

EXETER TOWNSHIP SCHOOL DISTRICT ELEMENTARY HANDBOOK

for Parents, Guardians, & Students
2019-2020 Edition

Jacksonwald Elementary School

- Principal: Mrs. Renee Mosser
- Email: JKDinfo@exetersd.org
- Telephone: (610) 779-1820
- Website: <https://www.exeter.k12.pa.us/Domain/531>
- Attendance: jkdattendance@exetersd.org

Lorane Elementary School

- Principal: Mr. Edward Isselmann
- Email: LORinfo@exetersd.org
- Telephone: (610) 582-8608
- Website: <https://www.exeter.k12.pa.us/Domain/391>
- Attendance: lorattendance@exetersd.org

Owatin Creek Elementary School

- Principal: Dr. Christy Haller
- Email: OCinfo@exetersd.org
- Telephone: (610) 406-4580
- Website: <https://www.exeter.k12.pa.us/Domain/452>
- Attendance: owcattendance@exetersd.org

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BOARD OF SCHOOL DIRECTORS

President:	Dr. David Hemberger
Vice-President:	James Brady, Jr.
Members:	Hunter Ahrens Jerry Geleff Michael Jupina Dr. Sharon McLendon Patricia O'Brien-Pieja Michele Stratton Allison Wilson
Secretary:	Anne Guydish
Treasurer:	Alana Panzer
Solicitor:	Sweet, Stevens, Katz & Williams LLP

ADMINISTRATION DIRECTORY

District administrative personnel are located in the Lausch Administration Building located at 200 Elm Street, Reading, PA 19606. Daily office hours are 8:00am - 4:30pm.

Phone: (610) 779-0700 Fax: (610) 779-7104 [Website: www.exetersd.org](http://www.exetersd.org)

Superintendent:	Dr. Robert Phillips
Confidential Secretary:	Donna Napoli
Assistant Superintendent:	Dr. Patrick Winters
Confidential Secretary:	MaryAnn Gibney
Supervisor of Literacy & ESL:	TBD
Supervisor of Math & STEM Education:	TBD
K-12 Literacy Coach:	Karen DeNunzio
Director of Finance & Support Services:	Anne Guydish
Confidential Secretary:	Karen Greb
Assistant Business Manager:	Alana Panzer
Business Office Secretaries:	Kathy Casantini, Cindy Weilacher, Barb Creal, Sue Kopecky, & Donna Jean Smith
Director of Human Resources:	Christine Wheelen
Confidential Secretary:	Lauri Barr
Supervisor of Human Resources:	Diane Scornavacchi
Director of Pupil Services:	Dr. Suzanne Miller
Pupil Services Secretary:	Kathy Kardoley
Supervisor of Elementary Special Ed:	Victoria Willier
Supervisor of Secondary Special Ed:	Jillian Brodhead

Access Coordinator/PASA Facilitator:	Nikki Linfoot
Special Ed Department Secretaries:	Caroline Bastian & Marianne Vanselous
Special Ed Office Phone Number:	(610) 779-7102
Supervisor of Instructional Technology:	Joseph Way
Instructional Technology Specialists:	Dan Wilchek & Missy Dow
Technology Support Specialists:	John McElwee, Sheldon Martin, Shawn Pauley, Joe Calamita, Jon Durand, Wendy Savidge, Rob Sickler & Chris Moyer
Director of Facilities:	Robert Prezuhy
Custodial Supervisor:	Eric Orsag
Facilities Department Phone Number:	(610) 779-0700 x1060
Athletic Director:	Thomas Legath
Supervisor of Transportation:	Rick Wegman
Assistant Supervisor of Transportation:	Benjamin Bernhart
Transportation Office Phone Number:	(610) 779-0410
Supervisor of Food Services:	Jennifer Wilinsky
Food Services Department Secretaries:	Linda Collier & Tracy Lis

ELEMENTARY PRINCIPALS' FORWARD

The Exeter Township School District recognizes that each student is a unique individual. We are dedicated to meeting the needs of the whole child while encouraging all students to reach their fullest potential. We believe that individuals differ in their capacities, interests, needs/aptitudes, and that our program must provide for these individual differences through a balanced curriculum.

