attendance.....	23
Class Tardiness.....	24
Daily School Arrival.....	18
Dental/Medical Appointments.....	19
Driving/Parking .....	32
Early Dismissals.....	26
Electronic Devices.....	30
EZ Pass .....	29
Family/Educational Trips.....	21
Fire Drills.....	26
Food and Drink.....	31
Food Service / Cashless Lunch.....	28
Hall Passes.....	27
Health Services.....	28
Homebound Instruction.....	25
Identification Cards.....	30
Lateness to School.....	18 & 20

Lockers.....	31
Lost and Found.....	31
Lunch Periods.....	31
Non-Immunized Children.....	20
Permanent Passes.....	27
Phys. Ed. Requirements.....	34
Plagiarism/Cheating.....	33
Procedures for Make-Up Work.....	25
School Attendance Regulations / Credit Denial.....	20
School Sponsored Activities.....	20
Search and Seizure.....	31
Student Hearing Process.....	35
Surveillance Cameras.....	36
Textbooks and Equipment.....	34
Unauthorized Exit from School Building.....	26
Unexcused or Unlawful Absence / Truancy.....	22

**III. DISCIPLINE INFORMATION**

After School Detention.....	50
Backpacks/ Book bags.....	51
Consequences for Misconduct (chart).....	56-59
Discipline Structure (District Policy).....	60-63
Dress Code.....	51
Drug and Alcohol Administrative Guidelines.....	62
Drug and Alcohol Policy.....	42
Hazing.....	53
In School Suspension.....	51
Internet Policy.....	37
Privilege Suspension .....	49 & 55
Saturday Detention.....	50
Student Discipline Code.....	46
Terroristic Threat/Act Policy.....	40
Tobacco Use Policy.....	42
Vandalism (computer).....	53

**IV. ACTIVITIES**

Activities Code / Student Activity Fee.....	64
Consequences .....	67
Expectations.....	66
General Regulations.....	64
Organizations.....	68

**V. ATHLETICS**

Eligibility.....	69
Interscholastic Sports Teams.....	71
P.I.A.A. By-Laws.....	70
Preliminary Requirements.....	69
Suburban I Athletic League Code of Conduct.....	71

**VI. PARENT INFORMATION**

Hotline Numbers.....	77
Directory Information .....	76
Non-Discrimination Policy.....	75
Notification of Rights (records) .....	75
Opt-Out for Specific Activities.....	74
Student Assistance Program (SAP).....	76

**COMPLETE AND SUBMIT  
THIS PAGE BY  
Monday, 9/12/11**

**PARENT/STUDENT SIGNATURE SHEET**

It is important at Souderton Area High School to create a consistent starting point with each and every parent. Please sign at the appropriate place after reading the statements below:

\_\_\_\_\_  
Student's Full Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

I have read the Souderton Area High School Handbook and understand the policies and programs therein. I have a copy of the Souderton Area School District's Administrative Guidelines and Discipline Policy Administrative Guidelines. I understand that some of the policies written in the Handbook are abbreviated versions of Board policies and agree to comply with the complete Board policies. In addition, I will discuss the handbook with my student. I also plan to support and cooperate with school personnel throughout the coming school year in an effort to enhance a positive experience for my student.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Please have your student return this page to his/her 5<sup>th</sup> Block teacher by September 12, 2011.  
**This is a requirement for all students.**

## INTRODUCTION

The purpose of the Student Handbook is to give Souderton Area School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

### MISSION STATEMENT OF SOUDERTON AREA SCHOOL DISTRICT

“The Mission of the Souderton Area School District, through the effective use of human and financial resources, is to provide an encouraging, cooperative, learning environment which assures each student the opportunity to maximize his or her academic, social, emotional, and vocational potential now and into the 21<sup>st</sup> century.”

### Souderton Area High School Bell Schedules 2011-2012

Standard Schedule		
1 <sup>st</sup> Block	7:40-9:11	
		6 Minute Passing—Warning Bell at 9:15
2 <sup>nd</sup> Block	9:17-10:56	9:17-9:25 for Announcements
		6 Minute Passing—Warning Bell at 11:00
3 <sup>rd</sup> Block	11:02-1:08	
A Lunch	11:02-11:32	Class time 11:37-1:08 <span style="float: right;">Bell at 11:37</span>
B Lunch	11:45-12:15	Class time 11:02-11:45, 12:20-1:08 <span style="float: right;">Bell at 12:20</span>
C Lunch	12:38-1:08	Class time 11:02-12:33
		6 Minute Passing—Warning Bell at 1:12
4 <sup>th</sup> Block	1:14-2:45	
AM 5 <sup>th</sup> Block Schedule		
1 <sup>st</sup> Block	7:40-8:54	
		6 Minute Passing—Warning Bell at 8:58
2 <sup>nd</sup> Block	9:00-10:17	
		6 Minute Passing—Warning Bell at 10:21
5 <sup>th</sup> Block	10:23-10:56	10:23-10:26 for Announcements
		6 Minute Passing—Warning Bell at 11:00
3 <sup>rd</sup> Block	11:02-1:08	
A Lunch	11:02-11:32	Class time 11:37-1:08 <span style="float: right;">Bell at 11:37</span>
B Lunch	11:45-12:15	Class time 11:02-11:45, 12:20-1:08 <span style="float: right;">Bell at 12:20</span>
C Lunch	12:38-1:08	Class time 11:02-12:33
		6 Minute Passing—Warning Bell at 1:12
4 <sup>th</sup> Block	1:14-2:45	
PM 5 <sup>th</sup> Block Schedule		

1 <sup>st</sup> Block	7:40-9:11		
		6 Minute Passing—Warning Bell at 9:15	
2 <sup>nd</sup> Block	9:17-10:56	9:17-9:25 for Announcements	
		6 Minute Passing—Warning Bell at 11:00	
3 <sup>rd</sup> Block	11:02-12:49		
A Lunch	11:02-11:30	Class time 11:35-12:49	Bell at 11:35
B Lunch	11:40-12:08	Class time 11:02-11:40, 12:13-12:49	Bell at 12:13
C Lunch	12:21-12:49	Class time 11:02-12:16	
		6 Minute Passing—Warning Bell at 12:53	
4 <sup>th</sup> Block	12:55-2:09		
		6 Minute Passing—Warning Bell at 2:13	
5 <sup>th</sup> Block	2:15-2:45		

### 2- Hour Delay Bell Schedule

Block 1	*9:40 – 10:38
Block 2	10:44 – 11:42**
Block 3	(11:48 – 1:30)
<i>Lunch A</i>	11:48 – 12:18
<i>Lunch B</i>	12:24 – 12:54
<i>Lunch C</i>	1:00 – 1:30
Block 4	1:36 – 2:45

\*9<sup>th</sup> Grade NMTCC students report to NMTCC

\*10<sup>th</sup> Grade NMTCC students report to cafeteria or other designated area

\*\*11<sup>th</sup> / 12<sup>th</sup> Grade NMTCC students dismissed to lunch at 11:15

Should school be closed due to weather or other emergency, upon return of students, the schedule will resume (A / B Day) exactly where it was left off.

Example – School closed on Monday (A Day), resume school Tuesday (A Day)

## I. GENERAL INFORMATION

### COUNSELING AND GUIDANCE SERVICES

The Guidance Department at SAHS is designed to be a support system for students during their high school years. The department supports students in at least two ways: (1) to help with present needs and concerns and (2) to assist in long-range planning. The Guidance Department is aware that students have other support systems, including families. To help further with students' present concerns and future plans, parents are urged to make appointments with counselors during the school day.

### ADMISSION TO THE GUIDANCE DEPARTMENT

Students are encouraged to use the guidance services using one of the following procedures:

- The student obtains a pass from a guidance counselor, which has been approved by the classroom teacher.
- The student has an immediate concern and the student reports to the Guidance Office at the beginning of the period. This procedure is for emergency cases only.
- Any student may obtain a guidance pass by coming to the Guidance Office before or after school and during his/her lunch period.

### SCHEDULE CHANGES

The process of scheduling is one that is given a great deal of time and attention. Students begin choosing courses in January and receive schedules by May of the previous school year. Once schedules have been received students have 10 school days to indicate a desire to change. After the above drop-add period, all schedules for the following year are considered final, provided that students meet prerequisites. In order to drop a scheduled course during the 2011-2012 school-year a student must meet the following criteria:

1. **A student may not drop a course in which he/she is appropriately placed (i.e. has met pre-requisites).**
  - A. All students who seek to drop a course **must first meet with the teacher and draft a personal plan for success/improvement** in the course.
    1. The student **must arrange to receive extra help from the teacher** at least once per week.
    2. The student **must fully complete all of the homework assignments** in the course.
2. Schedule changes will only be effected at **the end of current Marking Period** (or pre-determined mid-point).
3. Extenuating circumstances such as illness, doctor's notes, etc. will be considered on a case-by-case basis.
4. A student and his parents may choose, with parent permission, to take a grade of Withdraw with Failure (WF) for the course, which will remain of the student's permanent transcript. In this case, the above criteria need not be met.

Additionally, **schedule change requests for a different teacher or meeting time will not be honored.**

### SPECIAL SERVICES

Parents should be aware that the school district employs a psychologist and has access, through the Intermediate Unit, to two (2) specialists for those students who have problems with speech, hearing, and sight.

A *Helpline* counselor is in the building and is on-call for emergencies.

### COLLEGE ADMISSION TESTING

Many colleges require aptitude and/or achievement test scores as part of their admissions process. They use these scores as one measure of a student's academic potential. The student's school record is considered the most accurate single predictor of readiness to do college level work, but the best means of predicting academic success in the first year of college is the combination of SAT scores, ACT scores, achievement test scores, and his/her high school grades.

**P.S.A.T. (Preliminary Scholastic Aptitude Test):** The Preliminary Scholastic Aptitude Tests are administered to all juniors in the fall. This test is considered a “junior version” or practice version of the SAT (College Boards).

**SAT I (Scholastic Aptitude Test):** The SAT I is a multiple-choice examination that measures writing, verbal, and mathematical reasoning abilities. The verbal questions measure the student’s ability to understand what he/she reads and the extent of his/her vocabulary. The mathematical questions measure quantitative abilities closely relating to college work. The SAT I is similar to the PSAT/NMSQT which is available to juniors in the fall of the year and recommended as a practice test for the SAT I.

**ACT (American College Test):** The ACT is a multiple-choice examination measuring achievement in four subject areas: English usage, mathematics usage, social studies reading, and natural science reading. Science in the ACT is closely related to material covered during high school, many feel very comfortable taking this test.

**SAT II (formerly called Achievement Tests):** Some colleges (especially the private-competitive schools) require specific achievement tests for admission while others use them for placement. Each test is a one-hour multiple-choice test made up of questions that measure knowledge in subject area and the ability to apply that knowledge. The student may take one, two, or three achievement tests on any test date. However, he/she cannot take both the SAT I and SAT II tests on the same date.

