

# Souderton Area School District

## District Handbook for Students and Families



# Souderton Area School District

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# Mission and Vision

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

The Souderton Area School District continues to focus on the tenets of Whole Child, Whole School, Whole Community. Therefore:

## **Shared values and belief statements:**

- We will ensure that all students access learning in a healthy and safe school environment that fosters success.
- We will ensure that learning opportunities are engaging, supportive, and challenging for students to grow and achieve academically and socially.
- We believe our community has a fundamental commitment to educating the whole child.
- We believe our community has a responsibility to support the education and well-being of all of its members.
- We believe our students, educators, staff, families, and the broader community are part of a collaborative system that promotes the success of our schools.
- We believe a focus on growth supports the development of life-long learners.
- We believe all can learn - each at different rates and in different ways.
- We believe all deserve the opportunity to contribute and develop their individual potential in a safe, nurturing, and equitable environment that promotes respect for one another.

## Introduction

The purpose of the District 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.

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# ATTENDANCE

Academic and personal successes are enhanced when students attend school with a high degree of consistency. The Home and School Visitor/Attendance Officer is available to assist students and parents when attendance problems exist. Her office is located at the District Administrative Office, 215-723-6061.

Pennsylvania School Code requires all students of compulsory age to attend school regularly. When an absence occurs, it is excused if:

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

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

## ABSENCE VERIFICATION

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

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

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

Use the following link to download a printable copy of the [Absence or Tardiness Excuse Form](#).

## COLLEGE VISITATIONS

**Students in the 11th and 12th grades may be excused for COLLEGE VISITATIONS provided that they present the Attendance Office with a note or e-mail 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.

## 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 student may appeal, in writing, to the principal. A decision to deny or restore credit will be handled on a case-by-case basis after reviewing the student's attendance record and any circumstances that have affected the student's ability to attend school.**

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

### DISMISSAL DURING SCHOOL HOURS

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

**Students who become ill must report to the school nurse.** Students are not permitted to call parent/guardian from their cell phone or from any other locations (other than the health suite) if they are ill. The principal (or his/her designee) or the school nurse only may excuse a student early for illness.

#### **ELEMENTARY PROCEDURE:**

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

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

#### **MIDDLE LEVEL PROCEDURE:**

Notes must be presented in the Attendance/Student Services Office during homeroom on the day on which the early dismissal is to take place. An early dismissal pass will be issued.

Students are not permitted to leave school unless an approved adult comes into the school. The school reserves the right to request identification from anyone picking up a student. When signing out, students should sign the clipboard in the Attendance/Student Services Office. If a student returns to school, he/she should sign in their returning time in the Attendance/Student Services Office and obtain a pass to return to class.

Any student who has an early dismissal note must report to the Attendance/Student Services Office at the time of dismissal to:

1. Sign the clipboard.
2. Go to the main office to meet parent/guardian.
3. Students returning to school must sign in their returning time and obtain a pass. (Parents are not required to sign student in.)

## **HIGH SCHOOL PROCEDURE:**

**Students must bring a written request or e-mail 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's 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 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, 11:09 a.m. will be used as day's "mid-point." Therefore, if the bulk of a student's half-day of absence falls before 11:09 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.

### EARLY DISMISSAL (Illness)

Students are sent home by the nurse, medical clerk, principal, or assistant principal.

1. When students become ill they must report to the nurse or office for decision of home dismissal.
2. Students are not permitted to call parent/guardian from their cell phone or from other locations (other than the nurse's office) if they are ill.
3. When students become ill or injured they are not permitted to walk home.
4. Students must sign out in the attendance office.

### EARLY DISMISSAL (Weather/Emergency)

Arrangements should be made so that your child is aware of your expectations when school is required to close early or cancel activities.

### FAMILY TRIP POLICY

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

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

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

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

**\*\* Note:** Educational/Family Trips will not be excused when PSSA testing is scheduled. Refer to page 2 of the District Calendar for testing schedules.\*\*

### 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.

- Homebound for Souderton Area High School
- Absences less than 3 weeks:
- Any students who will be out of school for 3 weeks or less for a medical need must request homebound instruction through their guidance counselor or assistant principal with a physician's note.
- All instruction for 3 weeks or less will be administered via Schoology, asynchronously, by Souderton Area High School teachers in the student's schedule.
- Absences for more than 3 weeks:
- Parents, guardians, or legal custodians requesting homebound instruction for a student for more than 3 weeks 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.
- Once approved, the student will be enrolled by their SAHS counselor in Educere and instruction will be administered via Educere for the remaining marking period/semester, or recommendation of the physician to the nearest marking period or semester change.
- SAHS counselors will check in on student progress every 2-3 weeks.

### LATENESS FOR SCHOOL (TARDINESS)

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

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

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

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

- Personal illness.
- Death in the immediate family.

- Exceptional urgent or safety reasons – must pertain to the individual student as determined by the principal or designee.
- Religious holiday/event.
- Required court attendance.
- In the case of an exceptional student, where tardiness is caused by or directly related to student's exceptionality.

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

### LEAVING SCHOOL GROUNDS

After arriving on school property and/or entering the building, a pupil may not leave the school grounds without permission.

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.

### MISSED WORK

Any student who is absent from school/classes for any reason must make up all missed work. Work will be permitted to be made up during classes for extenuating circumstances with the consent of the teacher and principal. When a student has been absent for three days, we ask that parents call the school to request homework. Homework will then be available twenty-four hours after the request is made, or on the fourth day. Homework can be picked up in the Main Office by 3:00 PM the next day. Students absent for more than three days should contact their school counselor for assistance.

Students with excused absences or on out-of-school suspension must make up all missed work. 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.

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.

### PARENTAL NOTICE OF ABSENCE

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

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

A 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 18).

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.

### PROMOTION REQUIREMENTS

The Board recognizes that the emotional, social, physical, and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at various stages of their growth. The Board policies go into greater detail regarding promotion.

<http://www.boarddocs.com/pa/sasd/Board.nsf/goto?open&id=9ZSJL84DAB01>

### SCHOOL-SPONSORED ACTIVITIES

In order to participate in school-sponsored activity, the student must be in attendance at school on the day of the activity or, if applicable, the day before a holiday if the activity falls either on the holiday or the day following. Students with appointments during the school day should plan accordingly and make every effort to miss no more than the equivalent of two periods.

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 experiencing academic difficulty may be denied the privilege to participate in a co-curricular activity.

### STUDENT ATTENDANCE

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

1. Personal illness
2. Quarantine of the individual or home
3. Recovery from an accident.
4. Obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
5. Death in the immediate family (five days maximum)
6. Exceptional urgent reasons or safety reasons – must pertain to the individual student as determined by the principal or designee.

7. Religious Holiday – Upon written parental request, pupils may be excused for religious holidays observed by official religious groups.
8. Attendance of classes for religious instruction – Upon prior written parental request, a public school pupil shall be excused from school in order to attend classes for religious instruction pursuant to Section 1546 of the Public School Code of 1988. The release form shall be limited to the total of not more than thirty-six (36) hours per school year. A pupil's absence from school for religious holidays or for religious instruction shall be recorded as an excused absence. A written confirmation must be provided to the public school that the student in fact participated in the religious instruction on the dates/times requested.
9. Suspension from school
10. Required court appearance
11. In the case of an exceptional student, where absence is caused by or directly related to the student's exceptionality.
12. Health Care – Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:
  - a. The health or therapeutic services are to be rendered by Commonwealth-licensed practitioners.
  - b. It is not practicable or possible for the pupil to receive the service outside of school hours.
  - c. The time of necessary absence from school involves a minimum of interference with the pupil's regular program of study.
13. Non-Immunized Children – No child may be admitted or permitted to attend the public schools unless the child has received immunizations as required by the Department of Health at 28 Pa Code Chapter 23, Subchapter C (relating to immunization) or has received from the School District's Superintendent a medical or religious exemption from immunization under 28 Pa Code Section 23.84 (relating to exemptions for immunizations). A child who has not received all doses of the required immunizations or has not been exempted for immunization, but who has received at least one (1) dose of each of the required immunizations, may be provisionally admitted and attend public school for a period of up to five (5) days.
14. All educational trips with a family member or guardian must have prior approval of the Building Principal. Approval may be granted for requests for educational trips up to a maximum of ten (10) school days per year. Exceptions will be reviewed by the Director of Pupil Services on a case-by-case basis. Educational trips may not be approved if they conflict with finals, achievement tests, or other school events which the Superintendent deems attendance necessary. Only students in good academic and attendance standing will have trips/travel approved by the administration. Educational / Family trips will not be excused during PSSA or Keystone Testing.
15. Absences from School Holiday Socials
  - Any student whose parent requests in writing that his/her child not participate in holiday socials (Fall, Winter, and Valentine's Day) will be granted an excused absence for half a day only.
  - Students not attending socials are expected to attend regularly scheduled classes prior to the beginning of the event. Students will be excused 15 minutes prior to the start of the social.
  - For students who are of compulsory age, three (3) days of unlawful absence will necessitate a warning notice to be sent in accordance with Section 1333 of the School Code. Any subsequent unlawful absences may result in the filing of a citation in district court. Compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than eight (8) years, until the age of seventeen (17) years.

