

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

Name of Student: _____ School: _____ Grade: _____

Last First Middle

Name of Sibling: _____ School: _____ Grade: _____

Name of Sibling: _____ School: _____ Grade: _____

Name of Sibling: _____ School: _____ Grade: _____

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

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

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

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

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

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

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

Parent/Guardian Contact Numbers: Mom: Home _____ Work _____ Cell _____
 Dad: Home _____ Work _____ Cell _____

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



Dear Parent or Guardian:

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

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

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

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

Thank you.

Respectfully,

Frank T. Gallagher
Assistant Superintendent

PLEASE SIGN AND RETURN THIS FORM

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

Parent/Guardian Signature

Date

Child's Name (Last First Middle)

Room Number

DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES	
<p>III</p>	<p>Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, directed against persons or property, but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school or bus.</p> <p>These acts may be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts that are criminal (or illegal) will automatically be referred to the appropriate law enforcement officials.</p>	<p>Continuation of a LEVEL II misbehavior</p> <ul style="list-style-type: none"> *Fighting Gambling Leaving school without authority *Obscene behavior (including but not limited to mooning, shanking, wedging) Possession/use/transfer of fireworks or other explosive devices legal for sale under state law (including but not limited to "poppers," smoke/stink bombs, etc.) Possession or transfer (including intent to purchase) of propellants manufactured for self defense (those legal for over the counter sales) Reckless driving on school property Unlawful harassment Telephone pranks Theft/shoplifting Threats to others Throwing rocks or other harmful objects Vandalism Violation of District Computer/Internet Policy (Policy 815.1) 	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>The school officials may contact the law enforcement agency and assist in prosecuting the offender.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p>	<p>Charges under PA Criminal Code Counseling/referral for psychological evaluation Homebound instruction or alternative program In-school-suspension</p> <p>*Out-of-school suspension (not to exceed 10 days) Parent conference and/or hearing School probation Suspension of privileges Referral to outside agency Restitution of property and damages Restorative Practices Intervention Saturday detention Suspension of bus riding privilege (up to 1 semester).</p> <p>*Refers to mandatory discipline response</p>
<p>IV</p>	<p>Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like, which result in violence to another's person or property or which pose a direct threat to the safety of others in the school or bus.</p> <p>The acts are clearly criminal and/or are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of School Directors.</p>	<p>Continuation of a LEVEL III misbehavior</p> <ul style="list-style-type: none"> Ammunition Arson Assault Bomb threat or false alarm Deliberately striking a staff member Extortion False imprisonment False reporting Fighting Furnishing/selling (including intent to sell or furnish) any unauthorized substances (drugs, alcohol) Hazing (as defined in policy no. 247) Possession/use/transfer/under the influence (including intent to purchase) unauthorized substances (drugs, alcohol) Possession/use/transfer (including intent to sell/purchase) of weapons and/or look-alikes Possession/use/transfer (including intent to sell/purchase) of fireworks (those not legal for sale under State Law) Possession/use/transfer (including intent to sell/purchase) of propellants manufactured for self defense (those not legal for over the counter sale) Terroristic threats Theft/possessions/sale of stolen property Unlawful harassment Use of any propellant Vandalism Violation of District Computer/Internet Policy (Policy 815.1) 	<p>The administrator verifies the offense, confers with the staff involved, and meets with student.</p> <p>The student is immediately removed from the school environment.</p> <p>The parents are notified.</p> <p>The school officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for Board action.</p>	<p>Charges under PA Criminal Code or referral to the appropriate law enforcement agencies Counseling/referral for psychological evaluation Expulsion Other action which may result in appropriate placement, alternative school, parent hearing, restitution of property and damages.</p> <p>*Out-of-school suspension (not to exceed 10 days) Possible denial of privilege to participate in the graduation ceremony Refer to drug/alcohol policy and guidelines Referral to outside agency Restitution of property and damages Restorative Practices Intervention Saturday detention School probation Suspension of privileges</p> <p>*Refers to mandatory discipline response</p>

DISCIPLINARY STRUCTURE - STUDENT MISCONDUCT/RESPONSE GUIDELINE

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

Administrative detention
 Administrative/parent conference (person/phone)
 Behavioral contract
 Counseling
 Restorative Practices Intervention
 Saturday detention
 School probation
 Special assignment teacher detention
 Suspension of privileges
 Teacher/parent conference (person/phone)
 Temporary removal from class
 Verbal reprimand

After-school detention
 After-school work program
 Behavioral contract
 Charges under PA Criminal Code
 *Confiscation and refer to smoking policy
 Counseling/referral for psychological evaluation
 In-school suspension
 Out-of-school suspension (up to 5 days)
 Parent-teacher/parent-administrator conference
 Referral to outside agency
 Restorative Practices Intervention
 Saturday detention
 School probation
 Suspension of bus riding privilege (up to 5 days)
 Suspension of privileges
 Temporary removal from class

***Refers to mandatory discipline response**

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

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

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

SOUDERTON AREA SCHOOL DISTRICT

Dear Parents/Guardians:

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

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

Thank you.