To know which test you should take; it is advisable to check the catalogs of the schools of interest. If the student is unsure, it is advisable to take both the SAT and ACT tests and to take them as often as possible. It is often the highest score obtained, which helps colleges determine the academic potential of an applicant.

### **REGISTERING FOR PSAT, SAT I, SAT II, ACT**

Application packets are available in the Guidance Office. The Souderton Area High School code number is 394635. The completed application and registration fee (check or money order) should be mailed directly to the testing agency well in advance of the registration deadline. Several days before the test, the student will receive from the testing agency a ticket for admission to the test. If, for some reason, a student has still not received information two days before the test date, he/she should notify the Guidance Office.

### **DISTRICT WEBSITE**

The Souderton Area School District maintains a Web site available on the Internet. The URL of the Web site is:  
**[www.soudertonsd.org](http://www.soudertonsd.org)**

A wealth of information is available on the Web site about the district schools, community, and initiatives. Students and parents are encouraged to visit the site for information at any time.

**E-Mail: SAHS relies upon private parent e-mail to communicate important information. Therefore, it is important that the school has your updated e-mail address. Please contact Tina March ([tmarsh@soudertonsd.org](mailto:tmarsh@soudertonsd.org)) if your e-mail has changed.**

**Note:** All school board policies supporting the contents of this handbook can be found and searched on the district Web site.

### **SCHOOL CLOSINGS**

All metropolitan stations (including WNPV 1440 am) will carry news of school closings due to inclement weather by announcing school numbers. Our number is 309. Station WNPV will announce closings by naming the school. School closings will also be posted on the district Web site at [www.soudertonsd.org](http://www.soudertonsd.org) and broadcast on Comcast channel 28 and Verizon channel 46.

## Graduation Requirements 2012-2014

Each student in grades 9 through 12 must carry a full schedule to be classified as a full-time student. A full schedule consists of 7 credits for 9<sup>th</sup> – 11<sup>th</sup> grades and 6.5 credits for 12<sup>th</sup> grade students. In exceptional cases, a student may be allowed to carry fewer credits with the approval of the principal. Promotion from one grade to the next, and ultimately graduation, will be based on the satisfactory completion of individual courses.

In order to be eligible for graduation, each student must satisfactorily complete a minimum number of course credits in grades 9-12. The basic graduation credit requirements for the classes of 2012 through 2014 are indicated below. The graduation requirements for the class of 2015 and beyond are listed at the end of this section.

	Classes of 2012	Class of 2013	Class of 2014
<b>English</b>	4.0	4.0	4.0
<b>Mathematics</b>	3.0 <sup>1</sup>	4.0	4.0
<b>Science</b>	4.0 <sup>1</sup>	4.0 <sup>6</sup>	4.0 <sup>6</sup>
<b>Social Studies</b>	4.0 <sup>2,3</sup>	4.0 <sup>2,3</sup>	4.0 <sup>2,3</sup>
<b>Arts (Art, Music, Theater)</b>	1.0 <sup>2</sup>	1.0 <sup>2</sup>	n/a
<b>Arts &amp; Design</b>	n/a	n/a	1.0
<b>Business</b>	1.0 <sup>2</sup>	1.0 <sup>2</sup>	n/a
<b>Career Exploration</b>	n/a	n/a	0.5
<b>Personal Finance</b>	n/a	n/a	0.5
<b>Family &amp; Consumer Science</b>	0.25 <sup>2</sup>	0.5 <sup>2</sup>	0.5 <sup>2</sup>
<b>Physical Education</b>	2.0 <sup>2</sup>	2.0 <sup>2</sup>	n/a
<b>Health</b>	0.5 <sup>2,4</sup>	0.5 <sup>2,4</sup>	n/a
<b>Wellness</b>	n/a	n/a	2.0 <sup>2,5</sup>
<b>Technology</b>	n/a	1.0	1.0
<b>Graduation Project</b>	0.5 <sup>2</sup>	0.5 <sup>2</sup>	0.5 <sup>2</sup>
<b>Electives</b>	3.75	3.5	5.0
<b>Total</b>	<b>24.0</b>	<b>26.0</b>	<b>27.0</b>

<sup>1</sup>Must pass Biology or Biology B; a 4<sup>th</sup> math credit may be substituted for the 4<sup>th</sup> science credit

<sup>2</sup>May be taken at North Montco Technical Career Center

<sup>3</sup>Must pass 19<sup>th</sup> Century US History, 20<sup>th</sup> Century US History or AP US History OR AP Government, and Global Studies or AP Human Geography

<sup>4</sup>Must pass 11<sup>th</sup> Grade Health (Health I)

<sup>5</sup>Must pass Phys. Ed. I and Health I

<sup>6</sup>Must pass Science 9 and Biology or Biology B

### Increased Graduation Requirements for the Class of 2013 and 2014

Class of 2013 (**26 credits to graduate**) - The changes from the classes 2012 and before are:

- Students need to earn four (4.0) credits in Science and four (4.0) credits in Math.
- Students need to earn one (1.0) Technology credit by successfully completing one of the specified technology rich courses.
- Students need to successfully complete one of the specified courses in Family and Consumer Sciences which contains the unit on child health and consumer issues.
- Students must earn 3.5 elective credits.

Class of 2014 (**27 credits to graduate**) - The changes from the class 2013 are:

- Students need to successfully complete Career Exploration (.5 credit) during their 9<sup>th</sup> grade year.
- Students need to successfully complete Personal Finance (.5 credit) during their 11<sup>th</sup> or 12<sup>th</sup> grade years.
- Students no longer need to earn 1.0 credit in Business.

- Students must earn 2.0 credits in Wellness, which include Physical Education I (.5 credit) and Health I (.5 credit).
- Students need to earn 1.0 Art/Design credit by successfully completing one of the specified Art/Design courses.
- Students must earn 5.0 elective credits.

### **Graduation Requirements for Class of 2015 and Beyond**

Beginning with the Class of 2015, graduating students may earn one of three diplomas:

**Standard Diploma** (28 credits) – Earned by students who satisfy all of the requirements for the Diploma indicated below, but have not satisfied the requirements for a Pathway or Scholars Diploma.

**Pathway Diploma** (29 credits) – Earned by students who satisfy all of the requirements of the Pathway Diploma indicated for their chosen Career Pathway.

**Scholars Diploma** (29 credits) – Earned by students who attain the highest levels of academic achievement indicated by fulfilling all of the requirements for the Scholars Diploma listed below.

Because fulfillment of requirements cannot be determined until all final grades are complete, the designation of the diploma will be **determined after graduation**. Souderton Area High School believes that the transcript that students build in attempt to earn a Pathway or Scholars Diploma will make them the most competitive graduates.

Courses which fulfill the 1.0 **Technology** Credit Requirement for the class of 2013 and beyond:

- CAD I
- Desktop Publishing
- Digital Media Design & Prod.
- Graphic Design & Prod.
- Digital. Video Editing
- Engineering
- Robotics Engineering
- TV Production
- Cisco I & II
- Music Technology
- Journalism
- Yearbook
- Information Processing
- Introduction to Video Game Programming
- Photography
- Visual Basic

Courses which fulfill the **Family and Consumer Sciences** graduation requirement for the class of 2013 and beyond:

- Food & Nutrition
- Child Development; Pre-School Lab I
- Clothing & Textiles
- Interior Design
- Introduction to Clothing & Textiles
- Contemporary Fashion
- Independent Living

Courses which fulfill the **Art/Design** graduation requirement for the class of 2014:

Graphic Design  
Photography  
Multimedia  
Interior Design  
CAD I  
3-D Anim. & Video Comp.  
Digital Media Design & Production  
Graphic Design & Production  
Digital Video Editing  
Television Production  
Music Theory I  
Music Technology  
Music Ensembles  
Intro to Clothing and Textiles  
Clothing and Textiles 1  
Contemporary Fashion  
Theater Arts  
Introduction to Video Game Programming

### **Reading, Writing, and Mathematics Proficiency**

Very similarly to the Graduation Project, in order to graduate, students must demonstrate their proficiency in Reading, Writing, and Mathematics. **Students' first opportunity to demonstrate their proficiency will be on the Grade 11 PSSA.** We hope and expect that the vast majority of our students will demonstrate their proficiency on the PSSA. Those students who do not demonstrate their proficiency on the Grade 11 PSSA will be scheduled for the appropriate Intervention Program (Students not proficient in Reading and/or Writing, will be scheduled for Language Arts Intervention, and students not proficient in Mathematics will be scheduled for Mathematics Intervention.).

The Intervention Programs will be based upon State standards, particularly the PSSA anchors (The anchors are examples of prompts/problems that the State uses to measure students' achievement of standards.). Instruction in the Program will be differentiated based upon students' performance on a diagnostic test in the beginning of the class. The assessments for the Program, which will be based upon the anchors, will provide students with a variety of means by which to demonstrate their proficiency relative to the State standards. **Earning a passing grade in the Intervention Program will be a second means by which students may demonstrate their proficiency.**

Souderton Area High School typically receives individual student PSSA results in early or mid-August. Upon receipt of the scores, **those students who are not proficient will be mailed a letter with their new schedule.** The new schedule will include the appropriate Intervention Program course. The Intervention Program course will be scheduled as an every other day class for one quarter (during the First or Second Quarter) and will be worth .25 elective credits. On-level English and Mathematics courses can be scheduled concurrently with the Intervention Program courses.

Students who have not demonstrated their proficiency prior to the end of the First Semester during their senior year will not be permitted to graduate in January. Those students will be given a full schedule for the Second Semester and will be given additional assistance to help them demonstrate their proficiency.

**Students with IEPs**, depending upon the goals/objectives in their IEPs, will either be **required or given the opportunity** (if permitted by PDE) to enroll in the Intervention Program.

*Students attending North Montco Technical Career Center (NMTCC) during their senior year who did not demonstrate their proficiency on the Grade 11 PSSA will experience integrated focused instruction in reading, writing, and/or math in their shop instruction. Students would be required to document their proficiency (i.e., reading and math logs and written responses)*

## GRADUATION PROJECT

Students are **required to complete a Graduation Project in order to graduate from any public high school in Pennsylvania.** The SAHS Graduation Project is designed to support and enrich classroom activities.

*Task Description-* The Graduation Project has two (2) required elements: an independent study and a culminating presentation. Although students will receive staff support, **the responsibility for meeting the graduation project requirement falls upon the student.** It is critically important that students understand what they need to do and how their work will be evaluated. Students should seek any needed clarification as questions arise. Students **must present their work for the graduation project requirement on one of two dates in November – November 8, 2011 or November 23, 2011.** Students that do not present on these dates may only achieve a top grade of a “70%”.

The student will submit a graduation project proposal letter for approval in the spring of the junior year. Upon successful completion of the proposal letter, the student will begin the final phase of the graduation project.

### **Graduation Project for Class of 2015 and Beyond**

The graduation project criteria, including the portfolio, are being developed for the Class of 2015 and beyond. The criteria will be shared with students and parents in the First Semester of the 2011-2012 school year.