## SCHOOL DAY

### ELEMENTARY (K-5)

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

<b>Tardy</b>	A student arrives between 8:46 a.m. and 10:19 a.m.
<b>Half Day AM Absence</b>	A student arrives between 10:20 a.m. and 12:08 p.m.
<b>Full Day Absence</b>	A student arrives at 12:09 p.m. or later
<b>Half Day PM Absence</b>	A student leaves between 12:07 p.m. and 1:55 p.m.

**Note:**

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

**MIDDLE (6-8)**

**The Full School Day is 7:40 a.m. – 2:45 p.m.**

<b>Tardy</b>	A student arrives between 7:41 a.m. and 9:14 a.m.
<b>Half Day AM Absence</b>	A student arrives between 9:15 a.m. and 11:04 p.m.
<b>Full Day Absence</b>	A student arrives at 11:05 p.m. or later
<b>Half Day PM Absence</b>	A student leaves between 11:21 p.m. and 1:10 p.m.

**Note:**

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

A student is tardy if he/she is not in class by the 7:40 AM bell. If a student is late for school he/she should report to Attendance/Student Services Office with his/her note and sign the clipboard. A tardy is deemed excused only if it is a family emergency or an illness. Unexcused tardiness will be recorded. On the tenth tardy, and for subsequent tardy, the student will receive a consequence.

**If a tardy student whether late to school or late to Advisory / Focus and fails to sign in properly he/she could remain recorded as absent from school and consequently receive an unlawful absence.**

**HIGH (9-12)**

**The Full School Day is 7:40 a.m. – 2:45 p.m. (Red Zone – 7:25 a.m. - 8:05 a.m.)**

**The Bell Schedules are available at <https://sahs.soudertonsd.org/calendar/bell-schedules>.**

<b>Tardy</b>	A student arrives up to the start of Third Block
<b>Half Day AM Absence</b>	A student arrives after the start of Third Block
<b>Full Day Absence</b>	A student arrives after the start of Fourth Block

**Note:**

Upon arrival, students are permitted in the following areas: the Main Concourse, Cafeteria, the library, the first-floor lavatories, and student parking lots. No student is permitted to wander through the halls prior to 7:25.

**If during the school year a student is late to school up to the start of 3rd block more than 10 times unexcused, the student will begin being assigned detentions.**

- Students are permitted to be unexcused tardy 10 times during the school semester with no consequences
- After the 10th unexcused tardy and subsequent unexcused tardies, detentions will be assigned.



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.).

**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.**

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

## TRUANCY

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

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

# BUILDING SPECIFIC PROCEDURES

## ELEMENTARY SCHOOL

### HOMEWORK

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

Purposes:

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

### **Role of Student:**

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

1. Understand and write down the assignment.
2. Ask questions about an assignment if not clearly understood.
3. Take necessary text and material home.
4. Do assignments carefully, neatly, and thoroughly.
5. Submit assignments on time.
6. Make up homework missed due to an absence from class within a reasonable amount of time.
7. Assume responsibility for completion of individual assignments.
8. Utilize study helps and available resource materials.

9. Use study time efficiently. Long-term assignments require special attention in this regard.

**Role of Parent:**

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

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

**Role of Teacher:**

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

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

**Principal:**

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

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

**HOMEWORK REQUESTS**

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

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

**LOST OR DAMAGED LIBRARY MATERIALS**

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

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

### **NIGHT ACTIVITIES**

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

### **PROGRESS REPORT**

The Souderton Area School district has a standards-based progress report that has been in place in all our elementary schools for several years. This document has been aligned to the Pennsylvania Academic Standards (<https://www.education.pa.gov/> for more information) and reflects a student's progress toward achievement of year-end standards. Children in grades K, 1 and 2 will be assessed on their progress over time toward the standards, and children in grades 3, 4, and 5 will be assessed on their achievement of the standards as well as their growth during the trimester. In addition, all children receive feedback on their "learner qualities," those behaviors that will enhance their ability to learn across a lifetime (being a self-directed learner, producing quality work, working collaboratively with others, and demonstrating good citizenship).

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

### **SCHOOL COUNSELING PROGRAM**

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

School Counseling Services include:

- Individual counseling (all students have access to school counseling services)
- Small group counseling
- Career exploration
- Developmental classroom lessons
- Collaboration with other student services
- Consultation with parents, teachers, and other professionals
- Screenings for developmental assessments and for gifted identification assessments
- Case management of 504 Service Agreements

Elementary School Counseling Core Curriculum

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

**First Grade:** Bullying Prevention, Recognizing Feelings, Coping Skills

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

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

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

**Fifth Grade:** Cyberbullying, Career Exploration, Middle School Readiness

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

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

## MIDDLE SCHOOL

### ACADEMIC INTEGRITY/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, use of artificial intelligence (AI) and AI-powered systems, 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 or allowing a student to copy your work and pass it off as his/her own. It includes plagiarizing, but it also includes any type of misrepresentation 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.

#### **First Offense**

The student will receive a grade of "0" on the assignment; referral to the assistant principal; parental contact made by teacher.

#### **Second Offense**

The student will receive a "0" on the assignment and a grade of "F" in the course for the quarter; referral to the assistant principal; parental contact made by teacher.

#### **Third Offense**

The student will fail the course for the year; referral to the assistant principal; parental contact made by teacher

### CAFETERIA RULES

1. As with any other class period, students must be on time for lunch.
2. Students MUST know their ID number to purchase lunch.
3. Students may be called to the lunch lines and vending machines by cafeteria section.
4. Take your place at the end of the single line, standing clear of the walls.
5. Be courteous.
6. Practice good table manners.
7. Keep your area clean.
8. An excuse for leaving the cafeteria may be obtained from the teacher in charge.
9. No food or drink is to be taken from the cafeteria.

10. Students who need to make a deposit to their lunch account must bring checks to the cafeteria in the morning.

### **CHEERLEADERS**

The cheerleaders are responsible for promoting school spirit. They cheer at school football, basketball, soccer, and hockey games, and at wrestling matches. Tryouts are held during the fall. Girls are rated on the basis of attendance, neatness, cooperation, dependability, school spirit, and conduct.

Following practices and instruction periods, girls are chosen based upon overall cheering ability, voice, enthusiasm, knowledge of cheers, coordination with the group, and jumps.

### **DISMISSAL AFTER SCHOOL**

Unless staying after school under the supervision of a teacher or coach, students are to walk out of the building after being dismissed by the teacher when dismissal bells have rung. Upon exiting, bus students are to proceed directly to their bus. Any student not riding a bus on any given day is to remain in the classroom and be dismissed as a walking student.

### **HALL PASSES**

To use the lavatory or pass through the corridors during the times classes are in session, students must get approval from the teacher and sign out on the green classroom sign out sheet located in each classroom.

### **HOMEWORK**

The purpose of homework is to practice, apply, and extend skills and content learned in class, and to prepare for tests, quizzes, and projects. Research has demonstrated that consistent high-quality completion of homework assignments leads not only to increased grades in school, but also to enhanced academic achievement on standardized tests such as the PSSA. To reap the benefits of homework and maintain integrity, it is very important that STUDENTS COMPLETE THEIR HOMEWORK assignments. **Parents are encouraged to review homework and projects with their children, while being careful to preserve the integrity of their children's work.**

### **HONOR ROLL AND DISTINGUISHED HONORS**

At the end of each marking period, a list of students will be published who have achieved the Honor Roll. This listing will include all students with a grade of A or B in all courses. All subjects will be involved in Honor Roll computations. The title of Distinguished Honor Student will be given to those achieving a grade of A in all courses.

### **INCOMPLETE GRADES**

Any student who receives an incomplete grade on his/her report card will have ten days to complete all work. On the eleventh day, the incomplete grade will be changed to reflect the student's efforts in completing all overdue work. This policy is in effect for the first three marking periods only.

### **LAVATORY USE**

Lavatories should be used between classes and during lunch periods only. Lavatories may not be used as a meeting place or a place to loiter at any time.

### **LIBRARY USE**

The library is open all day for research and academic purposes. Most books in the library can be borrowed for three weeks; reference books, encyclopedias and magazines may be borrowed overnight and returned the following day. You are responsible for materials borrowed from the library. If you lose it or it is destroyed after you borrow it, you must pay for its replacement.

You may print from the computers in the library; however, we must insist that you ask the librarian or your classroom teacher to see what you are printing BEFORE you print the material. Ask the librarian for copies to be made from print sources (books, magazines, etc.)

Students are permitted to come to the library at the following times:

1. Before Homeroom/Focus/Advisory - with a signed pass from your teacher - students can take out or bring back books, do last-minute research, type on a computer, etc.
2. During the school day - with your class or teacher. Teachers are encouraged to schedule library time if they assign a project to their class that requires research. Usually, the teacher makes arrangements with the librarian and brings the class to the library at the prearranged time. Often the librarian can give a short lesson tailor-made for the research project.
3. During the school day - individually or in small groups. If a student is absent for #2; if someone needs extra time to complete research; a "teachable moment" compels an individual to do research; or a small group needs extra time in the library, teachers are encouraged to send students to the library with a signed agenda pass. Teachers are asked to call the library first, especially if computer use is involved.
4. Whenever possible, students will be accommodated, as long as they have an agenda pass signed by a teacher.