The Elementary Handbook has been developed to provide parents/guardians and students with important information about the policies and procedures concerning the day-to-day operation of the elementary schools. This booklet should be read by students, parents/guardians, and employees and be kept for reference to become familiar with the procedures of school life. It is dedicated to the spirit of service and in the hope that all may contribute something to greater and better elementary schools.

**EXETER TOWNSHIP SCHOOL DISTRICT
BUILDING DIRECTORY**

REIFFTON SCHOOL

4355 Dunham Drive
Reading, PA 19606
Phone: (610) 779-7640 Fax: (610) 779-6995
Phone: (610) 779-7640 to Report a Student Absent
Principal: Gregory T. Fries, Ed.D.
Assistant Principal: TBD
Secretaries: Gina Rousseau & Eileen Malone
School Counselors: Kate Atkinson & Autumn
Rheume
Nurse: Tammy Hughes

JUNIOR HIGH SCHOOL

151 East 39th Street
Reading, PA 19606
Phone: (610) 779-3320 Fax: (610) 370-0678
Principal: Eric P. Flamm
Assistant Principal: Joseph Alcaro
Secretaries: Cindy Fox & Nancy Barrasso
School Counselors: Kim Shaw & Sierra Calaman
Nurse: Sherri Magazzu

SENIOR HIGH SCHOOL

201 East 37th Street
Reading, PA 19606
Phone: (610) 779-3060 Fax: (610) 370-0518
Principal: Thomas Campbell
Asst Principals: Jason Deane &
Margaret D. Wright, Ed.D
Secretaries: Deb Poznanski, Patti Suruskie, &
Laurie Zeiber
School Counselors: Andrea Freese,
Owen Jones, Ashley Rosa, Nikki Daub, &
Bryan LeFever
Nurse: Therese Knabb

OWATIN CREEK ELEMENTARY SCHOOL

5000 Boyertown Pike
Reading, PA 19606
Phone: (610) 406-4580 Fax: (610) 898-0910
Phone: (610) 406-4580 to Report a Student Absent
Principal: Christy Haller
Secretaries: Andrea Williams & Karla Tryon
School Counselor: Diana Ricci
Nurse: Susan Templin

JACKSONWALD ELEMENTARY SCHOOL

100 Church Lane Road
Reading, PA 19606
Phone: (610) 779-1820 Fax: (610) 779-8844
Phone: (610) 779-1820 to Report a Student Absent
Principal: Renee Mosser
Secretaries: Marybeth Eckenroth & Paige Casner
School Counselor: Cindy Strano
Nurse: Kathy Blume

LORANE ELEMENTARY SCHOOL

699 Rittenhouse Drive
Reading, PA 19606
Phone: (610) 582-8608 Fax: (610) 582-4225
Phone: (610) 582-8608 to Report a Student Absent
Principal: Edward (Ted) Isselmann
Secretaries: Jen Hemstreet & Bonnie Blankenstein
School Counselor: Emily Seeberger
Nurse: Jocelyn Gierlich

GENERAL INFORMATION

Daily Schedule

Main Office Hours 8:15am - 4:15pm
School Hours 8:50am - 3:40pm

Communication with Your School

The best time to contact your child's teacher is between 8:20 and 8:50am. Messages for teachers can be left on voicemail, email, or with the office secretary. If you would like to meet with a teacher, please schedule a time. Important information about upcoming events are communicated with our families via phone messages, email, the [ETSD Calendar](#) and fliers.

Emergency Closing of School

If during inclement weather it is determined that safe travel on the township roads cannot be guaranteed, schools will open late, dismiss early, or be closed. In most cases, this decision is made by 6:00am. Parents/guardians and staff will be informed through the:

- [ETSD Phone and Email Messaging System](#)
- [ETSD Website](#)
- [ETSD Mobile App](#)
- Radio Stations: WEEU 830 AM, WEST 1400 AM, WRAW 1340 AM, 96.1 FM, 105.1 FM, 100.7 FM, and WRFY 102.5 FM.
- Television Stations: NBC Channel 10, WPVI Channel 6, WFMZ Channel 69, and Channel 20 on Service Electric

Please do not call your child's school or the administration building, as lines must be open for emergencies.