## PARTICIPATION IN GRADUATION

*Seniors must have completed and passed all work and acquired all credits in order to participate in the graduation ceremony. Seniors who fail any required course and thus do not have all credits to graduate are strongly encouraged to complete the requirements, by August, following graduation.*

Participation in the graduation ceremony is a privilege. Any student who commits a Level III or IV disciplinary infraction during their senior year may be placed on privilege suspension which may include denial of participation in the graduation ceremony.

Students will be denied participation in the graduation ceremony if they have outstanding disciplinary and/or financial obligations **to the Souderton Area High School.**

Students who are *expelled* for all or part of their senior year will be denied the participation in the graduation ceremony.

## REPORT CARDS & PROGRESS REPORTS

Report cards will be mailed to students' homes four times during the school year. The following grades are given to designate the scholastic standing of the student:

A+	98 – 100	C+	77 – 79		
A	93 – 97	C	73 – 76		
A-	90 – 92	C-	70 – 72	F	Below 60
B+	87 – 89	D+	67 – 69		(failing)
B	83 – 86	D	63 – 66	F-	Below 50
B-	80 – 82	D-	60 – 62		(failing)

Parents are encouraged to monitor their child's academic progress by regularly checking the Home Access Center (HAC), see below.

At the end of each marking period Honor Roll and Distinguished Honor Roll are determined. Honor Roll includes all students with a grade of A or B in all of their courses. All subjects will be involved in Honor Roll computations. Distinguished Honor Roll students are those achieving a grade of A in all of their courses.

## Home Access Center (HAC)

Parents and students can access certain information via the Internet. This system, called Home Access Center, allows users to check grades, assignments, attendance, and other information. Student grades will be up to date within five (5) class meetings (5 school days for classes that meet every day; 10 school days for classes that meet every other day). To visit Home Access Center, follow the link on our web site at <http://sahs.soudertonsd.org>

**Parents and students should use the HAC to view report card grades at the end of each marking period. Parents may request that SAHS print and mail report cards, such requests need to be made with the Guidance Department.**

## Class Rank/GPA

Class Rank is calculated using quality points and is not based on cumulative GPA. Quality points are a cumulative record of all final grades multiplied by the course weight and course credit. Class ranks are run twice a year - at the end of semester one and at the end of the year.

For more information, students may consult the SAHS Program of Studies or visit the SAHS Guidance Office.

## **GPA Calculation**

Two types of GPA are calculated at the High School – a weighted and an unweighted GPA. GPA is calculated by dividing the total number of quality points by the total of credits. Using our student examples from above:

Student A had 11.75 quality points and 3 credits. This student would have a weighted GPA of 3.916. In order to calculate an un-weighted GPA Student A's quality points would have to be adjusted by removing the course weight. Therefore Student A would have 11.00 un-weighted quality points and an un-weighted GPA of 3.666.

**The Valedictorian** is that graduating senior who has attained the highest Grade Point Average on the basis of marks received in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade at the end of quarter 3 in the senior year.

The **Salutatorian** is that graduating senior who has attained the second place in such ranking at the end of quarter 3 in the senior year.

## STUDENT INTERNATIONAL EXCHANGE PROGRAM

It is the policy of the Souderton Area School District to allow students to enroll in foreign exchange programs. More information on the foreign exchange program can be found in Policy 204.1 of the Souderton Area School Board available online at [www.soudertonsd.org](http://www.soudertonsd.org)

## SUMMER SCHOOL/TUTORING

A student who has failed a required course must take some action for remediation. Students who receive a grade of F- in a course are not eligible for remediation. The maximum number of credits a student may earn in a summer program is two (2). There are four options available.

1. Attend the SASD summer school program or a previously approved alternative summer school program.
2. Secure 60 hours of private tutoring in the failed subject area by a certified teacher prior to the opening of the next school year **and** pass the regular final assessment for the course (tutor must be approved by the principal).
3. Complete a pre-approved correspondence course (arranged through the guidance department).
4. Repeat the course during the regular school year. If the final grade is an F-, then the student **must** repeat the course to receive credit.

The Guidance Office will contact students who have failed courses. The counselors will advise them on the options available for their specific situation. A student may also repeat a course they fail.

### WITHDRAWAL FROM SCHOOL

In order to withdrawal from SAHS, the following procedure must be completed, whether moving to another district or going into full-time employment. A parent, guardian, or legal custodian must obtain the “Withdrawal Form” from the Guidance Office. The student must have a withdrawal conference with their Guidance Counselor. The student must return all school materials and obtain teacher’s signatures, before the withdrawal card can be returned to the Guidance Office.

### WORKING PAPERS

- Students 14 to17 years of age who are employed during vacation periods or part-time jobs that do not interfere with school attendance must obtain a vacation employment certificate at District Office. Application for an employment certificate is made at the District Office, 760 Lower Road, Souderton, Monday through Friday 7:30a.m. to 4:00p.m. No appointments necessary. If you have any questions, please contact Maureen Unger at 215-723-6061.

### VISITORS

It is not the practice of SASD to permit having friends and/or relatives of students attend school while visiting the area.

**Guests at dances/proms:** Guests at dances, proms, or other social, extracurricular events are limited to one guest per SAHS student. Students wishing to bring a guest to such an event must pre-register the guest and provide information including: name, home school, and parent/guardian phone number. All guests will be required to show identification at the event entrance.

## SCHOOL PROCEDURES

### DAILY SCHOOL ARRIVAL

Upon arrival, students are permitted in the following areas: the Main Concourse, Cafeteria, the library, the first floor lavatories, and student parking lots. At 7:25 students will go to their lockers and then directly to their first block classes at 7:40 (At 7:38 a warning bell will ring). No student is permitted to wander through the halls prior to 7:25.

Once a student arrives on school grounds, he/she may not leave without permission from the office until the end of the school day.

Bus students are expected to enter the building immediately upon exiting the bus.

**LATENESS** - A student who arrives to school late at the beginning of his/her school day **must report to the Main Office / Attendance Office for a late pass.**

If during the school year a student is late to school up to **the start of 2<sup>nd</sup> block more than 5 times**, the student will begin **accumulating detention minutes:**

- Students are permitted to be tardy 5 times during the school year with no consequences
- After the 5<sup>th</sup> tardy, detention minutes will be assigned according to the schedule below, **regardless of the reason for the tardy**
  - **Up to 25 minutes late – 20 minutes detention**
  - **26 to 50 minutes late – 40 minutes detention**
  - **More than 50 minutes late – 60 minutes detention**
- **A doctor's note is required after the 5<sup>th</sup> tardy to avoid disciplinary consequences**

Students arriving between the start of 2<sup>nd</sup> block and the start of 3<sup>rd</sup> block will be marked absent for one half day. Students arriving after the start of 3<sup>rd</sup> block will be marked absent for a whole day.

Students who are unexcused tardy to first block after 8:00 am will not receive credit for the assignments completed in the block.

Half-time NMTCC students, who miss more than one block, or its equivalent, will be marked absent for the time period (a.m. or p.m.).

### ATTENDANCE POLICY

The Board of School Directors of the Souderton Area School District, consistent with Pennsylvania law and regulations, will not condone nor permit absences from school for an unlawful reason. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular contact of students with one another in the classroom and participation in the planned instructional program under the tutelage of the teacher are vital to this purpose.

Therefore, it is the responsibility of every student enrolled in the public schools of the Souderton Area School District 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. Exceptionally urgent or safety reasons--must pertain to the individual student as determined by the principal or designee.

5. All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up academic work and assessments given on the religious holiday.
6. The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
7. Suspension from school.
8. Required court appearance.
9. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
10. Those students in an approved program of homebound instruction.

### *Dental and Medical Appointments*

Attempts should be made to schedule medical and dental appointments at times other than during the school day. Students who wish to leave school for dental or medical appointments shall be required to bring a note from the parent/guardian prior to the appointment time. The district reserves the right for an administrator to require parents to obtain verification of dental and medical appointments from the medical provider. Students should not expect to be excused a full day for such appointments unless necessary because of travel time, other medical/dental appointments scheduled for the same day, or reasons that are medically excusable. 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. Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program.

### *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 exemption for 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 exemption for immunization). 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 may 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 reviewed 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 admitted to or be permitted to 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 their child will be deemed unlawful and subject to corresponding punitive measures.

### *School-Sponsored Activities*

In order to participate in a 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. A student must attend at least three of the four instructional blocks of the school day to be eligible to participate in an activity that day.

### **Lateness to School (Tardiness)**

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

1. Personal illness.

2. Death in immediate family.
3. Exceptionally 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.
7. In the case of a doctor or dental appointment that is accompanied by a note from the doctor's or dentist's office verifying the visit.

Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Students who arrive late to school must report immediately to the designated office in order to be admitted to class. Student tardiness and early dismissals may accumulate towards unlawful/unexcused days of absence.

All **FAMILY AND EDUCATIONAL TRIPS** with a family member or guardian must have **prior** approval of the grade level Assistant Principal. Please state the student's name and grade in the request. **Approval may be granted for requests for educational trips to a maximum of ten (10) school days per year.** The Superintendent will review exceptions on a case-by-case basis. It is the student's responsibility to acquire assignments from each of his/her teachers prior to leaving on the trip. ***Educational/Family trips for juniors will not be excused during PSSA testing days.***

**Students in the 11<sup>th</sup> and 12<sup>th</sup> grades may be excused for three COLLEGE VISITATIONS provided that they present the Attendance Office with a note from their parent/guardian requesting permission for the visit.** This request must be on file **prior** to the visit and must indicate the name of the post-secondary school they are visiting. If the above procedure is not followed, the absence will be unexcused unless the student provides verification from the school visited, including time and date of their presence.

- 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:
  - The excusal does not preclude satisfactory completion of pupil's regular program of study.
  - The District Superintendent approves the qualifications of the instructor.
  - Any additional conditions for excusal that are deemed reasonable within the sound discretion of the Superintendent.

Those children who are less than eight (8) years of age or older than seventeen (17) years of age are not subject to compulsory school attendance requirements.

**If a student's number of absences reaches 10% of the days school has been in session,** the parents/guardians will be notified that the absences are becoming excessive. Further absences may result in notification that the student will be **required to furnish a doctor's note for any days absent from that point on. Absence not covered by a doctor's note will be charged as unexcused or unlawful** (if under 17) and will be used in filing a citation with the magistrate. An administrative meeting can be requested to appeal this decision within ten (10) school days of the receipt of this letter.

A doctor's excuse may also be required for each single period of absence exceeding three (3) consecutive days.

In cases of excessive tardiness or early dismissals, a letter may be sent to the parent(s)/ guardian(s) indicating that the student will be required to furnish a doctor's note for any days absent, tardy, and/or dismissed early from that point. Tardies and early dismissals may accumulate towards unlawful/unexcused days of absence. Absence not covered by a doctor's note will be charged as unexcused or unlawful (if under 17).

In some cases, chronic illness may result in excessive absence from school. As these situations arise, in order to ensure consistency of care, the school nurse may request permission to communicate with a student's physician.