#### **LOCKER USE**

1. Students should be patient and careful in trying to open lockers with combination locks. Overloading and kicking of lockers, as evidenced by black marks and dents, will not be tolerated. Students will be charged for damages.
2. You are responsible for remembering the combination to your locker. Do not tell other students your locker combination or preset your locker. Students should not share a locker. Locker doors should be closed gently without slamming. Garments and books should be kept clear.
3. Students may go to their lockers without special passes at these times:
  - a. Immediately upon arriving before morning homeroom period.
  - b. Each team will designate specific locker stops.
  - c. Before leaving school.
4. Students should make locker visits as orderly and quietly as possible, taking care not to block the corridors.
5. If your locker is damaged or will not work properly, please report it before/after school or during your lunch period.
6. Lockers are the property of the school and may be searched by an administrator at any time. (See definition of Search & Seizure.)
7. All outerwear (hats, jackets, sunglasses, etc.) must be placed in the locker.
8. Hall and Gym lockers must be used and locked. Theft of personal property is the student's responsibility if the Hall and Gym locker is not being used properly.

#### **PARENT DROP OFF / PICK UP**

##### **Indian Crest Middle School**

The automobile drop-off zone is located at the Main Entrance, off 4<sup>th</sup> Street, and in the Science Wing Parking Lot off Route 113. Parents are asked to pull forward the full length of the building to allow as many cars as possible access to the drop-off zone. For the safety of our students, please use this area before and after school. The speed limit on school property is 15 mph. Pick-up time is 2:50p.m. If you need to pick up your student before that time, you will need to come into the Main Office. Walkers or car riders will not be permitted to leave the building until 2:50p.m. due to safety concerns.

##### **Indian Valley Middle School**

The automobile drop-off zone is located on the gym entrance side of the building. Parents are asked to pull forward to the end of the end of the modular classrooms to allow as many cars as possible access to this area. For the safety of our students, this area MUST be used for both before and after school drop off and pick up. Pick up time is 2:45 p.m. If you need to pick up your student before that time, you must come into the Main Office. Walkers or car riders will not be permitted to leave the building until 2:45 p.m. due to safety concerns.

### **PHONE USAGE**

The phones within the Middle School offices and classrooms serve the primary functions of intra-school communication, teacher-parent communication, and communication during an emergency. Students may use school phones in case of emergencies, but it is important that they plan ahead with parents/guardians to make after-school arrangements and to set up rides.

### **PHYSICAL EDUCATION CLASS POLICIES**

1. Absolutely NO GUM CHEWING in P.E. class.
2. Students are prohibited from wearing piercing jewelry during Physical Education classes.
3. Participation in physical education classes by all students capable of doing so is required.

A student may be excused from one class period only if he or she presents an explanatory note to the nurse before school, which is signed by the parent.

To be excused for more than one successive class period, a student must present a note from a doctor which states why the student is to be excused and the extended lengths of time excused. A note is then taken to the physical education instructor by the student from the nurse

### **REPORT CARDS**

Report cards will be posted on Home Access Center (HAC) after the end of each quarter. The following grades are given to designate the scholastic standing of the student:

<b>A+</b> 98-100	<b>B+</b> 87-89	<b>C+</b> 77-79	<b>D+</b> 67-69	<b>F</b> below 60
<b>A</b> 93-97	<b>B</b> 83-86	<b>C</b> 73-76	<b>D</b> 63-66	<b>F-</b> below 50
<b>A-</b> 90-92	<b>B-</b> 80-82	<b>C-</b> 70-72	<b>D-</b> 60-62	<b>I</b> Incomplete

Parents are encouraged to monitor their child's academic progress by regularly checking the HAC.

A student who has an "Incomplete" in a subject cannot receive credit for that class. Students will have 10 school days to hand in incomplete work after the end of the marking period to change an "I" into a grade.

A student who achieves an F- for a course may not remediate the course in summer school.

### **SCHEDULE CHANGES**

Once the school year begins, schedule changes will be made only with administrative approval or when scheduling problems require change.

### **SCHOOL COUNSELOR**

Counselors are available to each student for information and guidance on academic, vocational, social, or personal problems. Student procedures for seeking counselor support are listed below:



1. Students seeking support from their designated school counselor must sign the appointment book in the Main Office/Student Services Office to schedule an appointment.
2. After signing the appointment book in the Main Office/Student Services Office, students will report back to class until they are called by their counselor.
3. In the case of an emergency, students should report to the Main Office/Student Services Office and wait to be seen by a counselor. In the counselor's absence, students with emergencies should report to the Main Office.

### **SCHOOL TRIPS**

Educational trips are scheduled periodically by teachers. The expenses for the trips are assumed by the student with the consent of the parent. On all occasions the student's behavior and appearance should reflect positively on the Souderton School District. Students may be excluded from school trips for academic deficiencies or disciplinary reasons.

Please note: all forms, money, and other pertinent information pertaining to any educational trip must be submitted by the specified due date and time. If the forms, money, and pertinent information are not submitted by the specified date and time, the student may not be permitted to attend the educational trip.

**Note:** If you are interested in chaperoning, please refer to <https://www.soudertonsd.org/community/volunteering>

### **SKATEBOARDING / ROLLERBLADING**

Skateboarding, scootering, and rollerblading on school grounds (including corridors, sidewalks, driveways, and parking lots) is strictly prohibited - this is in accordance with Souderton Area School District policy and guidelines and enforceable by local police. Skateboards and rollerblades are not to be brought to school (these are also not permitted on the school bus).

## **HIGH SCHOOL**

### **ACADEMIC INTEGRITY / CHEATING**

All students are expected to do their own work when assigned individual papers and projects and when taking tests. The definition of plagiarism is "presenting work or ideas from another source as your own, with or without consent of the original author. All published and unpublished material is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (University of Oxford). Plagiarism can also include reusing your own work.

Cheating is also passing off someone else's work as your own. It includes plagiarizing, as well as 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 someone else.

If you are not sure whether something you are doing is plagiarism, you should check with your teacher before you submit the assignment.

When a student is referred to an administrator for a plagiarism/cheating incident, the student will receive a zero on the assignment and parents will be notified.

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

## **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.**

## **CLASS RANK / GPA CALCULATION**

Souderton Area High School does not publicly report students' individual class rank. For college admissions, counselors will report a student's cumulative weighted grade point average (WGPA), and will report the range, mean, and median GPAs for the student's class. If required for scholarships, armed forces, etc., counselors will report decile rank (10%, 20%, etc.) based on a quality point system. While SAHS does not report class rank, the ranks are used to establish students' decile rank.

For the purpose of determining the top 5% of students for Valedictorian selection and for invitation to the Scholars' Banquet at the end of junior and senior years, students who are in the top 5% based upon either Quality Points or WGPA after the 3rd Quarter will be included.

See below for an example of how Quality Points are used to determine decile rank. No type of ranking will appear on a student's high school transcript.

### ***Quality Point System***

Example of quality points calculation:

#### **Student A**

Course	Grade	Numeric Equivalent	Course Credit	Course Weight	Total
English 9 Honors	B	3	1.0	1.25	3.75
Modern US Hist. Acad.	A	4	1.0	1.0	4.0
Algebra I	A	4	1.0	1.0	4.0
				<b>Total QP</b>	<b>11.75</b>

#### **Student B**

Course	Grade	Numeric Equivalent	Course Credit	Course Weight	Total
English 9 Honors	A	4	1.0	1.25	5.0
Modern US Hist. Acad.	A	4	1.0	1.0	4.0
Algebra I	A	4	1.0	1.0	4.0
				<b>Total QP</b>	<b>13.00</b>

#### **Student C**

Course	Grade	Numeric Equivalent	Course Credit	Course Weight	Total
English 9 Honors	B	3	1.0	1.25	3.75
Modern US Hist. Acad.	A	4	1.0	1.0	4.0

Algebra I	A	4	1.0	1.0	4.0
French 1	C	2	1.0	1.0	2
				<b>Total QP</b>	<b>13.75</b>

Based on the above examples, despite the C in French I, Student C would be ranked number one in the class because this student took more courses and had more quality points. Student B would be ranked second and Student A would be ranked third.

#### 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.

#### CLASS TARDINESS

It is a student's responsibility to be on time and in their seats at the beginning of each class.

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 a pass 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 for an administrative detention.

#### 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:

- E-mail your counselor to schedule an appointment
- Stop by the guidance office during the school day to schedule an appointment
- For immediate concerns, request a pass to guidance from your classroom teacher

#### 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.

#### **DETENTION**

##### **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.

##### **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 four (4), three (3), 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 or In School Suspension. 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.**

## **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 on-line 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 under any circumstances.

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 parking spot is \$125.00. Students may waive their seat on a bus and pay a reduced fee for parking; however, this must be completed before a predetermined calendar date. 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.

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 without permission.**

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 or security.

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 purchase a parking tag 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:

- 1st offense      \$10.00
- 2nd offense      \$15.00

- 3rd offense Privileges may be revoked Boot Removal \$15.00

**Unpaid parking tickets will be held as obligations. All obligations (cafeteria balance, detentions, lost books, etc.) must be rectified before purchasing a parking pass.**

**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.

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

### **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.

### **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.

### **HOME ACCESS CENTER**

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).