Student Information

All parents/guardians will be asked to give updated information at the beginning of each school year. It is the parent's/guardian's responsibility to update this information as necessary throughout the school year. Information must be updated using Skyward [Family Access](#) Portal. Updated information is critical in the event of an emergency.

Safety Drills

Safety drills are conducted throughout the year so that students and staff are prepared in the event of an emergency. Students are taught the appropriate procedures for various emergency situations. The Exeter Township Police Department provides support and guidance during the planning and implementation process.

School Security

The [Raptor Visitor Management System](#) is being used in all schools. This will require all parents/visitors to have a driver's license scanned in the main office. A photo ID badge will be produced and needs to be worn during the visit.

Cumulative Records

The school has a cumulative record folder for each child. The accumulated data is used to better understand the child so that necessary adjustments can be made in the instructional program to meet the needs of each child. This material is confidential and may be reviewed by parents/guardians upon request to the building principal or school counselor. After a request is received, an appointment will be arranged to review the records.

Disclosure of Personal Information

Please refer to Page 24 of the [Code of Student Conduct](#) to review to whom personal information may be released without parent or guardian consent. The Code of Student Conduct is located on each school's web page.

School Counseling

The three elementary schools in the district are each served by a full-time school counselor. Students and families are invited to discuss educational and personal concerns of their children with the school counselors. The school counselor may work with students individually, in small groups, and in the classroom setting. The school counselor also supports teachers and administration in working with students.

Child Custody Information

Please inform the school and provide copies of court orders and custody arrangements. Court orders are the only directives with legal standing under Pennsylvania law. The copies of the court orders must be complete and current. Please note that it is our duty to follow the custody agreement and not to interpret the judge's intentions.

Registration of Pre-Kindergarten Children Entering Kindergarten

Children must be five years old prior to September 1 to be eligible to start Kindergarten. Enrollment into Kindergarten is open to every child in the Exeter Township School District. The Pre-Kindergarten Visit is held in the Spring for the purpose of familiarizing the child and parent/guardian with the school and staff members.

Enrolling Children in School

If you know of a new family, please share this information with them in order to help them get settled and to feel welcome in the community. All registration information can be found on the [ETSD Website](#). For questions regarding the registration process or questions regarding Skyward, please contact Jessica Smith at (610) 779-0700 x1341 or by email at jrsmith@exetersd.org. For parents/guardians who do not have access to a computer/SmartPhone/tablet or a local library, a one-hour appointment time may be requested to complete the application using one of our registration stations in the Lausch

Administration Building. An appointment can be scheduled [here](#).

Child Care

There are many child care providers in our area. In addition, Berks County Intermediate Unit (BCIU) 14 operates programs for before and after school care at the Jacksonwald and Lorane Elementary Schools. This program is available to all K-6 students enrolled in the Exeter Township School District. For more information, please contact the BCIU at (610) 987-8431.

Click [the link](#) to print and complete the request for a bus change due to child care needs.

Procedures for Change of Residency

Inform the school office as soon as you know that you are moving to a new residence.

Moving Within the District

- Complete the process where your youngest child is enrolled.
- Complete a [Residence Change Form](#).
- Provide [two new proofs of residency](#).
- Once submitted, updates will be made and transportation will be adjusted as necessary.

Moving Outside of the District

- Email or call the school and provide the office personnel with the following:
 - Name, address, and phone number of the new school
 - The last day that your child will be attending our school
- A withdrawal form will be sent home for your completion.
- Register your child with their new school district.
- All cumulative records will be forwarded to the new school district upon their request.

Any family who changes residence during the school year must report the change to the school office. If a student moves out of Exeter Township School District at any time during the school year, that student may no longer attend any Exeter School.

Photographs/Videos and Recording of Student Activities

In order to conduct an effective public relations program, Exeter Township School District shares news about activities and events that occur within the schools. To do this, names and photos of students might be placed in District publications. In addition, names, photos, and video images could appear in the local media. Respecting the right to privacy, parents/guardians are asked to notify the student's school office if there are any objections to their child's name, photo, or video image appearing in District publications (including the web site) or in the local media. For a parent to deny permission, any time during the school year, written denial of permission can be provided by the parent or guardian.

Lost Or Damaged Books

Students may be assessed a fee to replace lost or damaged textbooks, library books, or other educational materials.