## UNEXCUSED OR UNLAWFUL ABSENCE/TRUANCY

For students who are of compulsory school age, three (3) days of unlawful absences will necessitate a warning notice to be sent in accordance with Section 1333 of the School Code. All subsequent unlawful absences will result in the filing of a complaint for court action. Truancy designates a student's absence from school without advance consent from a parent or guardian. Students will be assigned one (1) Saturday detention for each day truant. **An unexcused/unlawful absence from school cannot be made up and the student will receive no credit for work missed.**

## ABSENCE VERIFICATION

When a student returns to school after an absence, a parent or guardian must provide a written excuse. **This excuse must be for one of the permissible reasons for absence in order for the absence to be excused.** Excuses must include the student's full name, grade, absence date, reason of absence, and the parent/guardian signature. Parental excuses are to be submitted to the attendance office from 7:20 until 7:40 a.m. each day. **If a student does not turn in a parental excuse by the third day following an absence, the absence will be coded unexcused/unlawful.**

All Technical Career Center students must present parental excuses to SAHS **and** to the Career Center.

## SCHOOL ATTENDANCE REGULATIONS/ CREDIT DENIAL

Most students and parents would agree that frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained.

Attendance at school is essential to achieve success in the classroom. Therefore, students are required to attend all classes. **Should a student accumulate a total of ten (10) days of unexcused or unlawful absence during a full credit course, or five (5) days during a one-half credit course, he/she may not receive academic credit towards graduation.** Classes missed as a result of unexcused/unlawful lateness to school are counted as part of these totals.

Therefore, students who are excessively absent from any given course may be denied academic credit for that course. Credit for semester courses will be denied if a student's absenteeism is excessive. Naturally, special consideration will be given to those students who are seriously ill. **If a student is denied credit for any or all of his/her courses, the parents/guardians may request, in writing, a credit denial hearing with the SAHS Student Support Team.** The purpose of this hearing is to review the student's attendance record, discuss any circumstances that have affected the student's ability to attend school, and determine if credit can be restored for the course or courses in question.

In the event of extenuating circumstances, the building principal will meet with the parents and student in an effort to find an equitable solution to the attendance problem.

Students absent or tardy as a result of truancy will be subject to immediate disciplinary action.

## CLASS ATTENDANCE

It is the student's responsibility to attend all classes for which he/she is scheduled. The faculty, staff, and administration assume the responsibility for the supervision of all students during the day.

A student who fails to attend a scheduled class is considered to be in violation of school regulations. Attendance at all scheduled classes (unless legally excused) is a requirement for successful completion and credit award for that course.

All absences from class will be considered unexcused until cleared by the student. Students are not permitted to make up work missed due to an unexcused absence. A student must clear an absence from class with the teacher upon returning to class in order for the absence to be considered excused. If an absence from class is anticipated, **it is the responsibility of the student to obtain prior permission from the teacher of the class affected.**

The following procedure shall be used to handle class attendance violations:

**1. First Offense**

- a. Discipline Referral to the assistant principal and administrative detention

**2. Second Offense**

- a. The student will be referred to the office through a discipline referral form and receive a Saturday detention.
- b. The student's grade will be dropped one (1) letter grade in the course affected by the cut in the marking term in which the cut occurred.

**3. Third Offense**

- a. The student will be *referred to the office* through a discipline referral form and receive a Saturday detention.
- b. The student will **fail the course.**

**CLASS TARDINESS**

It is a student's responsibility to be on time and in their seats at the beginning of each class. Any tardiness of more than five (5) minutes is considered a class cut.

There are only **two (2) excusable reasons for tardiness to class: 1. being detained by a teacher or an administrator, and 2. an emergency requiring immediate attention. If a teacher or an administrator has detained you, he or she must sign the agenda or planner before you return to class.** In the event of an emergency, students should report to the office before returning to class.

Any student who is tardy to class for reasons other than those listed above shall be considered in violation of school regulations.

Teachers are responsible for informing students of each lateness. Upon the third (3) lateness to class, the student will be assigned a teacher detention. The fourth (4) and subsequent infractions should be referred to the appropriate assistant principal.

**ATTENDANCE AND ATHLETICS / ACTIVITIES**

Participation in a school-sponsored activity requires that the student must be in attendance at school on the day of the activity. **To be considered in attendance, the student must be in school at least three entire instructional blocks. The student must arrive at school no later than the start of 2<sup>nd</sup> block to fulfill this attendance requirement. An *unexcused* tardiness, even when the student arrives prior to the start of 2<sup>nd</sup> block, could declare a participant ineligible and prevent him/her from participating in a co-curricular activity.**

Students with appointments during the school day should plan accordingly and make every effort to miss no more than the equivalent of one instructional block.

The student must be in attendance the day before a holiday if the activity falls on a holiday or the following day. Exceptions to this procedure may be presented to the administration for review on a case-by-case basis. Whenever possible, pre-approval for an absence from school on a school-sponsored activity day should be requested. Students who owe obligations or students experiencing academic difficulty may be denied the privilege to participate in a co-curricular activity.

**Students are not permitted to remain in the building after school unless under the direct -supervision of a teacher, coach, or “adult in charge” of an after-school activity.**

### **PROCEDURES FOR MAKE-UP WORK**

Students with excused absences or on out of school suspension must make up all missed work. Long-term assignments that are due during the absence or upon return from the absence must be submitted prior to the absence or on their due date following the absence. Tests that are given during the term of the absence or upon return from the absence must be taken prior to the absence or immediately upon return from the absence if no new information is presented during the term of the absence.

For each day of absence, a student will be allowed one day to make up missed work that was assigned during the absence. Students must ask their teachers for deadlines for acceptance of work.

### **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, or legal custodians requesting homebound instruction for a student must submit form PS-HB10, PS-HB11, and PS-HB12 completed in their entirety. Likewise, if the extended absence is a result of a mental health issue, a licensed psychologist or psychiatrist must complete form PS-HB11. Homebound instruction is subject to approval by the District Office.

### **EARLY DISMISSALS**

**Students must bring a written request from the parent or guardian to the Attendance Office in order to secure an early dismissal** from school. These request notes must contain the student name, grade, and a telephone number for confirmation purposes.

Every attempt should be made by the parents and students to **schedule routine medical appointments after school hours**. Early dismissals will be categorized excused or unexcused using the criteria contained in the SAHS attendance policy.

To be credited with a full day’s attendance, a student must be in school *at least* three entire instructional blocks or their equivalent (a block is considered to be 90 minutes long). Students who miss between one and two blocks will be marked absent one half day. Students who miss more than two blocks will be marked absent for a full day. *For the purposes of this policy, 11:00 a.m. will be used as day’s “mid-point.” Therefore, if the bulk of a student’s half-day of absence falls before 11:00 a.m., he or she will be marked absent in the a.m.; and conversely for the p.m.*

Early dismissals for school-sponsored activities (e.g. prom) will be allowed only after students have completed three (3) instructional blocks.

### **FIRE DRILLS**

When the fire bell rings all windows and doors are to be closed. When students leave the building, they are to report to their designated Advisory locations on the football field and check in with their teachers. The purpose of these drills is to learn how to evacuate the building in an orderly manner in case of fire.

## **UNAUTHORIZED EXIT FROM SCHOOL BUILDING**

School officials have a responsibility for the supervision of all students during school hours. For this reason, leaving school property during school hours is viewed as a serious offense. Parents rightfully assume that their own child is observing their assigned schedule and is remaining on school property unless dismissed for valid reasons. Unauthorized exit from the building will result in Privilege Suspension and In-School Suspension.

**Subsequent offenses will result in further privilege suspension and multiple days of out-of-school suspension.**

NOTE: A student who misses a scheduled class(es) as a result of the above violation is also subject to the class cut policy, where appropriate.

## **BUS REGULATIONS**

- Students should be at their designated school bus stops five minutes before the bus is scheduled to arrive.
- The driver may assign each student rider a seat.
- Never tamper with the bus or any of its equipment. Damage to seat, etc. must be paid for by the offender.
- Do not throw anything out of the bus windows. Arms and heads must be kept inside the bus at all times.
- Food shall not be consumed on the bus.
- Smoking is prohibited.
- The use of profane or immoral language will not be tolerated.
- Portable radios, i-pods, and CD players without headphones will not be played on the bus.
- While students are on the bus, they are the driver's charge and they must obey him/her.
- If a student persists in violating any of these requirements, the bus driver will notify the Administration.

A bus referral constitutes an infraction of the Discipline Code. If the problem persists thereafter, the student may be denied the privilege of riding the bus until the student can provide the Administration with assurance of the student's willingness to fulfill his/her responsibilities on the bus. In cases of misconduct on the bus, parents will be notified. A video monitoring device has been installed in each bus and is operated and maintained by TSI. It may be used at any time.

## **HALL PASSES**

In order to be successful in school, students must be in their classes and participating in the classroom activities. Hall passes are not routinely issued because they are a disruption to the entire class. On the rare occasion that it would be necessary for a student to leave class, students must have a hall pass signed by the teacher, which includes the time leaving and their destination.

**Students should not request to be excused from any class work for a different teacher or subject area.** A student may leave study hall to report to another teacher, if the teacher requesting the student's presence provides the student with a pass in advance to show to his/her study hall teacher.

## **PERMANENT PASSES**

All permanent passes issued by teachers to students releasing them from their assigned study hall or lunch must be approved via application in the Guidance Office.

## **ADMISSION TO LIBRARY**

Students wishing to use the library must secure a pass from a classroom teacher. The study hall proctor must sign the pass and designate the time leaving the study hall. The number of students sent to the library from any study hall may be limited due to library crowding. The study hall proctor will send a complete list of students using the library to the librarian. The student will report to the library and turn in his/her pass. Once a student reports to the library, he/she must remain for the entire period. **The library is not to be used as a study hall or a gathering place. Students from lunch are not permitted in the library without a pass from the librarian.** Students are expected to engage in academic research/activity while in the library.

## **FOOD SERVICE – CASHLESS LUNCH**

The Food Service Department provides students with nutritionally balanced, well-prepared meals at a low cost, which are planned to meet one third of the Recommended Dietary Allowance (RDA). A la carte items, which may be purchased at an additional cost, are available daily. Menus are available on the district Web site and in secondary classrooms.

**No cash will be accepted for lunch payments.** A computerized debit system is used for lunch payments and money may be deposited into a student account for any amount. The Point-of-Sale (POS) system eliminates the necessity of cash on a daily basis and helps lunch lines move more quickly. Students use their student ID cards to pay for items from their prepaid accounts. Deposit slips are available in the main office or cafeteria. All cafeteria sales require the use of the student ID card. Student lunch accounts can be funded online at [www.mylunchmoney.com](http://www.mylunchmoney.com). Students who do not have money in their account may deposit cash into their accounts by utilizing a cafeteria kiosk prior to purchasing lunch.

