
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

Student Services Report

Monday, March 03, 2008

Entity: Exeter Township SD

Address: 3650 Perkiomen Ave
Reading, PA 19606-2798

Phone:

Contact Name:

Organization Description

The Exeter Township School District serves the communities of Exeter Township and St. Lawrence Borough, located just east of Reading, PA. The district serves a geographic area of approximately 27 square miles, and includes just over 4400 students. We are growing at a rate of about 3-4% annually. We currently have one grade 9-12 high school, a junior high school serving grades 7 and 8, a middle school serving grades 5 and 6, and three K-4 buildings. A new elementary school is in the planning stages, with a completion date anticipated of September 2010. We currently employ approximately 330 professional staff members, and a large number of support staff, as well as 25 administrators. The Exeter Township School District is a suburban

district. About 16% of our students receive free or reduced price lunch, and about 16% of our students have a disability requiring an Individualized Education Program. An additional 4% have a Gifted Individual Education Program. Approximately 83% of our graduating seniors move on to post-secondary education. In addition to our academic program, we pride ourselves in having a strong extracurricular program, especially in athletics and the fine arts.

Core Purpose

Mission

The Exeter Township School District Community will provide differentiated learning opportunities in a safe, nurturing environment that will enable all students to fully develop their minds and their character to become successful, productive citizens in a constantly changing world.

Vision

The Exeter Township School District, in partnership with its community, will provide a safe and nurturing learning environment, uniting all diverse groups therein to provide the best resources and opportunities to assist students in reaching their full potential in both cognitive and affective domains.

Shared Values

We, the staff, parents, and community members of the Exeter Township School District share these common beliefs:

- All children can learn, given appropriate time, instruction, and access to resources necessary to meet their individual needs.
- Education is a shared responsibility dependent upon strong alliances, open communication and collaboration among students, school personnel, and parents/guardians. We are all accountable for student learning, and fostering the development of personal responsibility in students.
- Our schools should be inclusive learning communities in which all students are provided a safe environment and challenged to realize their full potential in the areas of academic, social, and character development.
- Our schools should be a vital part of our community. Our citizens should feel pride in our school system, and they should know they are valued for their contributions to our schools.
- Our curriculum must reflect what our children should know and be able to do in order to become successful people and contributing members of society.
- An effective balance and interdependence must exist among the written curriculum, instruction in the classroom, and assessment for, and of learning.

Current Student Services

Service	Comment
Crisis Intervention Flight Team	Trained to assist staff and students in times of acute crises in the district and throughout the county.
Bullying Prevention Program	Used in all schools to teach students respect, kindness, dignity, and acceptance.
Student Assistance Program	Designed to identify and assist students at risk academically, behaviorally, and with substance abuse.
Response to Intervention	Provides for early identification of factors that impede learning, and provides research based instruction and monitoring through frequent assessment and data analysis.
Title 1	Provides reading support to student who are below proficient in schools that qualify.
DARE Program	Provides education and refusal tools to students to help them avoid

	drugs, alcohol and tobacco.
Summer School Program	Assists in skill development and maintenance in elementary and secondary schools, and also provides credit make-up opportunities to high school students.
Orientation for new students	Assists in the ease of transitions
Academic Counseling	Assists students in course selection, determines appropriate placement, matches various styles of learning to appropriate instruction
Student Evaluation	Monitor student performance and progress and to develop a plan for student success
Health Evaluation	Periodic appraisals to monitor normal development and to determine absence of disease
Attendance Monitoring	Attendance patterns are reviewed and interventions are initiated when concerns arise
Career Development	Aids students in developing appropriate postsecondary plans through individual and/or group counseling and instruction in the use of technology-assisted career exploration
Wellness	Initiates and promotes programs to develop positive coping skills and support healthy behaviors.
Placement Services	Regular education scheduling, special education programs, Title I, homebound instruction, alternative education, specialized tutoring, Chapter 15 services,
Assessment Services	Interviews, observation, testing and surveys to identify strengths and weaknesses and to determine appropriate interventions and services
Counseling	Personal and social development, educational planning, coping with specific life situations
Community Outreach Services	When needs of a student extend beyond the available services of the school, the school contacts and brings the appropriate services to the student from within the community
Consultation	To advise in the areas of curriculum development, instructional processes, human growth and development, learning and behavior issues, and other emerging issues
Case Management	To coordinate services for each student to optimize his/her potential for success in school and in life
Home/Family/School Communication	To facilitate communication and coordination between home and school through such activities as parent conferences, LetterGrade, Connect-Ed, and workshop/information sessions
Staff Development	To bring to staff the most current information in their field and to provide opportunities to share their expertise with other staff
Parent Education	To promote student progress by informing parents about the parental role in student success