PARENT & COMMUNITY INVOLVEMENT

Parent & Community Involvement

The role of parents/guardians in their child's education is crucial, and the elementary schools encourage your active participation in our school community. There are a number of ways to become involved in your child's school life (i.e. attending parent conferences, involvement with the home/school association groups, chaperoning field trips, volunteering, etc.). We encourage parents/guardians, step-parents, legal guardians, grandparents, and/or siblings over the age of 18 to volunteer in our schools. Minor siblings and small children are not permitted to volunteer or attend classroom parties, field trips, or play day. Teachers may have to randomly choose parents/guardians if there are too many volunteers for the given activity or field trip. All volunteers, in accordance with [District Policy #916](#), must complete the required paperwork found on the Human Resources Page of the [ETSD Website](#).

Association of Parent/Guardians & Teachers (APT)

The Association of Parents/Guardians and Teachers is made up of parents/guardians, family members, teachers, and administrators representing all of Exeter Township School District schools. All parents/guardians and staff members are encouraged to actively participate in APT projects. APT sends information home throughout the school year. The names and phone numbers of the APT officers at each school are made available through special notices sent home with students at the start of the school year.

Classroom Birthday Parties

Due to food allergies, we do not allow birthday treats from outside of school. The District offers a [List of Birthday Treats](#) available for purchase. Order forms can be printed at home, or one can be requested from the school. A check or cash can be sent in to school with your child prior to the date requested. Birthday invitations may only be distributed if there is one invitation for each student in the classroom.

School/Classroom Visitations

Parents and guardians are always welcome to visit their child's school. Arrangements for these visits should be made at least five days in advance by contacting the building principal. All visitors must register in the school office immediately upon entering the building. Visitors must have a valid driver's license to be scanned in the main office. Scheduled classroom visit provisions are as follows:

- Visits are limited to 40 minutes in one location and not more than 80 minutes in one day.

- Visits will be confirmed with you through the school office.
- No individual except the person requesting the visit may come for the visit.
- Note taking, audio, or video recordings is prohibited.
- Discussions about the visitation are limited to discussions with the teacher/principal and your immediate family. Please feel free to ask questions. This may clarify an issue(s), so you are better informed in discussing your visit at home. This is a legal issue, as well as an issue of common respect for all parties that are part of a classroom or school.
- Building principals and teachers can place other requirements on the visitor in order to assure as little disruption to the educational program as possible. Security for the classroom and school may also dictate changes from the requirements noted.

Recess

Students have a 20-minute play period each day. Depending on the weather, this can occur indoors or outdoors. Outdoor play periods will occur when the real feel temperature is above 21 degrees; however, when colder than 32 degrees, the time frame can be shortened. When the weather is satisfactory, a note must be presented for students to stay indoors during the play period. All students may be required to remain indoors during extremely cold or damp weather. All students are encouraged to participate in outdoor recess. Students who refuse to play safely or exhibit rough behaviors will have time out during the play period. Chronic misbehavior will be referred to the principal for further action.

ACADEMICS

Back to School Night

At the start of the school year, Back to School Nights are held in each elementary building. All parents/guardians are encouraged to visit the school on this evening and meet your child's teacher, who will explain his/her plans for the coming school year. The building principal, reading specialist, school counselor, intervention specialist, librarian, art, music, and physical education teachers may also meet with the parents/guardians to discuss their role in the educational process.

Progress Reports

Student progress is reported to parents/guardians through the use of progress reports and parent conferences. Elementary progress reports are issued four times a year – November, February, April, and June. They are prepared by teachers to inform parents/guardians of their child's progress in academic subjects, work and study habits, attendance record, and personal/social development. The 1st Quarter progress report will be distributed to parents at the November conference for students in Kindergarten through Grade 4. A progress report will be issued for a new student only after they have been in attendance for at least 20 school days.

Response to Instruction & Intervention (RtII)

Response to Instruction and Intervention is designed to address the needs of students by providing intensive instruction before children begin to fail. The overarching goal of RtII is to improve student achievement. Research-based interventions are matched to the instructional needs and levels of each student.

