



# Exeter Township Junior High School Student Handbook 2021-2022

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**Exeter Township Junior High School Administration**

Alex Brown, Principal  
TBD, Assistant Principal  
Thomas Legath, Athletic Director  
Mrs. Patti Suruskie, Secretary  
Mrs. Nancy Barrasso, Attendance Secretary  
School Telephone: 610-779-3320  
Fax: 610-370-0678  
Absence Number: 610-779-3320 – Option #2

**Guidance Department**

Mrs. Autumn Rheaume  
Ms. Kim Shaw  
Mrs. Shannon Buser, Secretary

**EQUAL RIGHTS AND OPPORTUNITIES**

The Exeter Township School District is an equal opportunity educational institution and in compliance with the requirements of Title VI, Title IX, Section 504, and the Americans with Disabilities Act. The district will not discriminate on the basis of race, color, religion, gender, ancestry, national origin, disability, or handicap. For information regarding civil rights or grievance procedures, contact Dr. Christy Haller, Compliance Officer, 200 Elm Street, Reading, PA 19606.

**UNLAWFUL DISCRIMINATION or HARASSMENT Complaints**

It is the policy of the Exeter Township School District to not tolerate harassment in any form. This is addressed in Policy #248 which can be found on the district website, under the School Board heading. Requests for hardcopies of the policy and/or questions related to unlawful discrimination or harassment should be addressed to Dr. Christy Haller, Director of Human Resources.

## **Introduction**

All Exeter Township School District students share in the responsibility of developing and maintaining a climate that is conducive to wholesome learning and living. Such a learning environment includes a commitment from students to be supportive of one another and a motivation to reach their full potential socially and academically. Students are further expected to maintain good school attendance, to be conscientious in their classwork, and to conform to all school rules and regulations.

This handbook is published for the purpose of giving students, teachers, and parents/guardians, in official and compact form, information concerning the working details of the Exeter Township Junior High.

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 build a greater and better junior high school.

Please visit our website: [www.exeter.k12.pa.us](http://www.exeter.k12.pa.us)

## **School Closing Announcements**

In most cases, a decision to close school for the day or have a delayed start is made by 6:30 AM. The district will communicate any weather-related schedule changes via the ParentLink system and district social media sites. **Please do not call the school or the Administration Building**

## Regular Bell Schedules

EXETER JUNIOR HIGH SCHOOL <b>REGULAR "A"</b> BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:24 AM	PERIOD 1	54
8:28 AM	9:18 AM	PERIOD 2	50
9:22 AM	10:12 AM	PERIOD 3	50
10:14 AM	10:44 AM	PERIOD 4A	30
10:46 AM	11:36 AM	PERIOD 5	50
11:40 AM	12:30 PM	PERIOD 6	50
12:34 PM	1:24 PM	PERIOD 7	50
1:28 PM	2:20 PM	PERIOD 8	52

EXETER JUNIOR HIGH SCHOOL <b>REGULAR "B"</b> BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:24 AM	PERIOD 1	54
8:28 AM	9:18 AM	PERIOD 2	50
9:22 AM	10:12 AM	PERIOD 3	50
10:16 AM	11:06 AM	PERIOD 4	50
11:08 AM	11:38 AM	PERIOD 5B	30
11:40 AM	12:30 PM	PERIOD 6	50
12:34 PM	1:24 PM	PERIOD 7	50
1:28 PM	2:20 PM	PERIOD 8	52

EXETER JUNIOR HIGH SCHOOL <b>REGULAR "C"</b> BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:24 AM	PERIOD 1	54
8:28 AM	9:18 AM	PERIOD 2	50
9:22 AM	10:12 AM	PERIOD 3	50
10:16 AM	11:06 AM	PERIOD 4	50
11:10 AM	12:00 PM	PERIOD 5C	50
12:02 PM	12:32 PM	PERIOD 6C	30
12:34 PM	1:24 PM	PERIOD 7	50
1:28 PM	2:20 PM	PERIOD 8	52

## 11:30 DISMISSAL SCHEDULE

<b>EXETER JUNIOR HIGH SCHOOL 11:30 Dismissal "A" BELL SCHEDULE 2021-2022</b>			
<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>7:20 AM</b>	<b>TEACHER REPORT TIME</b>		
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:06 AM	PERIOD 1	36
8:10 AM	8:40 AM	PERIOD 2	30
8:44 AM	9:14 AM	PERIOD 3	30
		<b>PERIOD 4A</b>	
9:18 AM	9:48 AM	PERIOD 5	30
9:52 AM	10:22 AM	PERIOD 6	30
10:26 AM	10:56 AM	PERIOD 7	30
11:00 AM	11:30 AM	PERIOD 8	30

<b>EXETER JUNIOR HIGH SCHOOL 11:30 Dismissal "B" BELL SCHEDULE 2021-2022</b>			
<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>7:20 AM</b>	<b>TEACHER REPORT TIME</b>		
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:06 AM	PERIOD 1	36
8:10 AM	8:40 AM	PERIOD 2	30
8:44 AM	9:14 AM	PERIOD 3	30
9:18 AM	9:48 AM	PERIOD 4	30
		<b>PERIOD 5B</b>	
9:52 AM	10:22 AM	PERIOD 6	30
10:26 AM	10:56 AM	PERIOD 7	30
11:00 AM	11:30 AM	PERIOD 8	30