## **HEALTH SERVICES**

Students feeling ill or requiring medication must first acquire a pass from their classroom teacher to visit the nurse. **All students must sign in on the nurse's log** upon entering and leaving the health center.

Medical Examinations: Students must have physical examinations in the Eleventh Grade, either by their family physician at their own expense or by the school physician. Special forms for private physicians' exams are available in the Nurse's Suite. If the forms are not returned completed to the school medical personnel before the scheduled deadline for such examinations, the school physician will give students their physical exams in school. All students in all grades have their vision tested annually.

Any student may be referred to the school physician or dentist by a teacher, school nurse, or administrator for examination when, in their opinion, the student's physical or dental health is failing.

First Aid: Procedures used for students who become ill or injured at school are as follows:

- Immediate first aid
- Notification of parents or guardians
- Transportation in an emergency
- Direction of parents to further help , if indicated

Only immediate care can be provided. Parents and guardians are expected to assume responsibility when they are notified.

Emergency Cards: Parent-approved cards are kept for each student to expedite location of parents and to obtain urgently needed treatment for serious injuries and illness that may occur at school. The information requested on these cards is kept confidential, as are all health records.

### **Administration of Medication**

- A written order from the doctor on his prescription stationary must be provided listing the drug, dosage and time interval that the medication is to be taken. A new order from the doctor is needed when the dosage is changed.
- The parent /guardian must fill in a school medication permission form. A new form is needed for a change in dosage.
- Medication must be in the original prescription bottle from the pharmacy. A new labeled bottle is needed for a dosage change.

### **Asthma Inhalers**

Before a student may possess or use an asthma inhaler during school hours, the parent/guardian must submit the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse with each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

## **ELECTRONIC DEVICES**

Electronic devices- cell phones (for texting only), MP3 players, and handheld electronic games- are permitted to be used at designated times and in designated areas during the school day. Acceptable use of these devices is limited to the cafeteria, hallways during passing periods, and study halls. Phone calls are prohibited during the school day (7:40 a.m. to 2:45 p.m.),

It is still recommended that electronic devices **not** be brought to school.

- 1. 1<sup>ST</sup> Offense**
  - a. Adm. det.
- 2. 2<sup>ND</sup> Offense**
  - a. Sat.det
- 3. 3<sup>RD</sup> Offense**
  - a. ISS
- 4. 4+ Offense**
  - a. OSS

## **IDENTIFICATION CARDS**

Student Identification Cards are issued to students at the beginning of the school year. They are essential to the efficiency of many school functions and to school safety.

**ID cards are required to purchase school lunches** utilizing our point of sale system.

ID cards are required for entrance into after school functions such as dances and activity nights. They are also required for signing books out of the library.

Students who lose their ID cards **MUST** purchase a new ID card immediately from the Student Services Office for \$2.00.

## **LOCKERS**

Lockers are the property of the School District. Students should expect no rights of privacy in regards to their lockers. Administrators may search a locker at any time.

Each student will be assigned a hall locker and a gym locker. Outerwear (coats/jackets) and bookbags/backpacks are to be stored in the locker during the school day. Valuables or large sums of money should not be stored in student lockers. Students should not enter another student's locker for any reason. Going to your locker is not a valid reason for being late to school or class. Students are responsible for maintaining their lockers, as well as reporting immediately to the Student Services Office any damage or malfunction pertaining to their assigned lockers. Students should not share their lockers with other students. Students are responsible for the contents of their assigned locker. Any damage to lockers will result in the restitution of the locker by the offending student.

## **LOST AND FOUND**

The Student Services Offices handle lost and found articles. Lost articles of clothing may be donated to charity after a period of 30 days.

## **LUNCH PERIODS**

Students must report to the cafeteria for lunch. As with any other assigned period, students are to arrive to lunch on time and depart upon the permission of the supervising staff members. Students must remain in the cafeteria or in the back courtyard area for the entire lunch period. While in the cafeteria or courtyard, students are to keep the areas clean and conduct themselves in a mature fashion. Yelling, making loud noises, or running is not permitted. **All food and drink must be kept in the cafeteria or back courtyard areas.** Violations of any of these policies will result in the loss of cafeteria privileges and possible disciplinary action.

## **FOOD AND DRINK**

**Students are not permitted to possess or consume food or beverages in classrooms during class hours.** Food or drink may be permitted in the classroom setting for curricular purposes only.

## **SEARCH AND SEIZURE**

All lockers and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students, subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the principal of the school in which the locker or storage area is located.

- The principal or his/her designee may search any locker, with or without the student being present, in the interest of health, welfare, and safety of all school students.
- The principal or his/her designee may search a desk or any other storage area.
- The principal or his/her designee may search the person of a student during a school activity. Searches of a student shall include, but not be limited to any object in the possession of the student such as a purse, book bag, duffel bag, etc.

## **CANINE SEARCHES**

Periodically, or as the situation warrants, a trained dog may be used to sniff the area around vehicles, lockers, desks, bags, book bags, purses, or other items that are on district property or at a district sponsored event. The dog may be used to conduct a random sniff search of any or all student's possessions, including, but not limited to the student's locker, desk, vehicle parked on school property, purse, pocket, clothing, or other items.

Students who wish to obtain a parking permit shall sign a form verifying receipt of this policy prior to obtaining a parking permit.

## DRIVING/PARKING

The school laws of Pennsylvania give the school the right to regulate the use of the motor vehicles during school hours. **Since the school district provides transportation for all students, student driving is considered a privilege extended to those deemed responsible.**

**Any Junior or Senior wishing to drive to school shall submit an application to the Student Services Office in the manner prescribed by the assistant principal.** Because of the limited number of parking spaces, **not all students who submit an application will be given parking privileges.** Freshmen and sophomores are not permitted to drive to school.

Students receiving parking privileges **must register every vehicle they drive to school.** Students must furnish a valid driver's license and current vehicle registration(s) to receive a parking decal for the vehicle(s). The charge for each decal is \$50.00. Decals must be affixed to the inside, bottom right hand corner of the windshield of the registered vehicle(s). Parking decals are non-transferable. Giving or transferring a parking decal to another student will result in the denial of parking privileges and a fine of \$25. Cars with laminated, taped-on or improperly affixed stickers are subject to being ticketed. Such an offense may lead to the revocation of parking privileges. To purchase a sticker for a new vehicle or new windshield, the student must hand in the old sticker. If the old sticker was destroyed in an accident, the student must supply proof of the damage. Only a police report or a report from the repair garage will be accepted. Temporary stickers will be issued upon request. The cost of each temporary permit will be \$2.00.

Students driving to school must follow all regulations of the school and Motor Vehicle Code of Pennsylvania. Failure to do so will result in the loss of parking privileges. Depending upon the nature of the violation, there may be other disciplinary consequences.

Students driving to school are not permitted to use their car (whether parked on school property or not) during the school day without expressed permission from the office and their parents. **Students are not permitted to drive other student(s) to North Montco Technical Career Center.**

Students are not permitted to go to any of the student parking lots during the school day, except when permission to do so has been obtained from the Student Services Office.

Students are not permitted to drive through the Halteman gate entrance / exit. Only parents dropping off students are permitted. Failure to follow this rule will result in a suspension of driving privileges.

Students with outstanding obligations will not be permitted to park until all outstanding obligations have been rectified.

Cars parked on school property illegally or without authorization, are subject to fine and/or will be booted. The boot will be removed at the driver's expense. The fine or fee for removal is \$15.00. **Students, who damage or attempt to remove a boot will lose parking privileges, and be required to make restitution, and be suspended from school.**

The fee structure for parking violations is as follows:

1 <sup>st</sup> offense	\$10.00
2 <sup>nd</sup> offense	\$15.00
3 <sup>rd</sup> offense	Privileges may be revoked
Boot Removal	\$15.00

**Unpaid parking tickets will be held as obligations.**

**Students driving to school should also be aware that school attendance laws of Pennsylvania do not consider impassable roads or a disabled vehicle as a valid excuse for being absent or late.** In addition, please note that parking is a privilege subject to revocation for violation of school policies and procedures.

5-unexcused tardies	1 week driving suspension
7-unexcused tardies	2 week driving suspension
10-unexcused tardies	suspension of driving privileges for remainder of the school year

## **PLAGIARISM/CHEATING**

All students are expected to do their own work when assigned individual papers and projects and when taking tests. The definition of plagiarize is “to use and pass off (someone else’s ideas, inventions, writings, etc.) as one’s own.” (Webster’s Dictionary) Whether you use someone else’s term paper, copy something out of a book, or take something off the Internet, you are plagiarizing if you do not cite your source and place quotation marks around anything taken word-for-word from a source. If you are not sure whether something you are doing is plagiarism, you should check with your teacher before you submit the assignment.

Cheating is also passing off someone else’s work as your own. It includes plagiarizing, but it also includes *any* type of fraud such as copying another student’s answers on a test or turning in a project as your own when it was really done by your parents or someone else.

When a student is referred to an administrator for a plagiarism/cheating incident, the following will occur:

- **First Offense:** the student receives a grade of ‘0’ on the assignment; parental contact
- **Second offense:** the student receives a ‘0’ on the assignment and a grade of ‘F’ in the course for the quarter; parental contact
- **Third offense:** the student fails the course for the year; parental contact

## **TEXTBOOKS AND EQUIPMENT**

Textbooks are the property of the Souderton Area School District. The student is solely and totally responsible for the same numbered book, which was issued to him/her and must pay for its loss or damage. No diploma will be granted and all other high school records will be withheld from the student who does not make complete settlement. The same rule applies to all school items including, but not limited to band uniforms, athletic equipment, lab equipment, computers, library materials, AV equipment, etc.

## **PHYSICAL EDUCATION REQUIREMENTS**

Towels are provided to students after each class. The fee assessed for towels is \$2.00 per student. *Students are prohibited from wearing piercing jewelry during Phys. Ed. classes.*

For PE classes, students may wear any of the following:

- **Plain** white or grey T shirt
- Any former SASD PE uniform shirt/shorts
- Plain red or grey mesh shorts - **must be long enough to meet student’s fingertips**
- Any Souderton wear - includes T shirts/shorts supporting ALL SAHS activities
- Sneakers that can be tied appropriately
- No jewelry

## **STUDENT HEARING PROCESS**

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, the individual and group complaints should be recognized and appropriate appeal procedures provided.

For purposes of this policy, a student “complaint” shall be any such that arises out of actions that directly affect the student’s participation in an approved educational program.

The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member or a guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth:

- The specific nature of the complaint and a brief statement of facts giving rise to it.
- The manner in which and extent to which the student believes he/she has been adversely affected.
- The remedy sought by the student.
- The reasons why the student feels he/she is entitled to the remedy sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent, and if not resolved, the Board. The following Guidelines will be followed:

- A five day period of time will be allowed at each level for the hearing of the complaint and the preparation of a response
- At each level, the student shall be afforded the opportunity to be heard personally by the appropriate school authority.
- At each step beyond the first, the school authority hearing the complaint may call in the student’s parent or guardian.
- The student may seek the help of a parent or guardian at any step.

