

# EXETER TOWNSHIP SCHOOL DISTRICT ELEMENTARY HANDBOOK



for Parents, Guardians, & Students  
2020-2021 Edition

## **Jacksonwald Elementary School**

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

## **Lorane Elementary School**

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

## **Owatin Creek Elementary School**

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

## Table of Contents Page(s)

<b><u>General Information</u></b>		<b>6-9</b>
<i>Daily Schedule</i>		6
<i>Communication with Your School</i>		6
<i>Emergency Closing of School</i>		6
<i>Student Information</i>		6
<i>Safety Drills</i>		6
<i>School Security</i>		6
<i>Cumulative Records</i>		7
<i>Disclosure of Personal Information</i>		7
<i>School Counselor</i>		7
<i>Child Custody Information</i>		7
<i>Kindergarten Registration</i>		7
<i>Enrolling Children in School</i>		7
<i>Child Care</i>		7
<i>Procedures for Change of Residency</i>		8
<i>Photographs/Videos and Recording of Student Activities</i>		8
<i>Lost or Damaged Books</i>		9
<b><u>Parent Involvement</u></b>		<b>9-10</b>
<i>A.P.T.</i>		9
<i>Classroom Parties</i>		9
<i>School/Classroom Visitations</i>		9
<i>Recess</i>		10
<b><u>Academics</u></b>		<b>10-12</b>
<i>Back To School Night</i>		10
<i>Report Cards/Progress Reports</i>		10
<i>Response to Instruction &amp; Intervention</i>		10
<i>Non-Negotiables Writing Rules</i>		11
<i>Homework</i>		11
<i>Field Trips</i>		11
<i>Technology</i>		12
<b><u>Attendance Procedures</u></b>		<b>12-13</b>
<i>Attendance Policy</i>		12
<i>Reporting a Child's Attendance</i>		12
<i>Excessive Absences</i>		12
<i>Educational Trips</i>		12
<i>Late Arrival/Early Dismissal</i>		13
<i>Early Dismissal Requests</i>		13

<b><u>Student Transportation</u></b>	<b>13-14</b>
<i>General Procedures</i>	13
<i>Request for Bus Change Due to Child Care</i>	14
<i>Video Recording</i>	14
<i>Student Expectations</i>	14
<b><u>Student Rights &amp; Responsibilities</u></b>	<b>14-16</b>
<i>Student Discipline</i>	14
<i>Disciplinary Procedures</i>	15
<i>Major Offenses</i>	15
<i>Possession of Unauthorized Items</i>	16
<i>Consequences for Violations</i>	16
<i>Unlawful Harassment</i>	16
<b><u>Student Services</u></b>	<b>17-21</b>
<i>Student Wellness</i>	17
<i>School Nurse/Health Services</i>	17
<i>When a Child Should Stay Home</i>	17
<i>What Your School Nurse Does</i>	17
<i>What Your School Nurse Cannot Do</i>	18
<i>Your School Nurse</i>	18
<i>Insurance</i>	18
<i>Food Services</i>	18
<i>Special Dietary Needs &amp; Food Allergies</i>	18
<i>Special Education Services</i>	18
<i>Other Protected Handicaps - Chapter 15</i>	19
<i>Further Information</i>	19
<b><u>Appendix</u></b>	<b>20</b>
<i>Appendix A: School/Classroom Visitation Request Form</i>	

### BOARD OF SCHOOL DIRECTORS

President:	Dr. David Hemberger
Vice-President:	Allison Wilson
Members:	Hunter Ahrens John Fidler Dr. Ann Hearing Michael Jupina Dr. Sharon McLendon Hurey Miller Michele Stratton
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 a.m. - 4:30 p.m.

Phone: (610) 779-0700

Fax: (610) 779-7104

Website: [www.exetersd.org](http://www.exetersd.org)

Superintendent:	Dr. Kimberly Minor
Confidential Secretary:	Donna Napoli
Assistant Superintendent:	Dr. Patrick Winters
Confidential Secretary:	MaryAnn Gibney
Supervisor of Literacy & ESL:	Melissa Devlin
Supervisor of Math & STEM Education:	Andi Wallach
K-12 Literacy Coach:	Karen DeNunzio
Director of Finance & Support Services:	Anne Guydish
Assistant Business Manager:	Alana Panzer
Business Office Secretaries:	Kathy Casantini, Joelle Fulmer, Cindy Weilacher, 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:	Dawn Harris
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: Instructional Technology Specialists:	Joseph Way 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: Custodial Supervisor:	Robert Prezuhy Eric Orsag
Facilities Department Phone Number:	(610) 779-0700 x1060
Athletic Director: Athletics Department Phone Number:	Thomas Legath (610) 779-3060
Supervisor of Transportation: Assistant Supervisor of Transportation:	Rick Wegman Benjamin Bernhart
Transportation Office Phone Number:	(610) 779-0410
Supervisor of Food Services: Food Services Department Secretaries:	Cortney Epler 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.

## 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 8:50 a.m. 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 a.m. 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 14000 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 and Fire Department provide 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/or 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](mailto: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.

### **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, a written denial of permission must be provided by the parent or guardian by September 12, 2020.

**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.

**Birthday Treats**

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.
- In order to maintain a safe and respectful environment for our students and staff, communication about your visitation is 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 may 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 three 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 three 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 a.m. 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 12:15 p.m. will be charged with a half day of absence. Students leaving before 12:15 p.m. will be charged with a half day absence. Students who arrive after 9 a.m. but prior to 12:15 p.m. or leave prior to 3:40 p.m. 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 a.m. 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 a.m. 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 (2<sup>nd</sup> 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 are 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](http://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 - please keep your child home for 24 hours after vomiting and or diarrhea to protect the health of others and to ensure your child is well enough to learn
- 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 students from school who have symptoms of [communicable diseases](#).
- Ensures 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 students, 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
- Administer 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. S/He works together with the other staff to help students optimize their school experience. Parents should make a point to know the school nurse and consult with her/him 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 Dawn Harris, Director of Pupil Services, at (610) 779-0700.

**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. In order to maintain a safe and respectful environment for our students and staff, communication about your visitation is 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.
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 \_\_\_\_\_.