<b>EXETER JUNIOR HIGH SCHOOL 11:30 Dismissal "C" BELL SCHEDULE 2021-2022</b>			
<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>7:20 AM</b>	<b>TEACHER REPORT TIME</b>		
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:06 AM	PERIOD 1	36
8:10 AM	8:40 AM	PERIOD 2	30
8:44 AM	9:14 AM	PERIOD 3	30
9:18 AM	9:48 AM	PERIOD 4	30
9:52 AM	10:22 AM	PERIOD 5C	30
		<b>PERIOD 6C</b>	
10:26 AM	10:56 AM	PERIOD 7	30
11:00 AM	11:30 AM	PERIOD 8	30

## ABEX DAY BELL SCHEDULE

EXETER JUNIOR HIGH SCHOOL ABEX "A" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:00 AM	ABEX HOMEROOM	30
8:04 AM	8:50 AM	PERIOD 1	46
8:54 AM	9:40 AM	PERIOD 2	46
9:44 AM	10:30 AM	PERIOD 3	46
10:32 AM	11:02 AM	PERIOD 4A	30
11:04 AM	11:50 AM	PERIOD 5	46
11:54 AM	12:40 PM	PERIOD 6	46
12:44 PM	1:30 PM	PERIOD 7	46
1:34 PM	2:20 PM	PERIOD 8	46

EXETER JUNIOR HIGH SCHOOL ABEX "B" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:00 AM	ABEX HOMEROOM	30
8:04 AM	8:50 AM	PERIOD 1	46
8:54 AM	9:40 AM	PERIOD 2	46
9:44 AM	10:30 AM	PERIOD 3	46
10:34 AM	11:20 AM	PERIOD 4	46
11:22 AM	11:52 AM	PERIOD 5B	30
11:54 AM	12:40 PM	PERIOD 6	46
12:44 PM	1:30 PM	PERIOD 7	46
1:34 PM	2:20 PM	PERIOD 8	46

EXETER JUNIOR HIGH SCHOOL ABEX "C" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
7:20 AM		TEACHER REPORT TIME	
7:30 AM	7:30 AM	LATE BELL	0
7:30 AM	8:00 AM	ABEX HOMEROOM	30
8:04 AM	8:50 AM	PERIOD 1	46
8:54 AM	9:40 AM	PERIOD 2	46
9:44 AM	10:30 AM	PERIOD 3	46
10:34 AM	11:20 AM	PERIOD 4	46
11:24 AM	12:10 PM	PERIOD 5C	46
12:12 PM	12:42 PM	PERIOD 6C	30
12:44 PM	1:30 PM	PERIOD 7	46
1:34 PM	2:20 PM	PERIOD 8	46

## **2-HOUR DELAY SCHEDULE**

### **EXETER JUNIOR HIGH SCHOOL 2 Hour Delay "A" BELL SCHEDULE 2021-2022**

<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>9:20 AM</b>		<b>TEACHER REPORT TIME</b>	
9:30 AM	9:30 AM	LATE BELL	0
9:30 AM	10:04 AM	PERIOD 1	34
10:08 AM	10:41 AM	PERIOD 2	33
10:45 AM	11:18 AM	PERIOD 3	33
11:22 AM	11:52 AM	<b>PERIOD 4A (LUNCH)</b>	30
11:56 AM	12:29 PM	PERIOD 5	33
12:33 PM	1:06 PM	PERIOD 6	33
1:10 PM	1:43 PM	PERIOD 7	33
1:47 PM	2:20 PM	PERIOD 8	33

### **EXETER JUNIOR HIGH SCHOOL 2 Hour Delay "B" BELL SCHEDULE 2021-2022**

<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>9:20 AM</b>		<b>TEACHER REPORT TIME</b>	
9:30 AM	9:30 AM	LATE BELL	0
9:30 AM	10:04 AM	PERIOD 1	34
10:08 AM	10:41 AM	PERIOD 2	33
10:45 AM	11:18 AM	PERIOD 3	33
11:22 AM	11:55 AM	PERIOD 4	33
11:59 AM	12:29 PM	<b>PERIOD 5B (LUNCH)</b>	30
12:33 PM	1:06 PM	PERIOD 6	33
1:10 PM	1:43 PM	PERIOD 7	33
1:47 PM	2:20 PM	PERIOD 8	33

### **EXETER JUNIOR HIGH SCHOOL 2 Hour Delay "C" BELL SCHEDULE 2021-2022**

<b>START TIME</b>	<b>END TIME</b>	<b>PERIOD / ACTIVITY</b>	<b>MINUTES</b>
<b>9:20 AM</b>		<b>TEACHER REPORT TIME</b>	
9:30 AM	9:30 AM	LATE BELL	0
9:30 AM	10:04 AM	PERIOD 1	34
10:08 AM	10:41 AM	PERIOD 2	33
10:45 AM	11:18 AM	PERIOD 3	33
11:22 AM	11:55 AM	PERIOD 4	33
11:59 AM	12:32 PM	PERIOD 5C	33
12:36 PM	1:06 PM	<b>PERIOD 6C (LUNCH)</b>	30
1:10 PM	1:43 PM	PERIOD 7	33
1:47 PM	2:20 PM	PERIOD 8	33