## **SURVEILLANCE CAMERAS**

In order to promote school safety and security, SAHS operates and maintains numerous surveillance video cameras throughout the school campus in hallways and exterior locations. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action.

### III. DISCIPLINE INFORMATION

#### STUDENT DISCIPLINE CODE

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

The discipline code set forth in the chart that follows (entitled “Disciplinary Structure – Student Misconduct/Response Guideline”) organizes student misbehavior into four (4) categories from minor to major, depending upon the type of misbehavior, the effect of the misbehavior on the learning climate of the school and on the health or safety of others in the school.

- I. *Minor* misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the orderly operation of the school.
- II. Misbehavior whose *frequency or seriousness* tends to disrupt the learning climate of the school.
- III. Acts, whether on school property 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 where the student’s conduct does not seriously endanger or pose a direct threat to himself/herself or to the health or safety of others in the school.
- IV. 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 to the student engaging in such conduct.

The second column of the Disciplinary Structure 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 are not all-inclusive, and it is expected that the maturity of the student, the degree or 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 affecting expected student behavior, which are outlined in more detail below. 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.

When a student is suspended or expelled from SAHS, he/she is automatically suspended or expelled from North Montco Technical Career Center. This is a reciprocal agreement.

Students should be aware that, according to the Pennsylvania Crimes Code, **a person on the school campus during a period when he/she has been excluded from school is committing a defiant trespass offense.**

## *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:***

Munition – any projectile, along with its fuse and primer, that can be fired from a gun or otherwise propelled as well as an 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 of threat to injure another person physically or verbally.

Bullying – repeated and systematic harassment or attacks on another, perpetrated by a student or group of students, in the school, on school ground, in school vehicles, to or from school, or at school sponsored activities or sanctioned events and that has the effect of:

- Physically harming a students or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- Placing severe mental or emotional distress upon the student

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

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 as outlined by the Student Support Team.

Destructive device – any explosive, incendiary or poison gas, including but not limited to, any bomb, grenade, rocket, missile, mine or device similar to any of the aforementioned instruments.

Distributing – deliver, sell, pass, share, or give any alcohol, drug, drug look-alike or mood altering substance from one person to another, or to aid therein.

Drug/Alcohol/Mood Altering Substance – shall include any alcoholic 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, heroin, cocaine, crack, 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.

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.

Expulsion – shall be any exclusion from school for a period in excess of ten (10) school days and may be permanent expulsion from the school rolls. Refer to Policy #233.

Extortion – the act of obtaining money, information, or property from another by coercion, intimidation, or 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 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.

Firearm – any instrument which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such instrument; any firearm muffler or firearm silencer; or any destructive device.

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 mental suffering.

In-School Suspension – removal of a student from the regular 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.

Look-alike substances – 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.

Out of School Suspension – students are removed from school for the term of the out-of-school suspension. A temporary, out of school suspension may last for not more than three (3) consecutive school days. A full out of school suspension may last for not more than ten (10) consecutive school days. Refer to Policy #233. This means that to go to 5 days, must have informal hearing, correct?

Outside Referral – referral to an 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 applied. (Example: Penn Foundation)

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

Possession – found on the person of the student, in the student’s locker or vehicle, or under the student’s control while he/she is on School District property, at a school-sponsored function or while the student is on his/her way to or from school.

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

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

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

Reasonable suspicion – specific, contemporaneous, articulable observations concerning the appearance, behavior, speech and/or body odors of the student or an anonymous tip.

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

Saturday Detention – a school detention held on Saturday and 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 (i.e., 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 District 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.

School Sponsored Function – shall include alternative educational opportunity programs (i.e. Co-op Program) or any school related activity subject to the school’s jurisdiction.

Sexual Harassment – unwanted or uninvited sexually orientated 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 non-verbal and is illegal in schools and work places because it violates federal and state laws.

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

Student Assistance Program (SAP) – is a multi-disciplinary team minimally composed of the school psychologist, a school administrator, a guidance counselor, the school nurse, and two teachers. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy and its Guidelines.

Suspension of Privileges – exclusion of a student for a stipulated period of time from activities which include, but are not limited to: extra-curricular activities, graduation ceremony, parking, use of the library, 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. **A level III or IV violation of the discipline code during the 4<sup>th</sup> quarter may result in suspension of the privilege to participate in proms and / or graduation ceremonies.**

Terroristic Act – shall mean an offense against property or involving danger to another person. As used in this provision, property offenses include, but are not limited to, arson, burglary, robbery, theft, forgery, fraudulent practices (including institutional vandalism) and criminal mischief. As used in this provision, danger to persons includes, but is not limited to, homicide, assault, kidnapping, sexual offenses and any other offense involving danger to persons as defined in the Pennsylvania criminal statutes.

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.

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

Tobacco - a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; and smokeless tobacco in any form

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

Uncooperative Behavior – is resistance or refusal – verbal, physical, or passive – on the part of the student 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 Support Team or a licensed drug and alcohol facility.

Under the Influence of Alcohol – when the student has either admitted to the use of alcohol or if the alcohol concentration in the student’s blood or breath is 0.02% or higher, as measured by a breathalyzer test. When a school employee has reasonable suspicion that a student is under the influence of alcohol and seeks the administration of a breathalyzer test, the student must submit to the test. If the student refuses to submit to a breathalyzer, the student will be deemed to be under the influence. For purposes of this provision, refusing to submit shall mean that the student: (1) failed to consent to the administration of the test; (2) failed to appear for the test; (3) failed to remain at the testing site until the testing process was complete; (4) failed to cooperate with any part of the testing process, including, but not limited to, providing a sufficient specimen for testing purposes; or (5) provided an adulterated, substituted or altered sample. Breathalyzers may be administered by either school employees or the police.

Under the Influence of Drugs/Mood Altering Substances – when the student has either admitted to the use of drugs or mood-altering substances or if the presence of drugs or other prohibited substance is detected in the student’s urine. When the school employee has reasonable suspicion that a student is under the influence of a drug and/or mood altering substance and seeks the administration of a urine test, the student must submit to the test. If the student refuses to submit to the urine test, the student will be deemed to be under the influence. For purposes of this provision, refusing to submit shall mean that the student: (1) failed to consent to the administration of the test; (2) failed to appear for the test; (3) failed to remain at the testing site until the testing process was complete; (4) failed to cooperate with any part of the testing process, including, but not limited to, providing a sufficient specimen for testing purposes; or (5) provided an adulterated, substituted or altered sample. Urine tests may be administered by either school employees or the police.

Use – to consume, take, or partake of in any quantity or form

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

Weapon – including but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, metal knuckles, straight razor, slingshot, poison, drug, ammunition, firearm, shot gun, rifle, air guns, destructive device and any other tool, instrument or implement capable of or designed to harm, threaten or harass students, staff members, parents or patrons of the school district, including look-alike weapons.

## **TERRORISTIC THREAT/ACT POLICY**

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.

Students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic 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 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.

A student found to have committed terroristic threats or acts may, in addition to any other discipline imposed or restitution ordered, be required to pay costs in the amount equal to the cost of the evacuation, including, but not limited to, fire and police response, and the cost of transportation of any individual(s) from the building, place of assembly or facility.

If a student is suspended and/or 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 Individuals with Disabilities Act.

### **TOBACCO USE POLICY**

The Board recognizes that use of tobacco by students presents a health and safety hazard, which can have serious consequences for both users and non-users.

The Board prohibits students from possessing and/or using tobacco at any time in a school building, a school bus, and on school property owned by, leased by, or under the control of the school or at school sponsored activities. **Students are also prohibited from possessing and/or using tobacco on their way to and from school (portal-to-portal enforcement). Violations of this rule will result in discipline.**

The school district shall also initiate prosecution of a student who violates the tobacco use policy. A student convicted of possessing or using tobacco in a school building, on a school bus, or on school owned property may be fined up to \$115 plus court costs or may be admitted to alternative program per Pennsylvania Criminal Code Act 145.

### **DRUG AND ALCOHOL POLICY**

The Souderton Area School Board recognizes that the use and/or abuse of drugs, alcohol, and/or mood altering substances by members of its school population is **a serious problem with legal, physical, and social implications.**

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.

**Students are prohibited from knowingly possessing, using, distributing, manufacturing, or being under the influence of any controlled substance and/or alcoholic beverage while on school district property during the school**

**day as well as at any school sponsored activity, function or event, or while on any vehicle used to transport students.** Also prohibited is the promotion, distribution or possession of any drug paraphernalia and/or drug look-alike.

No person shall, for the purpose of causing a condition of intoxication, inebriation, excitement, stupefaction, or the dulling of his brain or nervous system, intentionally smell or inhale the fumes from any substance containing a solvent having the property or releasing toxic vapors or fumes.

Students in violation of the Drug and Alcohol Policy may be referred to the Student Assistance Program, in the discretion of school employees.

### **WEAPONS POLICY**

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited. For any student found in possession of a weapon, the student shall be subject to an administrative recommendation to the Board for expulsion from school for a period of not less than one (1) year, subject to review of the Superintendent on a case-by-case basis. The Superintendent shall, in the case of an exceptional student, take all necessary steps to comply with all applicable special education laws and regulations.

The discovery of any weapon shall be reported to local law enforcement officials, and students may be prosecuted under applicable criminal law.

When a student transfers from a public or private school during an expulsion period for an offense involving a weapon, the School District may assign that student to an alternative placement or may provide alternative education, provided the assignment not exceed the expulsion period.

### **AFTER SCHOOL DETENTION**

Detention will be held **each Tuesday and Thursday from 2:55 until 3:55 p.m. in Room A229**. Students assigned to Administrative Detention are required to arrive on time and to spend the detention time doing schoolwork under the supervision of a faculty member. Students assigned detention minutes for tardiness to school may serve the obligation in 20-minute blocks (e.g. if a student accumulates 40 minutes of detention, he or she may attend the first 40 minutes of the detention hour and then be dismissed).

### **SATURDAY DETENTION**

Students must report to Saturday Detention no later than 8:00 a.m. and students will be dismissed at 12:00 noon. Students assigned two (2) hours or one (1) hour Saturday detention must report at 8:00 a.m.

Students are required to come prepared to do school related work.

Parents will be notified at least twenty-four (24) hours in advance of assignment. Transportation to school and home again will be the responsibility of the student and the parents. Missing a Saturday Detention without prior administrative approval will result in additional Saturday Detentions. Saturday Detention may only be rescheduled with prior administrative approval.

**Students who owe excessive amounts of Saturday Detention at the end of any quarter may, at the discretion of the administration, be suspended from all privileges and extra-curricular activities until the detention hours have been served.**

## **IN-SCHOOL SUSPENSION**

In-School Suspension is **held in Room A229**. Work will be procured from teachers for the students assigned In-School Suspension. **Students must observe the terms of the In-School Suspension Contract.** Students are not permitted to attend North Montco Technical Career Center and are not extended Senior Privilege on Day(s) serving In-School Suspension except as determined by the Assistant Principal. Students are also ineligible to participate in co-curricular activities and must leave school immediately upon dismissal on day(s) serving In-School Suspension. Failure to comply with the contract and In-School Suspension policies will result in an Out of School Suspension.