Non-Negotiable Writing Rules

Within all Exeter Township School District Grade 3-12 classrooms, students are held accountable by following grade-specific rules for basic editing prior to work submission. These simple rules of writing mechanics and grammar build from year to year with the most basic ones focused on in Grade 3, which are as follows:

- Capitalize the first word of every sentence and “I”.
- Punctuate the end of each sentence.
- Use legible handwriting with proper spacing.

Should a student choose to hand in an assignment with any of these basic errors, the paper will be handed back and remain ungraded until these corrections are made.

It is at the discretion of each teacher when to assign these Non-Negotiable Writing Rules to written work.

Homework Guidelines

Students are expected to complete all homework assignments on time. The educational team will make recommendations to families of students who have a chronic problem completing homework assignments.

Field Trips

The purpose of a field trip is to see firsthand and face-to-face some of the things and places studied during the school year. Parents must complete a field trip permission slip. A student is not permitted to go on the trip without this completed form. If a student does not bring in a permission slip, he/she will remain at school instead of participating in the field trip. Listed below are the guidelines for all elementary field trips:

- Students must observe all school conduct rules on the bus and during the field trip.
- During the field trip, students must stay with their group and follow all rules.
- Students should dress appropriately for the field trip. Weather conditions should be taken into consideration when deciding what the student should wear.

Technology

The Exeter Township School District Board of School Directors supports the use of technology in the District's instructional program in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration in a safe and effective manner that complies with the law, regulations, and our mission as a public school. For more information, see [District Policy #815](#).

ATTENDANCE PROCEDURES

In accordance with the Department of Education and the Berks Initiative for School Attendance, the following guidelines will be used to record school attendance:

- Excused Absence (E) - A student absence for which the parent has provided a written excuse within five school days for one of the following reasons:
 - Student illness
 - Quarantine
 - Death in the family
 - Religious holiday (advance request only)
 - Educational tour or trip (advance request only)
- Unexcused Absence (UA) - A student absence for which an approved explanation has not been submitted within five school days.
- Truant (Tr) - A student having three or more school days of unexcused absence within the school year.

In the event a student becomes habitually truant, a meeting will be scheduled with the parent/guardian to support improved attendance. If truancy continues, the parent/student will be cited for habitual truancy and referred to the proper county agencies for violation of compulsory attendance laws.

Reporting a Child's Absence

Parents/guardians are required to call the attendance voicemail number to report a child's absence from school prior to 9:30am on the day of the absence. The phone call must be followed up with a [Written Excuse Form](#) from a parent/guardian submitted within five school days after the last day of absence. Email excuses are acceptable. At any time that the school is unaware of a reason for a child's absence, a call may be made to the home to verify the child's absence. Failure to provide a written excuse for absences will result in the student receiving an unexcused absence, which further results in disciplinary consequences and possible fines (PA Public School Code, Section 1333).

Excessive Absences

The school will require a doctor's note for the following:

1. The student is absent for three or more consecutive days.
2. The student is absent for more than 10 cumulative days in one school year.
3. Approved Educational Trips count towards the 10 cumulative days described above.

Educational Trips

District policy states that a parent/guardian must make a written application on [this form](#) at least five days prior to the trip. The principal will grant final permission based on the student's attendance record, student's previous trips, the educational value of the trip, and teacher recommendations. No student may spend more than a total of five school days on approved educational trips in any given year. A student who is approved for an

educational trip is expected to make-up missed classroom work within five days of the conclusion of the trip. Parents may request work in advance or may have their child complete the work upon their return from the trip. If parents would like this work in advance, such a request must be made five days in advance of the trip. Failure of the student to complete make-up work may result in an incomplete for the grading period during which the trip was taken. The student may also be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account, when requested, within five days of returning to school will result in the absence being declared unexcused or unlawful.

Late Arrival & Early Dismissal

Any student who arrives after 9:00am is late to his/her homeroom. Students who arrive after this time must first report to the office and be signed in by a parent/guardian before being admitted to class. Students arriving after 12:15pm will be charged with a half day of absence. Students leaving before 12:15pm will be charged with a half day absence. Students who arrive after 9:00am but prior to 12:15pm or leave prior to 3:40pm will be charged with a “tardy or an “early dismissal”. Car problems, oversleeping, and personal reasons are not acceptable excuses for lateness and whether a student has a note or not, these reasons will be unlawful. Administration makes the determination as to whether or not the lateness will be excused or unlawful.