### **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.

### **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.

### **LOCKER USE**

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. Lockers are available at a student's request.



**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.

### **LOST AND FOUND**

The Student Services Offices and Main Office 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.

### **OBLIGATIONS AND PRIVILEGE SUSPENSION**

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

- Detentions for tardiness to school (in excess of one hour)
- Failure to submit start of year paperwork (i.e., student handbook signature sheet)
- 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

### **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.

### **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.

### **PHYSICAL EDUCATION**

Towels are provided to students after each class. The fee assessed for towels is \$5.00 per student during the freshmen year only – this charge will cover a student's entire high school career.

***Students are prohibited from wearing piercing jewelry during Phys. Ed. classes.***

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

Students must wear school-appropriate active attire and sneakers that can be tied.

No hanging jewelry (hoops, necklaces, or bracelets) or facial piercings are allowed. Plastic or rubber inserts may be worn in place of the piercing.

For PE 1, bathing suits must be a one piece or appropriate swim trunks.

### **REPORT CARDS**

Report cards will be posted on Home Access Center (HAC) after the end of each quarter. The following grades are given to designate the scholastic standing of the student:

<b>A+</b> 98-100	<b>B+</b> 87-89	<b>C+</b> 77-79	<b>D+</b> 67-69	<b>F</b> below 60
<b>A</b> 93-97	<b>B</b> 83-86	<b>C</b> 73-76	<b>D</b> 63-66	<b>F-</b> below 50
<b>A-</b> 90-92	<b>B-</b> 80-82	<b>C-</b> 70-72	<b>D-</b> 60-62	<b>I</b> Incomplete

Parents are encouraged to monitor their child's academic progress by regularly checking the HAC.

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.

### **SCHEDULING CHANGES**

The high school does not have a Drop /Add period for changing schedules. Students have until May 1st to make any changes to their course requests for the following year.

After May 1st, the course request changes are for corrections only, based on the following criteria:

1. An inability to schedule a core class (English, SS, Math, Science)
2. An imbalance in a student's schedule (3 or more core classes in one semester)
3. A course prerequisite is not met
4. An increase in the rigor of a course is desired.

If a course is requested to be dropped, it must meet the following criteria:

1. Extenuating circumstances such as illness, doctor's notes, etc. will be considered on a case-by- case basis. A student and his parents may choose, with parent permission, to take a grade of Withdraw (W) for the course, which will remain on 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.**

### **SEXUAL ACTIVITY & 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.

### **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.

### **STUDENT / SUBSTITUTE TEACHER**

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.

### **SUMMER SCHOOL / TUTORING**

A student who has failed a required course must take some action for remediation. Students may not remediate a Algebra I, Biology, English 9 and English 10 (Keystone Courses). 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 a summer school program in another school district (e.g., North Penn) 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.

- Both the failing grade earned, and the grade earned in remediation will appear on the student's transcript.
- If a student chooses to repeat a course that he / she has already passed, both grades will appear on the student's transcript.

### **VALEDICTORIAN / SALUTATORIAN SELECTION**

Chosen by Committee

- Principal
- Guidance Coordinator
- 3 Faculty Representatives

#### **Based Upon Overall Rubric**

<b>Factor</b>	<b>Max Points</b>
Scholastic Achievement	<ul style="list-style-type: none"> <li>• Must be in the top 5% after 3rd Quarter of senior year based upon either quality points or WGPA (must have attended SAHS for at least the full 11th and 12th grade years)</li> <li>• Distinguished on Graduation Project</li> </ul>
School Leadership	4
School Involvement	3
Proposed Commencement Speech	2
Attendance	1 (excepting major illness)
Discipline	No ISS or OSS

#### **Attendance**

- Consideration given to major illness
- Excessive tardies to school will diminish the score

0	.5	1
3% or more total days absent	2% to 2.9% total days absent	Less than 1.9% Total days absent

### School Leadership

The highest level of leadership in the school is defined by:

- Took active, dynamic, and long-standing leadership roles in the school
- Significant initiative is evident in at least one project

Based Upon Rubric (score assigned by the Selection Committee)

0	1	2	3	4
No leadership	Minimal leadership in organizations	Assumed leadership occasionally in organizations	Assumed an active leadership role in organizations	<ul style="list-style-type: none"> <li>• Took active, dynamic, and long-standing leadership roles in the school</li> <li>• Significant initiative is evident in at least one project</li> </ul>

### School Involvement

Based Upon Rubric (score assigned by the Selection Committee)

0	1	2	3
Minimal involvement in school activities	Some involvement in school activities	Substantial time commitment to school activities	Well-rounded with significant time commitment

#### Process Notes:

- Senior resume and application are used to determine initial level of involvement and leadership
- Candidates are anonymous until field is narrowed to 5 candidates
- Committee screens to narrow to 5 candidates
  - Committee interviews advisors/coaches where necessary
- Committee narrows to finalists who are interviewed to determine Valedictorian (runner-up is Salutatorian)

## CLOSING, DELAYS, FLEXIBLE INSTRUCTION DAY

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

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

The **SchoolMessenger** service will enable us to personally communicate with parents about emergency situations, school events and important issues impacting your child. It will allow us to send personalized voice messages to your family's home, work, or cell phones. Essentially, a school principal can make one phone call that reaches all his or her students' families within minutes. Furthermore, this allows us the ability to make one phone call to reach everyone in the entire district within minutes. For SchoolMessenger to be effective, parents must keep the school office informed as to changes in phone numbers.

Since it is impossible to make contact with each family during an emergency, we encourage you to look at the district Web site ([www.soudertonsd.org](http://www.soudertonsd.org)).

## COMMUNICATION

### District E-Mail Notification

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

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

**Note:** Our buildings rely upon private parent e-mail to communicate important information. Therefore, it is important that the school has your updated e-mail address.

### District Web site

The Souderton Area School District maintains a Web site available on the Internet. The URL of the Web site is:

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.

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

## CO-CURRICULAR PROGRAMS - SECONDARY

### ACTIVITY FEE

The Souderton Area School District has adopted a \$175 activity fee for sports and most activities. The activity fee applies to all PIAA sports and activities/clubs with the exception of service clubs and credit bearing classes (e.g., marching band).

#### ***Student Activity Fee Guidelines:***

- The \$175.00 one-time fee is good for the entire school year and counts for all PIAA sports and activities/clubs.
- The fee is due two weeks after the start of your sport/activity/club.
- Should a student quit prior to the first official game, or within the first two weeks of another extra- or co-curricular activity/club, the fee will be refunded.
- Should a student-athlete be injured prior to the first official game, the fee will be refunded.

- Should a student-athlete be cut from a team prior to the first official game, the fee will be refunded.
- If a student is dismissed from a team or activity/club, the fee will not be refunded. If a student is unable to afford the fee, he/she must speak with the athletic director. Provisions will be made for exemption from paying either a part or all of the entire fee by students whose economic situation would otherwise preclude their involvement.
- Students who would qualify for free or reduced-price lunches under the guidelines established for the federally funded lunch programs will not be required to pay the student activity fee.

Please send the Activity Fee Form, **along with payment**, to the coach/sponsor no later than two weeks after the start of your sport season/activity/club. Please do not hand in the Activity Fee before the coach/sponsor requests it. Students who fail to pay the fee will not be permitted to participate.

Payment is now available to be made online by major credit card or debit card at <https://soudertoncommed.revtrak.net>

## 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.

## INTERSCHOLASTIC SPORTS

### MIDDLE SCHOOL

The following sports are available to seventh and eighth grade students.

**Boys:** Football, basketball, wrestling, baseball

**Girls:** Field hockey, basketball, lacrosse, softball

**Co-ed:** Soccer (F), track

Before a student can begin practice, he/she must return: 1) All PIAA forms signed by both a parent/guardian and a doctor; and 2) an insurance waiver. Please go to SASD Web site for athletic forms.

Indian Crest: <https://indiancrest.soudertonsd.org/athletics/>

Indian Valley: <https://indianvalley.soudertonsd.org/athletics/>

### HIGH SCHOOL

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.

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

## ELIGIBILITY

### **MIDDLE SCHOOL**

To be eligible to participate in activities and/or athletics, a student-athlete may not fail 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 affect 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.*

### **HIGH SCHOOL**

#### ***Academic***

To be eligible to participate in activities and/or athletics, a student-athlete may not be failing any classes. All student-athletes must be taking a minimum of two classes to be eligible. Eligibility is examined weekly and will be determined on Friday at 4:00 PM. Ineligible student-athletes are not permitted to participate in any practice or contest, beginning the following Monday through the following Sunday, or until eligibility is approved by the principal. Only work evaluated and recorded by the teacher is factored into the Friday afternoon eligibility calculation. For example, if a student-athlete participates in an exam late in the day on a Thursday, it may or may not be evaluated to affect the eligibility calculation on Friday afternoon. If a student-athlete is declared ineligible at the end of a marking period or semester, then he/she is ineligible for a period of fifteen (15) school days.

#### ***Attendance Requirements***

Participation in a school-sponsored sport requires that the student-athlete must be in attendance at school on the day of the event. To be considered in attendance, the student-athlete cannot miss more than 90 minutes of the school day. The student-athlete must be signed in by the attendance office no later than 9:10 AM to fulfill this attendance requirement. A doctor's note will not be accepted as an exception to the 90-minute rule.