## **STUDENT – SUBSTITUTE TEACHER POLICY**

From time to time it becomes necessary for a teacher to be absent from school because of illness or for personal reasons. When this occurs, a substitute teacher is called upon to come into our school to continue the program as outlined by the absent teacher. The substitute teachers who are called into our school are well qualified and experienced in their field.

With your complete cooperation in class, a substitute teacher may continue the regular instructional program. If you are sent out of the class by any substitute for not cooperating (e.g., class disruption, rudeness, or defiance), you may serve Saturday Detention or be suspended from school. Parents may be asked to come to school to take you home.

## **SEXUAL ACTIVITY AND DISPLAYS OF AFFECTION**

Sexual activity involves touching of another's intimate parts. Intimate parts include the primary genital area, groin, inner thighs, buttocks or breast, as well as the clothing covering these areas. Even if consensual or mutually agreed to, sexual activity is prohibited at school or school-sponsored function. Excessive displays of affection are also not appropriate at school or at any school-sponsored function. Prohibited conduct includes, but is not limited to: any physical expression of affection that is intimate or sexual in nature, passionate or prolonged kissing, sexual touching, or fondling.

## **BOOK BAGS / BACKPACKS / ATHLETIC BAGS**

**All book bags, backpacks, and athletic bags must be kept in student lockers during school hours.**

Athletes with bags must take them to their lockers or designated athletics location upon arrival to school and store them there during the school day. Student musicians should take their instruments to the music room upon their arrival at school and leave them there.

Any bag, purse, or similar item large enough to hold a standard textbook is subject to this policy.

## **LOCKERS**

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.

## **DRESS CODE**

An individual's dress, personal appearance and cleanliness have a bearing on how others react to them, and therefore, should reflect sensitivity to and a respect for others. It should not constitute a threat to the safety and health of self or others, or be in violation of any statute. Although styles do change, dress should reflect current good taste and a style appropriate for a school day. The purpose of the dress code is to assure that the school population will dress in a way that is supportive of, and not disruptive to, the educational process.

Those students who desire to wear shorts are responsible for selecting shorts that are loose fitting and long enough to be appropriate school apparel. Shorts must have an inseam of at least three (3) inches and be loose fitting.

Pants should not be worn below the waistline. All undergarments must be covered at all times.

**Students must wear apparel that covers the midriff.** Tube tops, off-the-shoulder tops, and tops with spaghetti straps are prohibited. For girls, straps on “tank tops” must be at least one (1) inch in width. Boys may not wear tank tops, sleeveless shirts, or muscle shirts. Clothing with profane or questionable language imprints is unacceptable school apparel.

Students must wear footwear at all times. Because of safety and sanitation in situations such as chemistry lab, teachers may require more substantial footwear.

Sunglasses are not to be worn in the school building.

Bracelets, collars, or other apparel that have spikes, studs, or other potentially dangerous components are prohibited.

Any form of head apparel that covers the head (hats, scarves, hoods, bandanas, etc.) is prohibited, except under the terms of specially designated days or for medical reasons, cultural observances or religious reasons.

Any form of attire is subject to evaluation on an individual basis. Students not in compliance with the dress code will be required to obtain an immediate suitable change of clothing and will face disciplinary action ranging from warning to suspension. Any student who wears apparel to school deemed inappropriate dress will be referred to the administration for disciplinary action.

Outerwear (coats or jackets that zip or button the length of the garment) cannot be worn during the school day and must be stored in the students’ locker.

## **HAZING POLICY**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of the physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, beverage, alcohol, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation involving hazing as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, encourage, assist or engage in any hazing activity. The board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone, or tolerate any form of hazing. The district will investigate all complaints of hazing and will

administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

## **COMPUTER/INTERNET ACCEPTABLE USE POLICY**

The Souderton Area School District is providing 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.

### **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.

### 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).
- Vandalize any equipment or computer system.

### 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 Prohibited

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

- 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

Consequences for Inappropriate Use:

Students may be denied computer privileges for serious and/or continuous violations of school policy. In addition, students should be aware that the SASD's computer policies incorporate all other school policies as well as applicable local, state, and federal laws. Students will be disciplined for any inappropriate use in conformance with the Student Disciplinary Code.

Students will be responsible for the damages to equipment, systems, and software resulting from willful or deliberate acts. Any vandalism will result in cancellation of access to network. Any student who vandalizes any system will be responsible for that system's repair. Vandalism shall include, but is not limited to: physical abuse/damage to equipment, unauthorized introduction of software to the network system, introduction of virus-related programs, deliberate erasure or manipulation of files found on the system. Vandalism will be determined by the administration. Repair costs will be billed to the student at the current rate for on-site service (\$100.00 + per hour).

Obligations and Privilege Suspension  
SAHS  
2011-2012

Students with outstanding obligations at the end of each Marking Period may be denied privileges until the obligations are met:

End of Quarter obligations:

- Detentions for tardiness to school (in excess of one hour)
- Failure to submit start of year paperwork
  - Student agenda signature sheet
  - Blue & white emergency cards
- Athletic uniforms

End of Semester obligations:

- Detentions for tardiness to school (in excess of one hour)
- Failure to submit start of year paperwork
- Athletic uniforms
- Academic materials
  - Textbooks
  - Calculators
- Library materials

Privileges subject to suspension:

1. Parking
2. Senior Privilege
3. Participation in extra-curricular activities
4. Participation in graduation ceremony
5. Use of library

**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</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><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</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> <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>

## **IV. ACTIVITIES**

### **ACTIVITIES CODE**

All participants in both inter-scholastic athletics and extra-curricular non-athletic activities are subject to the rules and regulations of the Activities Code. By voluntary participation in co-curricular activities, the student agrees to comply with the general rules and regulations, training rules and other rules common to his or her particular sport or activity.

It is only proper that all students uphold the rules and regulations of the school. Those in leadership positions are expected to uphold the highest standards of student citizenship. Should the occasion arise wherein a student leader places himself/herself in jeopardy by violating school rules and regulations, he/she can expect to be asked to resign his/her leadership position. The school administration will support this policy.

### **STUDENT ACTIVITY FEES**

The Board of School Directors has established a student activity fee, which is to be paid by students as a prerequisite for involvement in co-curricular activities in grades 6-12. The activities fee of \$100.00 will be paid by all middle and high school students if they choose to participate in any co-curricular activity, either athletic or non-athletic, excluding the following : Service Clubs (Key Club, Interact), Elected Positions (Senior Class Advisors, Junior Class Advisors, Student Council, Honor Society) and accredited courses such as Band and Chorus. There is only one fee per student per year, no matter how many activities the student is involved with.

Students should submit a check payable to Souderton Area School District and present this check to the Athletic Director at the high school and the middle schools. Payment of the fee should be made before the activity is scheduled to begin.

At the student's request, the fee will be refunded to students who are cut from a team before the first game if that is the only activity in which the student is participating. If a student is refunded the activity fee and signs up for another activity later in the school year, the activity fee will have to be repaid to the district.

Students who qualify for free and reduced price lunches, under the guidelines established for the federally funded lunch programs, will not be required to pay the student activity fee. Students should notify the Athletic Director if he/she qualifies for free or reduced price lunches. Other personal or hardship circumstances will be considered on a case by case basis by the athletic director. The identity of such students will be kept confidential.

### **GENERAL REGULATIONS**

The rules of the Pennsylvania Interscholastic Athletic Association and any other organizations governing specific activities must be followed in cases of eligibility, transfer, physical examinations, etc. Each sponsor, supervisor, or coach has the responsibility to know, to inform members and parents, and to enforce school and parent organization or PIAA regulations in matters during the activity season. Out of season activity monitoring of regulations is the responsibility of the administration.

Any criminal law infraction or conduct by a student, occurring during that season, that is determined by the sponsor or coach and school administration to be detrimental to the activities program, school, or school district will result in counseling by the coach or sponsor and a school official with possible suspension from the team with approval of the sponsor, coach, and principal.

No student may quit one sport or activity and turn out for another after the season has started without the consent of both coaches, and/or sponsors and the administration.

Participants in athletics and activities must travel to and from contests away from Souderton Area High School in transportation provided by the school. Exceptions may be granted only through parental permission in advance between the coach and/or sponsor, the administration and the student's parents or guardian.

A display of un-sportsmanlike conduct towards an opponent, official, or other school official, or use of profanity during an activity will result in counseling with the coach or sponsor and possible suspension from the activity with consultation with the principal.

Unexcused absences from scheduled practices, contests, or activities may, after counseling from the coach or sponsor, result in suspension, formal conference with the administration and/or parents or guardian, and possible dismissal from the activity for the remainder of the season.

Participation in a school-sponsored activity requires that the student must be in attendance at school on the day of the activity. The student must arrive at school no later than 9:05 a.m. to fulfill this attendance requirement. The student must be in attendance the day before a holiday if the activity falls on the holiday or the following day. Exceptions to this procedure may be presented to the administration for review on a case-by-case basis. Whenever possible, pre-approval for an absence from school on a school sponsored activity day should be requested.

Violation of the School Discipline Code, which requires administrative action, will be handled in accordance with the provisions of the specific sections of the code.

Theft of or failure to return equipment or school property will exclude a student from participating in a future school activity until all obligations has been met.

A student found to be selling, providing, in possession of, or under the influence of drugs, alcohol, and/or narcotics; within the school authority, on a school trip, or school sponsored activity may following a conference with school authorities, be dismissed from the activity for the duration of that particular season or the school year.

### **Expectations**

1. Every student who represents the Souderton Area School District in an activity or extracurricular organization is expected to conduct himself/herself in such a manner as to reflect positively upon the Souderton Area.
2. Every student must remember that he or she is a student first, and a member of an extracurricular organization second. Participation in extra-curricular activities is a privilege granted to a student, not a right guaranteed to them.
3. Being a member of an extracurricular organization does not entitle any student special privileges in school. Rather, it may carry a burden of being a good school citizen in the face of peer pressure to be a participant in some action that violates school rules. Our students are expected to set examples of good school citizenship and cooperation, which reflect upon them as an individual and upon all students in the Souderton Extra- and Co-Curricular Programs.

### **Consequences**

Anyone of the following or combination of the following may result in the suspension or removal of a student from an extracurricular organization:

1. Out of School Behavior: The use of alcohol or other illegal drugs will not be tolerated. Participants in extra and co-curricular activities are expected to avoid the consumption, possession, or distribution of tobacco, alcohol, any illegal substances, controlled substance, anabolic steroids, abuse of prescription drugs or look alike drug / drug paraphernalia whether on or off school property. Students are expected to avoid any affair or activity at which alcohol or any illegal substance is being used or presented with the possible intent of use. Failure to leave such an activity may result in a suspension or removal from the extra or co-curricular organization.