Early Dismissal Requests

Please do not ask to have a student dismissed early except for a genuine emergency. Appointments with a doctor or dentist will be honored, but parents/guardians should attempt to secure these during out of school hours. Parents/guardians should [notify the school office in writing](#) by 9:00am on the day of the requested early dismissal. Parents/guardians must come in to the office to sign out their child. Students will only be released to those persons listed on the Emergency Information Form on file in the school office. Personal identification may be requested by the office personnel.

STUDENT TRANSPORTATION

General Procedures

In the interest of safety and efficiency, the following procedures will take place relative to transportation of students to and from bus stops:

- Students will be picked up and dropped off only at the stops on the transportation schedule. No other stops will be created unless safety or population shifts dictate such a change.
- On occasion, a student may need to go home on a different bus. If you wish to have your child dropped off at a stop other than the place where he/she was picked up, the following shall take place:
 - Parents/guardians should notify the school office in writing by 9:00am on the day of the requested transportation change.

- o The note should include the first and last name of the student, **date of the requested change**, first and last name of the parent/guardian requesting the change, the signature of the parent/guardian requesting the change, and the bus route requested.
- Kindergarten and 1st Grade students must have someone to pick them up at their bus stop. If a responsible adult is not there to meet the bus, the student will be brought back to school and remain there until the parent picks him/her up. If you would prefer to have an older sibling (2nd Grade or above) accompany or pick up, you must complete the [Parental Consent Form](#) and send it in to school.

Request for Bus Change Due to Child Care

If special arrangements are needed for child care, parents/guardians must complete a [Request for Bus Change Due to Child Care Needs Form](#). No more than one different pick-up/drop-off stop will be approved. Transportation will only be provided within the elementary attendance zone where a child attends school.

Video Recording

Cameras with video and audio capabilities are installed on Exeter Township School District buses. The video/audio cameras are used to monitor student behavior in an effort to maintain safe and orderly school buses. For more information, see [District Policy #810.2](#).

Student Expectations

The bus stop and the school bus is considered an extension of the school. All rules and consequences that pertain to the school environment apply at the bus stop and on the school bus. The bus driver and/or the building principal will address inappropriate behavior. Consequences may range from a simple conversation with the bus driver to suspension from transportation privileges. Consequences will be determined by the building principal and be based upon the developmental level of the student as well as the severity and/or frequency of the infraction(s).

STUDENT RIGHTS AND RESPONSIBILITIES

Excellence in education cannot occur in the absence of an orderly instructional environment. In order to maintain a positive learning climate, school directors and administrators have established standards for student behavior. This Code of Student Conduct is published in an attempt to inform students and parents of rules and regulations, penalties for violations, and the rights and responsibilities of individuals within the system. It is hoped that familiarization with these standards and procedures will encourage parents and students to support the efforts of school personnel in maintaining a productive environment for learning. Parents/Guardians are asked to review the [Exeter Township School District Code of Student Conduct](#)

Student Discipline

The elementary teachers and staff, working together with the parents and guardians, want to make your elementary experience meaningful and rewarding. Following the guidelines listed below will help you to make positive school choices and allow you to have a successful and enjoyable time during your foundational years.

- Make yourself aware of all the rules, regulations, policies, and procedures for student behavior.
- Attend school daily and be punctual for all classes and activities.
- Be prepared for class and give conscientious effort in your class work.
- Make all necessary arrangements for making up work when absent from school.
- Respect the rights of other students.
- Respect the rights and authority of teachers, administrators, and all others involved in the educational process.
- Conduct yourself in a responsible manner anywhere in the school and in any school-sponsored activity.
- Refrain from using disrespectful, indecent, or obscene gestures and language.
- Dress and groom to meet fair standards of safety and health. Appearance should not be disruptive to the educational process.
- Exercise proper care of all school facilities, property, and equipment.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.

These guiding principles serve as the basic foundation for maintaining the self-discipline needed for behaving in a responsible manner.

Disciplinary Procedures

In the event that a discipline problem arises, the first attempt to resolve the problem will occur at the classroom level. If a student becomes a classroom management problem, the teacher will resolve the problem by first dealing with the student and contacting parents/guardians. If there is no resolution after these initial steps are taken, the teacher may write a disciplinary referral to the administration. The referral will be handled as fairly and firmly as possible.