Student-athletes with appointments during the school day should plan accordingly and make every effort to miss no more than 90 minutes of the school day. School days with modified schedule (Keystones, PSAT, etc.) will follow the 90-minute rule from the beginning of the day (7:40 AM). Seniors who are allowed to report later on these days will follow the 90-minute rule from their adjusted schedule.

The student-athlete must be in attendance the day before a holiday if the event falls on a holiday or the following day. Exceptions to this procedure may be presented to the athletic director for review on a case-by-case basis. Whenever possible, pre-approval for an absence from school on a school sponsored sport day should be requested in writing and given to the athletic director. Student-athletes who owe obligations or student-athletes experiencing academic difficulty may be denied the privilege to participate in any co-curricular activity/sport.

Student-athletes 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/sport.



\*Student-athletes which are deemed ineligible for either academic or attendance reasons may not participate in practice or games.

### ***Lateness Policy***

- 7 unexcused lateness's to school during a sport season = 1-week athletic suspension
- 10 unexcused lateness's to school during a sport season = 2-week athletic suspension
- 12 unexcused lateness's to school during a sport season = removal from team

### ***January Graduation***

Seniors graduating in January may complete the winter season but may not compete in the spring athletic 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.

## **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.

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 athletic director.

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.

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.

### **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.
  3. 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.

## CODE OF CONDUCT

### STUDENT DISCIPLINE CODE

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

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

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

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

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

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

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

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

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

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

This Discipline Code will be used in conjunction with existing policies of the Souderton Area School District such as Student Dress, Student Smoking, Drug Use, Interrogations and Investigation, and Suspensions and Expulsions. The provisions of the Discipline Code will be modified, when required by State and Federal Special Education Regulations, for those students who are classified as exceptional.

Please refer to the District's [DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE](#).

### **ADMINISTRATIVE GUIDELINES**

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

#### **DEFINITION OF TERMS:**

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

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

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

**Bullying** - shall mean both an intentional, electronic, verbal, written, or physical act or a series of acts that, individually or cumulatively, are severe, persistent, or pervasive, that are directed at a student by another student in a school setting and that has the intent and effect of:

- Physically harming a student; or
- Damaging, extorting, or taking a student's personal property; or
- Placing a student in reasonable fear of physical harm; or
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment (shunning, spreading rumors, cyber-bullying); or
- Substantially interfering with a student's educational opportunities; or
- Substantially disrupting the orderly operation of the school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Suspension of Privileges** — exclusion of a student for a stipulated period of time from activities which include but are not limited to extracurricular activities, recess, attendance at school functions such as dances or sporting events as a spectator, use of passes during the school day, attendance at assembly programs, and/or lunch in the cafeteria. A level III or IV violation of the discipline code during the school year may result in suspension of the privilege to participate in proms and / or graduation ceremonies.

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

**Tardy** — when a student arrives late to school or class

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

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

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

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

## BOOK BAGS

Students are permitted to carry book bags to all classes with the exception of the cafeteria during lunches and the gymnasium locker rooms. It is recommended that computers be transported in book bags throughout the day.

## BULLYING/CYBERBULLYING

Our school recognizes that bullying of students has a negative effect on the educational environment of its schools. Therefore, we strive to offer all students an educational environment free from bullying.

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

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

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

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

Further information can be found in [Board Policy 249](#)

## DRESS CODE

### ELEMENTARY (K-5)

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

- Students and clothing should be neat and clean.
- Clothing should provide for temperature changes. Extra sweaters are helpful on extremely cold days.

- Shoes worn to school should be for indoor wear. Flip flops are prohibited for safety reasons.
- Clothing should be designed for school wear and allow freedom of movement.
- Clothing that displays objectionable pictures or slogans and promotes illegal or questionable products are not appropriate for school.
- Hats or caps are not to be worn inside.
- Spaghetti straps, muscle shirts and clothing that reveal the midriff are not appropriate.
- Shorts/skirts should be no shorter than the “index finger rule.” (The place on the leg where the index finger reaches with hands at the side.)

### **MIDDLE SCHOOL (6-8)**

The purpose of the dress code is to encourage students to focus on the learning process without the distraction of unsuitable dress and grooming. The administration recognizes the individuality that students exercise in their clothing choices. In making these choices, dress should reflect current good taste and a style appropriate for a school day. Personal cleanliness is an essential part of projecting a good appearance. 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. Student dress and appearance should reflect sensitivity to and respect for others. Sexually suggestive clothing should not be worn. Clothing should not create a threat to the safety or health of any student. Appropriateness will be determined by the school administrators. Among the clothing guidelines are (Please note that the guidelines are not limited to those below):

1. Pants should not be worn below the waistline. All undergarments must be covered at all times.
2. Bracelets, collars, or other apparel that have spikes, studs, or other potentially dangerous components are prohibited.
3. Wearing large chains from the neck, body, or clothing is not permitted.
4. Clothing that promotes drugs, alcohol, smoking, violence, or sex may not be worn. **Students must wear apparel that covers the midriff.** Tube tops, open back 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. Low cut tops are not permitted. Boys may not wear tank tops, sleeveless shirts, or muscle shirts. Clothing with profane or questionable language imprints is unacceptable school apparel.
5. Shorts / Skorts must have an inseam of at least three (3) inches. Shorts must be loose fitting.
6. Dresses/skirts must be at least mid-thigh length, with no plunging backs below the mid back, not made from transparent material, nor have side or front cut outs.
7. Sunglasses are not to be worn in the school building.
8. Footwear must always be worn. No slippers permitted. *\*\*Because of safety and sanitation in situations such as chemistrylab, teachers may require more substantial footwear.*
9. 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.
10. 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.

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.

### **HIGH SCHOOL (9-12)**

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.

1. Students must wear apparel that covers the midriff. Tube tops, open back tops, off-the-shoulder tops are prohibited.
2. Clothing with profane or questionable language imprints are unacceptable school apparel.
3. Students must wear footwear at all times. Because of safety and sanitation in situations such as chemistry lab, teachers may require more substantial footwear.
4. Sunglasses are not to be worn in the school building.
5. Hats and hoods are prohibited.

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.

### **DRUG AND ALCOHOL POLICY**

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

Through the use of curriculum and classroom activities, community resources, administrative and faculty efforts, rehabilitative and disciplinary procedures, the Souderton Area School District will work in a consistent manner to educate, prevent, and intervene in the use and/or abuse of all drug, alcohol, and mood-altering substances by members of the entire school population.

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

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

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

### **ADMINISTRATIVE GUIDELINES**

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

## **DEFINITION OF TERMS**

**Certain Solvents/Inhalants** - Sale or Illegal Use (18 Pa C.S.A. Section 7303) - 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.

**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.

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

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

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

**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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **RULES AND REGULATIONS:**

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

#### **SCHOOL ADMINISTRATIVE GUIDELINES:**

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

### **MAINTENANCE AND TRANSFERAL OF INFORMATION:**

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

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

Please refer to the District's [SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES](#).

### **HAZING**

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.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation at an assembly. Verbal instructions by the coaches or sponsor at the start of the season or program.

## SCHOOL PROPERTY

Care of School Property/Books:

1. Books - Schoolbooks are owned by the school and loaned to students. If a student loses a book or damages it, he/she will be required to pay a pro-rated amount. Identify your books (place your full name in the space provided inside the front cover). This includes but is not limited to the student's agenda.
2. Equipment and Facilities - Students found damaging school property of any kind will be required to make restitution. Examples of equipment include, but are not limited to band uniforms, athletic equipment, lab equipment, computers, library materials, AV equipment, etc.
3. Damage to Computers - The use of the computer/Internet is a privilege. Please see the documentation and agreements on the SASD Next / 1-to-1 Computing Web page.
4. Personal Well-being - Students may be held financially responsible for any physical injury inflicted, or damage to, another's personal property

## TERRORISTIC THREATS/ACTS

The school board recognizes the dangers that terroristic threats and acts by students presents to the safety and welfare of district students, staff, and community ([School Board Policy #218.2](#)). The board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

- **Terroristic threat** — shall mean a threat to commit any crime of violence with the intent to terrorize another, or to cause evacuation of a building, place or assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
- **Terroristic act** — shall mean an offense against property or involving danger to another person.
- **Property offenses** include, but are not limited to, arson, burglary, robbery, theft, forgery, fraudulent practices (including institutional vandalism) and criminal mischief. Danger to persons includes, but is not limited to, homicide, assault, kidnapping, sexual offenses, and abortion.

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

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

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

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

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

The building principal shall immediately report a threat to the SASD Threat Assessment Team and may suspend the student.

1. The building principal shall promptly report the incident to the Superintendent.
2. Based on further investigation, the Superintendent and/or his designee shall report the student to law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the board.

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

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

### TOBACCO/NICOTINE USE POLICY

The Board recognizes that use of tobacco/nicotine 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 /nicotine 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 /nicotine 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 /nicotine or an electronic smoking device in a school building, on a school bus, or on school owned property may be fined significantly, plus court costs or may be admitted to alternative program per [Pennsylvania Criminal Code Act 145](#).