Upon conviction, a plea of guilty, determination of the district administration after an administrative investigation, or a plea of no contest to the consumption, possession, or distribution of tobacco, alcohol, any illegal substances, controlled substance, anabolic steroids, abuse of prescription drugs or look alike drug paraphernalia within 90 days prior to the beginning of the season (for seasonal activities) or during the season will result in the following consequences:.

- First-time offense will result in the suspension for 3 weeks.
  - Second offense (within your four years of high school) will result in a suspension for 6 weeks.
  - Third offense (within your four years of high school) will result in the revocation of the privilege to participate in any Souderton Area High School extra or co-curricular activity.
2. Any student who has been charged with a crime committed on or off school property, which constitutes a summary offense, misdemeanor or felony may be suspended from participation or dismissed from the extracurricular organization by the administration while awaiting the outcome of administrative or legal proceedings. The suspension may last the duration of the entire school year. Upon conviction of a felony or misdemeanor the student is denied participation or is removed from the extracurricular organization.
  
  2. Suspension from school for three (3) or more days for any reason within 90 days prior to the start of the extracurricular activity or during the organization's season will require that the student submit a written request to the building principal for review before the student may continue participation in the organization.
  
  4. The advisor of each extracurricular organization may establish additional rules and procedures which he/she expect his/her extracurricular organization members to follow. The advisor may also establish disciplinary action for breach of these rules or procedures.
  
  5. The Building Principal, as stated in the student handbook, may deem students who continually violate school policy ineligible for extracurricular activities.

Note: during a suspension from an extracurricular organization, (or if the student is removed from the organization) the student may not have any contact with the organization unless specifically approved by the building principal.

## **ORGANIZATIONS**

Souderton Area High School sponsors a wide variety of clubs and activities. For more information, please refer to the **SAHS ACTIVITY GUIDE available on the district web site.**

## V. ATHLETICS

All students in the Souderton Area High School are encouraged to become members of our various interscholastic sports programs. Interested individuals are to report to the appropriate coach before the beginning of the season.

### PRELIMINARY REQUIREMENTS

Prior to participation in any practice or contest, the following requirements must be met:

- The student must satisfy all P.I.A.A. age, residency, attendance and scholastic requirements.
- The student must have passed a physical exam and given to the coach the proper form, signed by the examining physician.
- The student must have given to the coach a permission card signed by the parent/guardian.
- The student must have purchased school insurance or presented a signed parental waiver of responsibility.
- The student must satisfy all rules and regulations as set forth by the Souderton Area School District, Souderton Area High School, and the Suburban I League.

The school administration may revoke the privilege of participating in athletics at any time for disciplinary reasons, flagrant misconduct or poor sportsmanship, excessive absenteeism, and the failure to meet minimum scholastic eligibility standards. P.I.A.A. eligibility rules govern all interscholastic sports and include such regulations as:

- The principal and the athletic director shall have the power to exclude any contestant who, because of improper conduct, would not represent the school in a becoming manner.

Improper conduct includes among other offenses, appropriation of athletic equipment or supplies issued by high school authorities of that or other schools which may be hosts to Souderton High School, defacing of school property, language or behavior unbecoming a school athlete.

### ELIGIBILITY

To be eligible to participate in activities and/or athletics, a student-athlete may not be failing two (2) or more full-credit subjects or their equivalent. In addition, a student-athlete must be passing at least two (2) full-credits per marking period. Eligibility is cumulative, beginning with a grading period, and is examined weekly (determined on Friday morning prior to the start of the school day). Students are ineligible to participate in any practice or contest held beginning on the following Monday through Sunday or until eligibility is approved by the principal. Only work evaluated and recorded by the teacher is factored into the Friday morning eligibility calculation. For example, if an athlete participates in an exam late in the day on a Thursday, it may or may not be evaluated in a timely manner to effect the eligibility calculation on Friday morning. **If a student-athlete is declared ineligible at the end of a grading period or semester, then the student-athlete is ineligible for a period of twenty (20) school days.**

In order to participate in athletics, student athletes must be enrolled in school at the start of the athletic season. January graduates may complete the winter sports season.

### P.I.A.A. BY-LAWS

Section 1 - To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in such approved curriculum, and may not be failing two (2) or more full credit subject, or equivalent as certified by the principal. In addition to be eligible to participate in activities and/or athletics a student must be passing five (5) full-credit subjects, or their equivalent. With the inception of "intensive scheduling" two (2) full credit subjects per marking period is the equivalent of the P.I.A.A. regulation. Except as provided in Section 5, eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, he shall be ineligible from the immediate following Monday through the next following Monday.

Section 2 - In order to be eligible for inter- scholastic athletics, a pupil cannot fail two (2) or more subjects, or the equivalent, during the previous grading period except as provided in Section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

Section 3 - In cases where a student's work in any preceding grading period does not meet the standard provided for in (this article) Section 2, said student shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next grading period, except as provided in Section 5.

Section 4 - Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil attended.

Section 5 - At the end of the school year, the student's final grades and credits in his/her subjects rather than his/her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

### **SUBURBAN I ATHLETIC LEAGUE CODE OF CONDUCT**

In the interest of continued good relationships and sportsmanship in the field of athletics, the Suburban I Schools have developed the following code. All spectators are to:

- Show respect for the American Flag and the National Anthem.
- Show respect by standing for the Alma Maters of both schools.
- Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes. Booing is not recognized as positive spectator behavior.
- Show respect for the game officials and their decisions.
- Refrain from using vulgarity, indecent gestures, and inappropriate behavior. Cheer under the organized guidance of cheerleaders. Cheers to interfere with opponents cheering are unacceptable.
- Refrain from using noisemakers and signs in any gymnasium or indoor contests.
- Refrain from littering premises, throwing confetti or paper, and tossing objects onto the playing areas.

### **INTERSCHOLASTIC SPORTS INFORMATION AT SAHS**

*For athletic participation procedures, please refer to the SAHS Athletic Student Handbook.*

## VI. PARENT INFORMATION

### **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOL STUDENTS**

*The Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. **The right to inspect and review the student’s education records within 45 days of the day the School receives a written request for access.**

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the School discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. The additional disclosures the School may make without parent consent are explained in the School’s Student Records Plan available from your child’s principal.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are: **Family Policy Compliance Office**

U.S. Department of Education  
440 Maryland Avenue, SW  
Washington, DC 20202-4605

### **ACT 2003-48 AMMENDING SECTION 1302 OF THE PUBLIC SCHOOL CODE “Residence and Right To Free School Privileges”**

“...A person who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides, or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person

shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with Section 2561 during the period of enrollment.”

### **DIRECTORY INFORMATION NOTICE**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Souderton Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Souderton Area School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Souderton Area School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your child’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *reauthorization of the No Child Left Behind Act of 2001*, and the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their child’s information disclosed without their prior written consent.

- If you do not want Souderton Area School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 7, 2008.
- Dates of attendance.
- Grade level.
- The most recent educational agency or institution attended.

### **Notice And Consent/Opt-Out For Specific Activities**

*The Protection of Pupil Rights Amendment (PPRA)*, 20 U.S.C. § 1232h, requires Souderton Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical examinations and screenings.

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If the Souderton Area School District during the 2011-2012 school year does become involved in conducting a survey, collecting and using information for marketing purposes, or administering certain protected physical examinations where

it is legally required, the District will obtain the appropriate consent and/or opt-out for the protected information and marketing surveys. If undertaken, and if you wish, you may review any survey instrument or instructional material used in connection with any of the surveys.

### **NON-DISCRIMINATION STATEMENT**

The Souderton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or handicap, and age 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.

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

For information regarding civil rights, admissions, grievance procedures, bilingual education and accessibility of programs, services, activities and facilities that are usable by handicapped persons, contact the Title IX and Section 504 Coordinator at 760 Lower Road, Souderton, Pennsylvania, 18964, or by telephone at 215 723 6061.

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

In compliance with state and federal law, the Souderton Area School District will provide to each protected handicapped student 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. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected students, contact the Director of Pupil Services at 760 Lower Road, Souderton, Pennsylvania, 18964, or by telephone at 215 723 6061.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is an intervention program staffed by SAP trained teachers, guidance counselors, our school nurse, and members of our administration. The goal of SAP is identification of at-risk students in an effort to connect them and their families with those inside and outside the school building who can help.

As a member of the Souderton Area High School community, your responsibility is to aid in the identification of your peers that may be "at-risk." A student may be considered at-risk if there is suspicion of depression, an eating disorder, school phobia, substance abuse, physical and/or sexual abuse, suicidal tendencies, truancy, or other behaviors of concern to you as a thoughtful member of our school community. If you suspect someone you care about may be at-risk because they are exhibiting one or more of the behaviors listed above, you should see a member of the SAP Team and report your concerns.

**Information reported to the SAP Team is highly confidential and, when not required to do so by the state, maintains the anonymity of those reported and reporting.**

**FIRE, POLICE, AMBULANCE EMERGENCY ONLY  
911**

**HOT LINE NUMBERS**

**Abuse**

Child Abuse Hotline 1-800-932-0313  
A Women's Place (24 Hours) 1-800-220-8116  
Women's Center Of Montgomery County 215-885-5020

**Drug and Alcohol**

Alcohol Abuse (24 Hours) 1-800-234-0420  
Breakthrough Drug &  
Alcohol Program (24 Hours) 215-257-9999  
Helpline Center 215-368-4357  
Penn Foundation 215-257-6551

**Mental Health**

Helpline Center 215-368-4357  
Montgomery County  
Emergency Service Clinic (610) 279-6100  
Penn Foundation 215-257-6551

**Victim Service Center**

Hotline 1-800-734-2020  
Rape (610) 277-5200  
Other Serious Crimes (610) 277-4781

**Outpatient Counseling for Substance Abuse & Other Problems**

Aldersgate - Willow Grove 215-657-4545  
Cope -Lansdale L 215-855-0780  
Helpline- Lansdale 215-368-4357  
Penn Foundation – Sellersville 215-257-6551  
Turning Point - Ambler 215-643-2727  
Valley Center - Lansdale 215-368-2022  
Valley Forge Medical  
Foundation – Norristown (610) 539-8500

**Short-term Hospitalization for Substance Abuse & Other Problems**

Eugenia Hospital 215-836-7700  
Fairmount Institute 215-487-4000  
Horsham Clinic 215-643-7800  
Northwestern Psychiatric Institute 215-641-5300  
Warminster Psychiatric Institute 215-441-6760  
Quakertown Hospital 215-536-2400

**Long-term Hospitalization for Substance Abuse**

The Bridge – Philadelphia 215-342-5000  
Today, Inc. – Newtown 215-968-4713

**Support Groups**

Alcoholics Anonymous	215-348-3393	Al-Anon	1-800-364-2666
Al-Anon	215-222-5244	Al-Ateen	215-222-5244
Families Anonymous	215-272-1567		
Narcotics Anonymous – Quakertown	215-536-9477		
Toughlove	215-348-7096		