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

Parent/Guardian Signature

Date

Child's Name:

LAST

FIRST

MIDDLE

ATTENDANCE REGULATIONS

A. Student Attendance:

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

1. **Personal illness**
2. **Quarantine of the individual or home**
3. **Death in the immediate family** (five days maximum)
4. **Exceptional urgent reasons or safety reasons** – must pertain to the individual student as determined by the principal or designee.
5. **Religious Holiday** – Upon written parental request, pupils may be excused for religious holidays observed by Bona Fide religious groups.
6. **Attendance of classes for religious instruction** – Upon prior written parental request, a public school pupil shall be excused from school in order to attend classes for religious instruction pursuant to Section 1546 of the Public School Code of 1988. The release form shall be limited to the total of not more than thirty-six (36) hours per school year. A pupil's absence from school for religious holidays or for religious instruction shall be recorded as an excused absence. A written confirmation must be provided to the public school that the student in fact participated in the religious instruction on the dates/times requested.
7. **Suspension from school**
8. **Required court appearance**
9. In the case of an **exceptional student**, where absence is caused by or directly related to the student's exceptionality.
10. **Health Care** – Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:
 - (a) The health or therapeutic services are to be rendered by Commonwealth-licensed practitioners.
 - (b) It is not practicable or possible for the pupil to receive the service outside of school hours.
 - (c) The time of necessary absence from school involves a minimum of interference with the pupil's regular program of study.

11. **Non-Immunized Children** – No child may be admitted or permitted to attend the public schools unless the child has received immunizations as required by the Department of Health at 28 Pa Code Chapter 23, Subchapter C (relating to immunization) or has received from the School District’s Superintendent a medical or religious exemption from immunization under 28 Pa Code Section 23.84 (relating to exemptions for immunizations). A child who has not received all doses of the required immunizations or has not been exempted for immunization, but who has received at least one (1) dose of each of the required immunizations, may be provisionally admitted and attend public school for a period of up to eight (8) months. Provisional admission or continued attendance shall be conditioned upon parents’ or guardians’ submission to the Superintendent of a plan for the pupil’s completion of the required immunization doses. The plan shall be revised by the school district at least every sixty (60) calendar days. If after eight (8) months the child has not received all immunizations, the child thereafter may **not** be further permitted to or be permitted attend the public schools until all doses have been received. Absences resulting from a parent’s or guardian’s failure to obtain proper immunization for his or her child will be deemed unlawful and subject to corresponding punitive measures.
12. **Tutorial work** – Upon written parental request, and with approval of the principal, a pupil may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district’s curricula only if the following requirements are met:
 - a. The excusal does not preclude satisfactory completion of the pupil’s regular program of study.
 - b. The qualifications of the instructor are approved by the district’s Superintendent.
 - c. Any additional conditions for excusal that are deemed reasonable within the sound discretion of the Superintendent.
13. Those students in an approved program for **Homebound Instruction**.
14. Those children who are less than eight (8) years of age or older than seventeen (17) years of age are **not subject to the compulsory attendance requirements**.
15. All **educational trips** with a family member or guardian must have prior approval of the Building Principal. Approval may be granted for requests for educational trips up to a *maximum of ten (10) school days per year*. Exceptions will be reviewed by the Superintendent on a case-by-case basis. Educational trips may not be approved if they conflict with finals, achievement tests, or other school events that the Superintendent deems attendance necessary. Only students in good academic and attendance standing will have trips/travel approved by the administration.

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

B. Absence Verification

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

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

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

D. Homebound Instruction

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

E. School-Sponsored Activities

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

F. Dismissal During School Hours

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

G. Lateness for School (Tardiness)

Any child who arrives after the scheduled starting time of school will be considered tardy. The student must report to the office. At that time, the student will be signed in at the office, and a class admission slip will be given to the pupil so that he/she may be admitted into the classroom. Consistent lateness to school because of personal illness may necessitate providing a medical excuse.

Tardiness to school for any reason other than those stated in the school policy will be marked unexcused. Total minutes tardy will be recorded and dealt with according to the policy.

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

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

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

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