### 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.

## CONFIDENTIALITY / FERPA

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

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

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

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

## FOOD SERVICES

Thanks to flexibilities provided by the USDA's National School Lunch Program, students will have the opportunity to enjoy breakfast at no cost throughout the academic year. All enrolled students of Souderton Area School District are eligible to receive a nutritional breakfast each school day at no charge to your household. No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application. This is a unique opportunity for everyone to eat together and will hopefully make it easier for students and families to confidently check breakfast and lunch off their list. A variety of healthy a la carte items are available daily.

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

### NUTRITION STANDARDS

#### **Parties and Celebrations (at elementary and secondary levels):**

- Parties and celebrations should occur after the last lunch period.
- No more than one (1) item that does not meet the standards should be offered. All beverages should be 100% juice, milk, or water.
- Encourage parents to select healthy foods.
- Teachers maintain supervision over all food in their classroom.

#### **Fundraisers:**

- Encourage a balance of food and non-food based fundraisers.
- Student-run fundraisers that sell food products intended to be consumed during the school day must comply with the district nutritional standards.



### After-school programs:

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

## HEALTH SERVICES

### ADMINISTRATION OF MEDICINE

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

All medications, prescription or non-prescription, that are to be dispensed during school hours must be accompanied by a written authorization ([Form #13](#)) signed by the doctor and parent/guardian and brought to the nurse's office where the medication will be secured. Controlled medication must be accompanied by a written doctor's order and parent permission specifically stating medication may be administered at school. Parents should transport controlled medications to and from school for drop off/pick up from the Nurse's Office.

It is the school district's "Use of Medication" policy (see [School Board Policy #210](#)) that prescription medication must be in a labeled bottle from the pharmacy. Please ask the pharmacy for two labeled bottles at the time a prescription is being filled. All "over the counter" medicine should be sent to school in the original packaging. Your child's name should be placed on the packaging. The administering of medication in our school must be done under the supervision of the school nurse.

Self-administering of medicines (with the exception of asthma inhalers and epi-pens), prescribed or otherwise, during school hours is not permitted. Asthma inhalers and/or Epi-pens may be carried by students **with proper documentation from physician and parents**. If students should need to self-administer these medications follow-up by the school nurse is mandatory.

**Under no circumstances** will a child be permitted to bring cold medications, pain relief medications, antibiotics, etc. to school or take such medication at school without the above directives completed.

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

### CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

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

### FIRST AID

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

- Immediate first aid
- Notification of parents or guardians, as needed
- Transportation via EMS in a medical emergency.
- Direction of parents to seek further medical follow-up, if indicated



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

## ILLNESS INDICATORS

Guidelines for when students should stay home from school during the 2023-2024 school year.

1. Stay home if you:
  - Have one or more symptoms in Group A OR
  - Have two or more symptoms in Group B OR
  - Are taking fever reducing medication.

Group A 1 or more symptoms	Group B 2 or more symptoms
<ul style="list-style-type: none"><li>• Fever (100.0 F. or higher)</li><li>• Vomiting</li><li>• Cough</li><li>• Shortness of breath</li><li>• Difficulty breathing</li><li>• New loss of smell</li><li>• New loss of taste</li></ul>	<ul style="list-style-type: none"><li>• Chills</li><li>• Myalgia (muscle aches)</li><li>• Nausea</li><li>• Headache</li><li>• Sore throat</li><li>• Diarrhea</li><li>• Fatigue</li><li>• Congestion or runny nose</li></ul>

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

2.

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

1. Nausea – If your child wakes up in the morning of school complaining of stomach upset, feeling like he/she may vomit, and does not want to eat breakfast, strongly consider keeping your child home from school this day. If after one or two hours, your child is feeling better, you could have him/her attend school later in the day.
2. Vomiting – If your child has been vomiting during the previous night or the morning of the school day, keep him/her home from school that day.
3. Fever – If your child has a fever the morning of school, do not send him/her to school that day. (Fever is regarded as elevated temperature one degree above the baseline temperature; typically this would be a temperature greater than 100.0 degrees Fahrenheit.) Students should be 24 hours fever free before returning to school.
4. Remaining Indoors – If a child must remain indoors because of a health reason, he/she must bring a note from his/her parent stating the reason for such an excuse. If the child is to remain indoors for more than three days, a doctor's excuse must be furnished and consideration will be made on an individual basis. The child will sit in the nurse's or main office for the recess period.

Feel free to contact your child's school nurse if you have questions.

## MEDICAL EXAMINATIONS

All students are required to have physical exams in K or 1st grade, 6th and 11th. Dental examinations are also required for all students in K or 1st grade, 3rd, and 7th grades. Most parents prefer to have these exams completed by their own private health care providers. However, the school district does employ dentists and physicians to provide these exams in school for those who are not able to have them performed privately.

## 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, philosophical, 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 five (5) days, or has proof of a pending appointment for immunization administration.

## SCHOOL NURSE

In case of illness the student will be excused by the classroom teacher to visit the nurse. If the nurse is not available or is not in her office when an illness or emergency occurs, the student should report to the Main Office.

1. Every student must have a pass from the classroom teacher unless an emergency exists.
2. Excused medical passes for gym must include a note from a parent or doctor explaining the medical reason and should be taken to the school nurse during morning homeroom.

In order to maintain the highest level of health in our school, we have a well-planned health program. To make the program function smoothly and successfully, we need the cooperation of home, school, parents, teachers, and students. Some of the services available are:

1. Measurement of height and weight and vision screenings for all students in all grades.
2. Medical examination for each student in Kindergarten, 6th, and 11<sup>th</sup> grades.
3. Dental (Kdg, 3<sup>rd</sup>, and 7<sup>th</sup> grades) scoliosis (7<sup>th</sup> grade) and hearing screenings for each student in 1<sup>st</sup>, 7<sup>th</sup>, and 11<sup>th</sup> grades.
4. BMI (Body Mass Index) will be calculated for all students. An e-mail will be sent home when screenings are complete. You may contact your school nurse for your child's result at that time.

First Aid for those who may be injured or become ill during the school day. Please be sure to complete and return the annual health information sheet. Update any changes of medical information and/or contact phone numbers throughout the school year. The nurse will call in case of illness or injury at school and ask the parent to come to school for the child. Transportation is to be arranged by the parents. In case of medical emergency requiring immediate medical attention 911 will be called and the student will be taken to the hospital via ambulance.

## STUDENT ACCIDENT INSURANCE

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

<https://www.soudertonsd.org/students-families/student-accident-insurance>

# HOME ACCESS CENTER

The Souderton Area School District [Home Access Center \(HAC\)](#) allows parents and students to view information on grades, attendance, etc. via an Internet connection. This information is available 24-7.

At the conclusion of each Marking Period, grades will be accessed on the Souderton Area School District [Home Access Center \(HAC\)](#). Parents and students who do not have Internet capabilities can request to pick up a printed copy in the main office.

*\*\*If you do not have your HAC login/password, please contact your child's school.\*\**

# PARENT INVOLVEMENT

## VOLUNTEERING

The Souderton Area School District values the important work done by the numerous community and parent volunteers who assist students and staff in all of our schools. In order to ensure the safety and security of all students, Board Policy #916, "Community Volunteers," outlines safety requirements for community volunteers. The policy requires certain volunteers to obtain clearances in order to volunteer in District schools. For more information about volunteering or clearances, please visit the [Volunteering page](#) of the District Web site.

## VISITORS

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

**Safe School Procedures** — All exterior school doors are locked all the time. All visitors, volunteers, and parents must enter through the main entrance during the day. We have a security system and visitors must ring the doorbell to gain entry. Additionally, all visitors going beyond the Main Office must have a valid state issued ID which will be scanned into our system and a visitor's pass will be issued. The visitor's pass is to be visible during your visit. When leaving the school, visitors should sign-out in the office.

**The safety of our children is our primary concern.**

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

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

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

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

## PUBLIC COMPLAINTS

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

## RIGHTS OF PARENTS/GUARDIANS & 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 your child's principal, 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 US Department of Education**

440 Maryland Ave., S.W.  
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 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.

Include:

- Dates of attendance.
- Grade level.
- The most recent educational agency or institution attended.

## NOTIFICATION OF RIGHTS

The Protection of Pupil Rights Act (PPRA), affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the Souderton Area School District's conduct of surveys, collection, and use of information for marketing purposes, and certain physical examinations. These include the right to:

### **1. Consent:**

Before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- 1.1 Political affiliations or beliefs of the student or student's parent;
- 1.2 Mental or psychological problems of the student or student's family;
- 1.3 Sex behavior or attitudes;
- 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior;
- 1.5 Critical appraisals of others with whom respondents have close family relationships;
- 1.6 Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
- 1.7 Religious practices, affiliations, or beliefs of the student or parents; or
- 1.8 Income, other than as required by law to determine program eligibility.

### **2. Receive notice and an opportunity to opt a student out of:**

- 2.1 Any other protected information survey, regardless of funding;
- 2.2 Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Pennsylvania law; and
- 2.3 Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### **3. Inspect, upon request and before administration or use:**

- 3.1 Protected information surveys of students;
- 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3.3 Instructional material used as part of the educational curriculum.

Souderton Area School District has develop(ed) and adopt(ed) policies, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Souderton Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

Souderton Area School District will also **directly** notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office, U. S. Department of Education**

400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### 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.

