



Dear Parent or Guardian:

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

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

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

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

**Please sign the slip below, detach, and return it to your child's principal. If you have more than one child, please return one response slip for each child.**

Thank you.

Respectfully,

Sharon Fuhrman  
Director of Pupil Services

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***PLEASE SIGN, DETACH AND RETURN THIS FORM***

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

Parent/Guardian Signature	Date		
Child's Name (Last    First    Middle)	Room Number		

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

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

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

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

**SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

SITUATIONAL CATEGORY	IMMEDIATE ACTION	PROCEDURES/ INVESTIGATION	NOTIFICATION MADE	DISPOSITION of SUBSTANCE	DISCIPLINARY RESPONSE/REHABILITATION
MEDICAL EMERGENCY which is drug, alcohol or mood altering substance related.	DIAL 911 Nurse and building administrator will be summoned immediately. Standard health and first aid procedures will be followed. If warranted, student will be transported to medical facility at parental expense.	Principal or his/her designee will investigate the incident which may include a search of the student, his/her locker, vehicle, or other possessions.  Nurse will prepare a written report.	Parent notified of incident.  Police notified.  Superintendent is notified by the principal.	Analysis will be made by police.	See appropriate situational category and 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>