Major Offenses

Offenses in this category may result in suspension and expulsion. These offenses include but are not limited to the following:

- Setting off false fire alarms
- Bullying
- Harassment
- Vandalism
- Terroristic threats
- Stink bombs
- Physical/verbal abuse of a staff member and/or student
- Assault
- Theft of property
- Bomb threats
- Drug/alcohol possession or use (See Drug and Alcohol Policy)

- Possession of a weapon: A weapon may be considered to be a knife or sharp instrument of any size such as a pen knife, nail file/clipper, gun (or look alike), or any other instrument deemed as a weapon by a school administrator.

Possession of Unauthorized Items

Student possession of laser pointers, electronic devices, cigarette lighters, matches, and other items deemed by the administration to have the potential to interfere with the orderly management of a school may result in disciplinary consequences including confiscation of the item. Confiscated items will be held in the principal's office, and parents/guardians can pick them up there during school hours. The building principal has the final authority to regulate any items that are a danger, distraction, offensive, or a general nuisance. Cell phones are permitted on school property but may not be used or turned on during normal school hours. Cell phones and electronic devices are prohibited during bus transportation.

Consequences for Violations

Consequences will be determined by the building principal and will be based upon the developmental level of the student as well as the severity and/or frequency of the infraction(s). A student who violates the Code of Student Conduct shall be subject to appropriate disciplinary action, which shall include one or more of the following:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom, or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

In addition to the rights provided by District policy and applicable law, students and parents/guardians may appeal disciplinary action believed to be inappropriate or unfair to the building principal in a timely manner.

Unlawful Harassment

The Exeter Township School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated. ETSD Board Policy prohibits all forms of unlawful harassment:

- [Unlawful Harassment - Pupils](#)
- [Unlawful Harassment - Employees](#)

STUDENT SERVICES

Student Wellness

The District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and physical activity as part of the total learning experience. Administrative guidelines have been established for physical activity and foods offered in school. The guidelines for food include the following: a la carte foods, snacks, beverages, vending machine food and beverage, fundraisers, classroom parties, holiday celebrations, snacks, student rewards, and items sold in school stores. The [Student Wellness Policy 246](#) can be accessed on the Exeter web site at www.exeter.k12.pa.us.

School Nurse/Health Services

The goal of health services is to help students maintain optimal health status for academic success throughout their formal education. Visit the Exeter Township School District [Health Services Website](#) for further information regarding care at school, medications, immunization requirements, exams and screenings, as well as forms and documents.

When a Child Should Stay Home

- Fever of 100°F or higher - Please note that a student should be fever-free for 24 hours without taking medicine prior to returning to school.
- Persistent cough or headache
- Drainage or redness of eyes
- Unidentifiable rash
- Vomiting or diarrhea
- Sore throat with white patches and/or fever
- Communicable disease - See details by [clicking here](#).

What Your School Nurse Does

- Provides basic first aid and evaluation of illnesses that occur during the school day.
- Communicates with parents if a student is seriously ill or injured.
- Excludes pupils from school who have symptoms of [communicable diseases](#).
- Makes sure that all PA state-mandated guidelines are followed, all students have [proper immunizations](#), and all students have [periodic state-mandated exams](#).
- Performs the state-mandated [annual screenings](#).
- Educates pupils, parents, and staff in regards to health education and health problems.
- Administers [medication](#) as per the school District and state guidelines.
- Develops school health plans for students with chronic health conditions.
- Promotes health and safety including a healthy environment.
- Actively collaborates with the education team.
- Guides parents and students to community resources available for proper medical treatment.

What Your School Nurse Cannot Do

- Diagnose or treat illnesses or injuries, other than basic first aid
- Give medications other than those authorized by the school physician or authorized by both a parent and private physician by [written permission](#) for their individual student to take.
- Issue an excuse for physical education.
- Replace regular medical care.

Your School Nurse

Is a regular member of the staff. She works together with the other staff to help pupils optimize their school experience. Parents should make a point to know the school nurse and consult with her regarding the student's physical adjustment to the school. If you have questions regarding your child's health, please feel free to call the nurse in your child's school. [For more information, click here.](#)

Insurance

The District makes available an accident insurance plan for students with a choice of either school-time coverage or 24-hour coverage. A brochure that describes benefits and prices is available on the [Exeter Township School District Website](#). We encourage participation in this program, especially if a child is not covered by any other medical plan. The Exeter Township School District is not responsible for medical expenses that occur during the school day or on school property.