If the Souderton Area School District during the 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. Board policy states parents must request in writing to review.

## SCHOOL SAFETY

### CANINE SEARCHES

Parents/guardians are welcomed and encouraged to visit the school. Please be aware that to ensure the safety of our school, ALL DOORS will remain locked. Periodically, or as the situation warrants, a trained dog may be used to sniff the area around vehicles, lockers, desks, 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; or when based on reasonable suspicions, a specifically targeted search of a student's possessions, including, but not limited to the student's locker, desk, vehicle parked on school property, purse, pockets, clothing, or other items.

## DETAINING STUDENTS

Teachers or the Office may detain students after school until 4:00 p.m. for discipline and/or academic reasons with 24-hour notice. Students are responsible for notifying their parents if a detention is to be served. However, if parental permission and transportation are arranged, a student may be kept after school on any day. Students who receive an assigned Office detention are to report to the office/designated classroom after walkers are dismissed with their homework and textbooks. After a roll call, students are expected to do assigned homework, study, or review material already covered in a subject. Students should bring enough work to keep productive until 4:00 p.m.

## SAFE 2 SAY

All K-12 schools in Pennsylvania are required by state law to participate the [Safe2Say Something](#) program. Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

The program requires our school district to train students in our middle and high school how to utilize a 24/7 anonymous tip line, app, and Web site to submit anonymous tips regarding student and school safety. Tips are triaged by Analysts in the Office of the Attorney General Crisis Center. They triage each tip to ensure there is enough information to act upon, determine if the tip is life safety or non-life safety, as well as conduct ongoing two-way dialog with the tipster when needed. The crisis center sends all submissions to school administration and/or law enforcement for intervention. If needed, the crisis center may contact the tipster anonymously through the app.

Trained administrators serve on our school district’s Safe2Say Team. Training and information is provided to middle and high school. Students in our elementary schools will not be trained, but any student, parent, or community member is able to submit a tip using the Safe2Say Something reporting system.

## SAFETY DRILLS

In a serious emergencies, school administrators may decide to employ a variety of safety strategies including lockdown, shelter-in-place or evacuate. Practice drills are conducted on a regular basis to prepare for multiple types of emergencies. Drills provide a valuable opportunity for students and staff to practice what to do in the event of an emergency at school. Principals will communicate when a drill has been conducted.

## 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.

### STUDENT ID CARDS (SECONDARY)

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

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

The school does not have replacement ID cards as they are created by an outside photography company.

### SURVEILLANCE CAMERAS

In order to promote school safety and security, SASD operates and maintains numerous surveillance video cameras throughout school campuses 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.

## SOCIAL EVENTS

### DANCE AND ACTIVITY NIGHTS

#### MIDDLE SCHOOL

1. Students absent the day of a Dance or Activity Night may not attend this activity unless given special permission by the Principal or Assistant Principal. **Only students from this Middle School** may attend school-sponsored dances and Activity Nights - **guests from other schools are not permitted.**
2. Tickets
  - a. Students are encouraged to purchase tickets during school hours. Tickets will also be available for purchase at the door the evening of the dance or activity, however, for an increased price. An ID card will need to be presented to purchase a ticket. The ID and ticket will be required at the door on the night of the event.
  - b. Tickets will be sold in the cafeteria during lunchtime.
  - c. Students having problems buying a ticket should report to the office.
3. Exclusion from the Dance or Activity Night - Students with poor academic or discipline records may be denied the privilege of attending dances. **Students are not permitted to attend a dance or activity night if one of those events takes place while a student is on suspension.**
4. Dress code will be as announced prior to the dance. Most dances are casual dress.
5. Coming Late and Leaving Early
  - a. Dances and Activity Nights must be attended at the prescribed hours. Any student arriving at the dance or activity night late or leaving early must have a written note from their parents which must be cleared with the office before school dismissal the day of the dance. No one will be admitted after 7:15 p.m. without a note previously cleared.
  - b. Students who leave the dance or activity night early must leave with a parent or relative and will not be permitted to return that evening.
6. Once arriving at the dance or activity night you must remain.
7. Valuables must be retained by the owner. The school cannot be responsible for any losses.

8. The dance or activity nights are officially over at 9:00 PM. Students who are in need of transportation must arrange to have a ride home at 9:00 PM or their privileges to attend the next dance or activity night may be suspended.
9. All school rules are in effect for all activities. Students whose behavior is not acceptable may have their privileges to attend future dances or activity nights suspended.

## **HIGH SCHOOL**

### **ATTENDANCE**

If a prom or dance occurs on a school day, students must be in attendance 3 out of the 4 blocks minimum in order to attend.

### **GUESTS**

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. All guests must be under the age of 21 and also in at least 9th grade. Guests may be required to provide proof of age.

## STUDENT RECORDS

### **PARENTAL ACCESS**

In the normal course of the school year, many parents stop into the school office and ask to examine their child's school records. In the majority of cases this is no problem, and the examination of records is done with ease.

Generally, the only delay is if the person responsible for school records, **the principal**, is out of the building.

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

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

1. Parents should come into the office and request to see their child's records. The records will be reviewed in the presence of the school principal or his/her designee. The purpose for this is not to delay the review, but to help the parent understand the information contained in the records, to answer.
2. In cases where the parents are separated or divorced, the parent who has custody should provide the school with legal proof of that custody.
3. When access to a student's records is requested by the non-custodial parent, the school will first contact the custodial parent and apprise that parent of the request. The custodial parent will have five days to get a court order denying access to the child's records by the non-custodial parent. If after five days no court order is provided to the school, the non-custodial parent will be granted access to the child's records as outline in number one above.
4. In cases where parents are separated, and custody has not been determined by the courts, the school has no choice but to provide access of student records to both parents. Procedures outlined in number one above will be used.

# STUDENT SERVICES

## ADDRESS & CONTACT INFORMATION CHANGES

The maintenance of accurate records of students' addresses is vital to the school organization. Therefore, if at any time during the term a student should move to a new address, the parent/guardian must present the updated information *in person* at the SASD District Registration office (215.723.6061) immediately.

### **Phone numbers, e-mail address, and employer:**

Parents should notify their child's school in writing with changes to their phone numbers, e-mail address, and employer.

## HOMELESS ASSISTANCE

Through Education for Children & Youth Experiencing Homelessness (ECYEH) and the McKinney-Vento Homeless Assistance Act, Souderton Area School District works to reduce and remove educational barriers for youth experiencing homelessness in the SASD community. Please use the following link for important information regarding Pennsylvania's Homeless Children's Initiative (McKinney-Vento Act): McKinney-Vento Act Flyer – [ENGLISH](#). More information can be found on our Web site at <https://www.soudertonsd.org/departments/student-support-services/homeless-supports>

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

<b>SASD Homeless Liaison</b>	<b>Director of Pupil Services</b>
Romy Tressler <a href="mailto:rtressler@soudertonsd.org">rtressler@soudertonsd.org</a> 215-723-6061 ext. 10234	Megan Zweiback <a href="mailto:mzweiback@soudertonsd.org">mzweiback@soudertonsd.org</a> 215-723-6061 ext. 10206

## NONDISCRIMINATION STATEMENT

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

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

### Compliance Officer

**Dr. Christopher D. Hey**  
Assistant Superintendent/Director of Human Resources  
Souderton Area School District Administrative Offices  
760 Lower Road  
Souderton, PA 18964  
215-723-6061  
[chey@soudertonsd.org](mailto:chey@soudertonsd.org)

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

### **ANNUAL NOTICE**

In compliance with state and federal law, the Souderton Area School District will ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The District will provide to each qualified student with a disability without discrimination or costs to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. A qualified student with a disability is a school-age child who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services, or extracurricular activities

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

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

### **Section 504 Coordinator**

**Megan M. Zweiback**  
Director of Pupil Services  
Souderton Area School District Administrative Offices  
760 Lower Road  
Souderton, PA 18964  
215-723-6061  
[mzweiback@soudertonsd.org](mailto:mzweiback@soudertonsd.org)

### **COMPLAINT PROCEDURES FOR VIOLATIONS OF NONDISCRIMINATION POLICIES**

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

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

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

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

#### **Complaint Procedures for Nondiscrimination of Qualified Students with Disabilities under [Policy #103.1](#) – Nondiscrimination - Qualified Students with Disabilities**

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

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

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

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

<u>Title IX Coordinator and Compliance Officer</u>	<u>Deputy Title IX and Section 504 Coordinator</u>
<p><b>Dr. Christopher D. Hey</b> Assistant Superintendent/Director of Human Resources Souderton Area School District Administrative Offices 760 Lower Road Souderton, PA 18964 215-723-6061 <a href="mailto:chey@soudertonsd.org">chey@soudertonsd.org</a></p>	<p><b>Megan Zweiback</b> Director of Pupil Services Souderton Area School District Administrative Offices 760 Lower Road Souderton, PA 18964 215-723-6061 <a href="mailto:mzweiback@soudertonsd.org">mzweiback@soudertonsd.org</a></p>

**RESPONSIVE CLASSROOM**

Our elementary schools practice Responsive Classroom. Responsive Classroom is an approach to teaching and learning that fosters safe, challenging, and happy classrooms where our students can learn.