Needs Assessment

The needs assessment is conducted through monthly student services meetings, coordinated by the Supervisor of Student Services, with input from psychologists, social worker, counselors, special education administrators, principals and teachers. Surveys are utilized in each secondary school regarding perceived student need for specific services regarding problems they may be

experiencing. Problems uncovered are addressed as they are uncovered through the appropriate channel within the Student Services Department. The current focus is on the career education work standards. K-12 curriculum is being rewritten to align the work standards to daily instruction. Training is ongoing on a new computer-assisted career program to develop the 8th grade portfolio. Personnel and resource materials have been requested in the budget process.

School nurses meet on early dismissal days to discuss needs in the health department. Personnel and resource materials have been requested in the budget process. Preventive measures on health-related issues need to be written and communicated to students, parents, and staff.

Action Plan - Narratives

Developmental Services

Counseling

Counselors will conduct orientation programs for students in the transition grades - 4th to 5th, 6th to 7th, 8th to 9th. Summer sessions for parents, including tours of the building will be a part of these sessions.

Counselors will revise the guidance curriculum to align with the state work standards and research programs for all grades K-12.

Health

School nurses will refine the annual community Health Fair to offer more informational sessions on school health-related issues.

Psychology

School psychologists will provide psychological counseling for exceptional students who have been identified as requiring such related services as part of their IEPs. They will communicate with parents and participate in IEP meetings where their psychological services are to be discussed.

Social Work

The social worker will work with students identified through the classroom teacher on pro-social skills.

Diagnostic, Intervention and Referral Services

Counseling

Counselors will develop a community resource guide providing comprehensive information on services available through public and private agencies within the area and refer to community specialists as needed.

Health

School nurses will participate in countywide health programs. They will identify students who require services and contact parents for written permission for participation.

Psychology

School psychologists will facilitate a staff inservice program on Response to Intervention. They will obtain a speaker with expertise in the topic of RTI and prepare and disseminate information on the program.

Social Work

The social worker will work with the district in promoting a program for positive school climate.

Consultation and Coordination Services

Counseling

Counselors will analyze standardized tests, such as PSSA, PSAT, SAT, WIDA Access; summarize data, and propose recommendations for remedial services to improve results in the future.

Health

School nurses will consult with secondary health teachers and elementary classroom teachers on content and delivery of health-related lessons. The Certified School Nurses will participate in occasional lessons within the health classroom or regular classroom as needed. They will support health education according to the district's health curriculum K-12 and provide health counseling to staff, students, and parents. School nurses will also work with food services to ensure healthy nutrition and hygiene.

Psychology

School psychologists will prepare a plan of time and task management to make the most effective use of their services.

Social Work

The school social worker will continue to enhance programs to increase and strengthen community involvement and support.

Student Assistance Program

The Student Assistance Program identifies students who are having problems and refers them for help. The heart of the program is a Student Assistance Core team, which is a group of school personnel who are specially trained to work with these students.

Students come to the SAP team in different ways. Those who violate the school's substance abuse policy are automatically referred to the team. While some are referred by teachers and other school personnel, it is not unusual for a student to refer him/herself. Students can also be referred by a friend or parent.

Once a referral is made, it is assigned to a case manager who reviews the file, observes and speaks to the student, talks to teachers, parents, and others to make recommendations for intervention and/or referral. In the elementary school, a Child Study team meeting may be called to create an action plan. The content of all counseling sessions is held in the strictest confidence. The only exception is when the issue/problem is life threatening or involving criminal activities. The SAP team will identify at-risk students having problems due to alcohol or drug use, depression, or other mental health problems and intervene and refer those students to appropriate in-school or community services.

The SAP team has been trained in the signs and symptoms of drug/alcohol abuse and mental health concerns. They annually provide inservice training for staff on these signs and symptoms and the referral process.