Food Services

The mission of the ETSD Food Services Department is to provide appealing and nutritious foods in a safe, healthy environment that will make a significant contribution to the general well-being of each student to afford them the opportunity to participate in the education process. Visit the Exeter Township School District [Food Services Website](#) for further information regarding the following: meal services and pricing, computerized payment process, free or reduced meals, nutrition and wellness, and forms and documents.

Special Dietary Needs & Food Allergies

If a child has a special dietary need or food allergy, the [Medical Plan of Care for School Food Service Form](#) must be completed, submitted, and kept on file in the Food Service Office before substitutions can be made. The form needs to list any food allergies and allowable substitutions. Forms are available on the District website or from the Food Service Department.

Special Education Services

The Exeter Township School District is committed to providing a continuum of services that offers students with disabilities the opportunity to access the general curriculum in the District in the least restrictive environment. Services are designed in alignment with the Individuals with Disabilities Education Act (IDEA 2004) and state law (Chapter 14) to meet the needs of Exeter Township School District students with disabilities. These

services are provided at no cost to students who qualify. The Special Education Department is committed to supporting the delivery of specially designed instructional strategies and related services as prescribed on an identified student's Individualized Education Plan (IEP) with an emphasis on increasing opportunities for students with disabilities to learn and grow with non-disabled peers. Special education is instruction that is individually prescribed to meet the unique learning strengths and needs of an individual school-aged student with disabilities from Kindergarten through graduation from high school. The specially designed instruction and related services focus on academics as well as therapeutic needs to help a child overcome his or her difficulties in varied areas of development. These services may be offered in a variety of educational settings but are required by IDEA to be delivered in the least restrictive environment. A student must be evaluated and identified as having a disability and in need of specially designed instructional strategies by a Multidisciplinary Evaluation (MDE) to be eligible for special education programs and related services. Visit the Exeter Township School District [Special Education & Pupil Services Website](#) for further information regarding the following: determining eligibility for special education services, gifted education, related services, and parent tips and resources.

Other Protected Handicaps - Chapter 15

A protected handicapped student is school-aged with a physical or mental disability that substantially limits or prohibits participation or access to any aspect of the school program. This is different from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special programs. In compliance with state and federal law, the school district provides services to each protected handicapped student without discrimination or cost to the student or family. These related services or accommodations are intended to provide equal opportunity to participate in and obtain benefit from school programs and extracurricular activities to the maximum extent appropriate to the student's abilities. These services and protections are distinct from those applicable to other special education programs. For further information on the provision of services to protect handicapped students, contact the building principal.

Further Information

Information about early intervention, parental rights, mediation, due process, specific special education programs, and the educational records policy is available upon request from the building principal or by contacting Suzanne Miller, Ed.D., Director of Pupil Services, at (610) 779-7102.

Appendix A
SCHOOL/CLASSROOM VISITATION REQUEST

The Exeter Township School District welcomes parents/guardians and others to visit our schools and classrooms under the following provisions:

1. Visits are limited to 40 minutes in any one location and not more than 80 minutes in one day.
2. Requests must be made on this form five days in advance of the requested visit.
3. Visits will be confirmed with you through the school office.
4. No individual, except the person requesting the visit, may come for the visit.
5. Note taking, audio, or video recording is prohibited.
6. Discussions about the visitation are limited to discussions with the teacher/principal and your immediate family. Please feel free to ask questions. This may clarify an issue(s) so you are better informed in discussing your visit at home. This is a legal matter as well as a respect issue for all parties that are part of a classroom or school.
7. Building principals and teachers can place other requirements on the visitor in order to assure as little disruption to the educational program as possible. Security for the classroom and school may also dictate changes from the requirements noted.

_____ is requesting a visitation with _____
 in grade/subject _____ on _____
 at (time) _____.

The purpose of my visit is:

Administrative USE ONLY:

Your visit is approved/denied for _____ at _____.

Your visit is approved if you could reschedule for _____ at _____.