Responsive Classroom is a management approach to help create learning environments where children thrive academically, socially, and emotionally. Responsive Classroom believes social and academic learning are inextricably connected, and that academic learning happens best within a positive social context, therefore, pays attention to developing positive social skills. Building a solid foundation in positive social skills, teachers and students must work together to establish routines, rules, and guidelines for behavior that make their classrooms great environments for academic learning and social growth. Responsive Classroom consists of practical strategies for bringing together social and academic learning throughout the school day to promote a learning environment where:

- Children have time to engage in active learning
- Children make choices about learning
- Teachers pay careful attention to how children treat each other, and reinforce respect and caring as the basis for interaction
- Children’s ideas, creations, and discoveries are valued and displayed
- Opportunities are provided for children to experiment, solve problems, and make fruitful mistakes
- Teachers use an inquiry approach, as in thoughtful open-ended questions that stimulate thinking

## RESTORATIVE PRACTICES

As your child transitions into middle school years they will be hearing the term Restorative Practices. The function of Restorative Practices, or positive discipline, is restoring and building relationships when issues arise such as relationship problems, discipline issues or other situations where students need to address their own behaviors in cooperation with others. Our secondary schools are using this positive discipline method. It focuses on the concept of using "social circles" to provide students with opportunities to share their feelings, ideas, and experiences, while being held accountable for their choices.

## GIFTED EDUCATION

The district conducts Gifted screening activities in first and third grade in compliance with PA School Code (Chapter 16). Information about Gifted screening and identification can be found on the district Web site's [Gifted Support page](#).

## SPECIAL EDUCATION SERVICES AND PROGRAMS

### ANNUAL NOTICE

Use the following link for Souderton Area School District's [Annual Public Notice of Special Education Programs and Services](#).

**Information about special education evaluation and programs can be found on the district's Web site.**

## STUDENT ASSISTANCE PROGRAM (SAP)

SAP is a state mandated program developed to assist students. In doing so, school staff members, agency personnel, parents, and the students themselves, work collaboratively to ultimately reduce barriers to learning. These students may be at risk due to drug and alcohol, behavioral, mental health, or other issues. SAP is an intervention program, not an in-school treatment program.

SAP team members include teachers, counselors, administrators, the school nurse, and contracted agency personnel. Referrals for the team's review typically come from school staff, parents, and peers. However, students are encouraged to refer themselves as well.

### **Student Assistance Program Mission Statement**

SASD recognizes students are subject to a variety of internal and external pressures. The mission of our Student Assistance Program (SAP) is to identify at-risk students through referrals and intervene in an effort to promote achievement and academic success. We seek to promote healthy, safe and substance free lifestyles by connecting these students and their families with appropriate school based or community resources.

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.

## TRANSFER / WITHDRAWAL FROM SCHOOL

The Parent/Guardian must complete a withdraw form which can be obtained from the District Office or the School Office. The withdraw form from the parent/guardian must be presented to the student's counselor at least two days before the student intends to leave the Souderton Area School District. The request shall include the reason for leaving and the student's new address.

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

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

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

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

## WORKING PAPERS

Students 14 to 17 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 8:15a.m. to 3:30p.m. No appointments necessary. If you have any questions, please contact registration at 215-723-6061.

# TECHNOLOGY

## 1-TO-1 COMPUTING

Souderton Area School District has a 1-to-1 computing program for all students. Please review the related documentation and agreements on the 1-to-1 Web page at <https://www.soudertonsd.org/students-families/school-to-family-connection-tools/1-to-1>

## CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

Souderton Area School District complies with the Children's Online Privacy Protection Act (COPPA). For important information regarding students' use of online educational services, please see the COPPA Web page - [www.soudertonsd.org/parents-students/sasd-next/COPPA](http://www.soudertonsd.org/parents-students/sasd-next/COPPA).

## CONSENT FOR USE OF STUDENT IMAGE AND/OR STUDENT WORK

### **USE OF STUDENT IMAGES**

On occasion the school district will photograph or videotape students for general educational purposes and for news items distributed to the media. Digital photos may also be taken of student activities and placed on the district Web site. If you permit a photograph or videotape image of your child to be placed in district publications, on the district Web Site or on district's cable channel, please check "yes" on the image permission form sent home to all parents, and return this

form to your school. If you do not want images of your child to appear in various media please check “no” next to the appropriate option. The permission/refusal will be in place for your child’s school career unless you notify the school district otherwise.

### **USE OF STUDENT WORK**

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

### **DISTRICT INTERNET POLICY**

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

Student’s use of the Internet is governed by the District’s Board Policy [815.1 Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems.](#)

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

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

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

#### **Access to the System:**

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

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

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

#### **Student Rights:**

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

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



In the event there is a claim of a user's 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 they are not using the system. Immediately disclose to their teacher or the Supervisor of Technology inadvertent access to inappropriate materials.

**Personal Safety:**

- Users will not post personal contact information about themselves or other people. In other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to

invade privacy. Additionally, the user may not disclose, use, or disseminate personal information of other students or employees.

- Users will promptly disclose to their teacher or the Supervisor of Technology any message they receive that is inappropriate or makes them feel uncomfortable.
- Student users will agree not to meet with someone they have met online.
- Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

### **Illegal Activities:**

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

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

### **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.

## **ELECTRONIC DEVICES**

### **ELEMENTARY & MIDDLE SCHOOL**

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

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

**1st Offense** - Phone confiscation, student receives phone at the end of the day.

**2nd Offense** - Phone confiscation, parent picks up phone.

**3rd Offense** - Phone confiscation, parent picks up phone/student leaves phone in office for entire day, administrative consequence using a progressive discipline structure.

### **HIGH SCHOOL**

Electronic devices including phones and headphones are not permitted during class, including 5<sup>th</sup> Block, unless otherwise stated by the teacher.

Headphones must not be visible during instructional time.

Acceptable use of these devices without stated permission is limited to the cafeteria, hallways during passing periods, and study halls.

Recording or picture taking is prohibited unless permission has been granted.

Some teachers will require the use of a phone caddy. Students are required to put the phone in the caddy as they enter the classroom.

Consequences:

1st Offense-Teacher verbal warning

2nd Offense-Teacher calls home

3rd Offense-Teacher detention

4th Offense-Admin detention

### STUDENT DEVICE REPLACEMENT

Devices and/or accessories provided by the District either not returned or returned damaged, are subject to a replacement cost per the terms of the Student/Parent Agreement for Mobile Device Use. Student Device Replacement Costs can be found at <https://www.soudertonsd.org/students-families/school-to-family-connection-tools/1-to-1>.

\*Payment can be made via cash or check at the school, or [online](#).

If you have any questions regarding student device replacement, please contact your child's school principal.

## TRANSPORTATION

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

**General Information:** Bus stops are located as conveniently as possible. Stops must be made at safe places and at a reasonable distance apart. Children are expected to conduct themselves in an orderly manner when riding the school buses. Bus drivers are responsible for managing student behavior while riding their buses. School administrators follow up on reported behavior problems and may discipline students according to established policies. Bus stops will be arranged in relation to the home of the children being transported and are subject to the safety considerations. **Non-bus children are not permitted on the bus.** Students are not permitted to ride any bus other than the one which they have been assigned without a note from their parents. This note should be taken to the office for a transfer slip which is then given to the bus driver.

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

### BUS PASSES

Parent written requests for bus passes must be presented in the Attendance/ Office on the day on which the request is to take place. If a student forgets their written request at home, the parent must bring in or fax another written request. A verbal request will not be honored. Please include a phone number where you can be contacted should the school have any questions.

### BUS REGULATIONS

Prior to/at Loading:

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

#### **While on the Bus:**

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

Riding other than your regularly assigned bus is discouraged by bus company officials. Permission to use another bus must be requested in writing by the parent and is then subject to approval by the bus company president and the School Principal or Assistant Principal. Any permission slips are to be submitted to the attendance office during morning homeroom. Students are permitted only TWO guests to ride home with them per day. For example, it is not permitted for 1 student to transport 5 or 6 students home to his/her party. **No student will be permitted to call for permission to ride another bus. A written note signed by a parent or adult guardian is the only acceptable form of permission.**

#### **School Bus Safety Tips for Parents and Children:**

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

#### **CONSEQUENCES OF VIOLATING BUS REGULATIONS:**

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

### TRANSPORTATION VIDEO & AUDIO MONITORING:

In accordance with the school district's Transportation Video/Audio Recording [Policy 810.2](#), all school buses and vehicles may be equipped with a video/audio recorder. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### QUESTIONS CONCERNING BUS TRANSPORTATION:

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

### CHILD CARE TRANSPORTATION

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

#### **Written request procedures:**

1. Parents must complete a **BUS STOP REQUEST FORM**, available from their child's school, the district office, and included in this handbook.
2. Request will be reviewed by elementary school personnel and forwarded to transportation director for a final decision.
3. Bus contractor and building principal will be notified of the transportation arrangements.
4. Parents will be notified of approval or disapproval.

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

## SAVA - VIRTUAL/ONLINE INSTRUCTION

Souderton Area Virtual Academy (SAVA) is Souderton Area School District's K-12 online learning program. SAVA students are registered with the District and all relevant guidelines from this handbook apply to SAVA students. Please see the [SAVA Website](#) at <https://www.soudertonsd.org/schools/sava> for information about the program.