Communication

Information about educational opportunities are provided to students and parents in a variety of ways:

- Soaring Eagle Course of Study Guide
- District Website
- District Newsletter
- Mailings
- Parent Forum (held quarterly)
- APT (held monthly)
- School Calendar
- Guidance website at the high school.
- Connect-Ed

Parents are encouraged to communicate with guidance counselors and classroom teachers.

Career information is provided to students and parents at the summer orientation at the high school. The School-To-Career Program (shadowing and co-op) is explained. Students meet with counselors to request opportunities which are provided on an ongoing basis throughout the year for students in grades 9-12. Co-op (internship) opportunities are offered to seniors in good standing. Students complete an interest inventory to see what their career interests are. Ninth

grade students annually visit the career center and local colleges.

Nurses communicate regularly with parents on health needs. BMI letters are sent every year. Health screenings are performed annually in the appropriate grades and results are sent to parents. Phone calls are made on an as needed basis.

All communication is done annually or more often if needed.

Action Plan

Strategic Planning Process

The Strategic Planning Process for the Exeter Township School District has been a collaborative effort that has spanned nearly a full school year, and has involved more than 80 administrators, school board members, teachers, parents, and community members. Each of those members was part of the overall Steering Committee, as well as a subcommittee, which reflected their interest. All professional staff were invited to participate, and teachers representing each school were selected by their peers. Members of the Professional Education sub-committee were Board-approved and represented the appropriate levels of education and community and parent involvement. District administrators headed sub-committees that collaboratively developed the plans, such as Professional Education, Induction, Technology, Chapter 4, Student Services, and Special Education, while the entire Steering Committee worked in both large and small groups to develop the Goals, Mission Statement, Vision Statement, Shared Values, and Organizational Description.

Strategic Planning Committee

Name	Affiliation	Membership Category	Appointed By
Beverly Martin	Exeter Township School District	Administrator	Superintendent
Debra Jimski	Exeter Township School District	Parent	Superintendent
Karen Williams	Lorane Elementary School	Elementary School Teacher	Teachers and School Board
Kristine Schmidt	ML Lausch Elementary School	Elementary School Teacher	Teachers and School Board
Linda Misterkiewicz	Exeter Township School District	Administrator	Superintendent
Linda Waterbury	Exeter Township School District	Community Representative	Superintendent
Lois Drumheller	Exeter Township School District	Administrator	Superintendent
Pamela Wetzel	Exeter Township Senior High School	Secondary School Teacher	Teachers and School Board

Assurance for the Collection, Maintenance, and Dissemination of Student Records

By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 PA Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to ra-chapter12@state.pa.us).

The Local Education Agency (LEA) assures the following:

- The LEA has a local plan, including policies and procedures, in place for the collection,

maintenance, and dissemination of student records in compliance with §12.31(a) and §12.32

- The plan shall be maintained in compliance with §12.31(b) and made available to PDE in compliance with §12.31(c)

Assurance for the Operation of Student Services and Programs

By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 PA Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to ra-chapter12@state.pa.us).

The Local Education Agency (LEA) assures that there are local policies and procedures in place that address:

- Free Education and Attendance (in compliance with §12.1)
- School Rules (in compliance with §12.3)
- Discrimination (in compliance with §12.4)
- Corporal Punishment (in compliance with §12.5)
- Exclusion from School, Classes, Hearings (in compliance with §12.6, §12.7, §12.8)
- Freedom of Expression (in compliance with §12.9)
- Flag Salute and Pledge of Allegiance (in compliance with §12.10)
- Hair and Dress (in compliance with §12.11)
- Confidential Communications (in compliance with §12.12)
- Searches (in compliance with §12.14)
- Emergency Care and Administration of Medication and Treatment (in compliance with 35 P.S. §§ 780-101 - 780-144)

The LEA acknowledges that the above policies shall be maintained locally and be made available to the public upon request. The policies are not to be submitted to the Commonwealth except upon specific request by PDE.

In addition, the LEA assures the following:

- The Student Services Report complies with §12.41(b), §12.41(c), and §12.42 (consistent with the Early Intervention Services System Act (11 P.S. §§875-101 - 875-503))
- Consistent with §445 of the General Education Provisions Act (20 U.S.C.A. §1232h), parents or guardians are informed regarding individual survey student assessments and provided a process for refusal to participate (in compliance with §12.41(d))
- Persons delivering student services shall be specifically licensed or certified as required by statute or regulation (in compliance with §12.41(e))