### 3-HOUR DELAY SCHEDULE

EXETER JUNIOR HIGH SCHOOL 3 Hour Delay "A" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
10:20 AM		TEACHER REPORT TIME	
10:30 AM	10:30 AM	LATE BELL	0
10:30 AM	10:58 AM	PERIOD 1	28
11:02 AM	11:26 AM	PERIOD 2	24
11:30 AM	11:54 AM	PERIOD 3	24
11:58 AM	12:28 PM	PERIOD 4A (LUNCH)	30
12:32 PM	12:56 PM	PERIOD 5	24
1:00 PM	1:24 PM	PERIOD 6	24
1:28 PM	1:52 PM	PERIOD 7	24
1:56 PM	2:20 PM	PERIOD 8	24

EXETER JUNIOR HIGH SCHOOL 3 Hour Delay "B" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
10:20 AM		TEACHER REPORT TIME	
10:30 AM	10:30 AM	LATE BELL	0
10:30 AM	10:58 AM	PERIOD 1	28
11:02 AM	11:26 AM	PERIOD 2	24
11:30 AM	11:54 AM	PERIOD 3	24
11:58 AM	12:22 PM	PERIOD 4	24
12:26 PM	12:56 PM	PERIOD 5B (LUNCH)	30
1:00 PM	1:24 PM	PERIOD 6	24
1:28 PM	1:52 PM	PERIOD 7	24
1:56 PM	2:20 PM	PERIOD 8	24

EXETER JUNIOR HIGH SCHOOL 3 Hour Delay "C" BELL SCHEDULE 2021-2022			
START TIME	END TIME	PERIOD / ACTIVITY	MINUTES
10:20 AM		TEACHER REPORT TIME	
10:30 AM	10:30 AM	LATE BELL	0
10:30 AM	10:58 AM	PERIOD 1	28
11:02 AM	11:26 AM	PERIOD 2	24
11:30 AM	11:54 AM	PERIOD 3	24
11:58 AM	12:22 PM	PERIOD 4	24
12:26 PM	12:50 PM	PERIOD 5C	24
12:54 PM	1:24 PM	PERIOD 6C (LUNCH)	30
1:28 PM	1:52 PM	PERIOD 7	24
1:56 PM	2:20 PM	PERIOD 8	24

## COURSE OFFERINGS

### Grade 7 Curriculum

English/Language Arts (Accelerated)  
(Accelerated)

English/Language Arts

English/Language Arts (Learning Support)  
(Learning Support)

Social Studies (Accelerated)  
(Accelerated)

Social Studies

Science (Accelerated)

Science

Honors Algebra I (CCA)

Honors 7<sup>th</sup> Grade Math (CC2/CC3)

7<sup>th</sup> Grade Math (CC2)

Math (Learning Support)

Reading 7

Physical Education/Wellness  
Education/Wellness

Medical Detectives  
Robotics (ELECTIVE)

Exploring Technology 7  
(ELECTIVE)

### Grade 8 Curriculum

English/Language Arts

English/Language Arts

English/Language Arts

Social Studies

Social Studies

Science (Accelerated)

Science

Honors Geometry

Honors Algebra I (CCA)

Algebra I (AC)

8<sup>th</sup> Grade Math (CC3)

Math (Learning Support)

Spanish I *or* German I *or*  
French I (ELECTIVE)

Reading 8

Physical

Automation and

Exploring Technology 8

Intro to Automation and Robotics 7

FACS (ELECTIVE)

Art 7

Art 8 (ELECTIVE)

Computer Applications

### ***Musical Offerings Support***

Band (Grades 7 and 8)  
Math Strategies

Learning Support

Orchestra (Grades 7 and 8)  
Resource Room

Learning Support

Chorus (Grades 7 and 8)

General Music (Grade 7) (non-performing)

Music Explorations (Grade 8) (ELECTIVE)

Music Technology (Grade 8) (ELECTIVE)

### ***After-school Activities (both grades)***

Audio and Video Production    MathCounts    Ski Club    Chess Club

Newspaper Student Council    Envirothon    Reading Olympics    Stage Crew

Girls Who Code    Science Olympiad    Yearbook

***Note: Clubs and other school specific extracurricular activities are contingent upon staff advisors being available***

## **ACADEMIC INFORMATION**

### **Evaluation and Reporting Student Progress:**

Our grading philosophy encompasses the following principles:

1. Grades help students to assess their abilities, talents, and capacities.
2. Grades allow parents/guardians to monitor their child's academic development, progress, and achievement.
3. Grades enable teachers to evaluate a student's readiness for further learning opportunities.
4. Grades are earned according to the student's demonstrated performance of

acquired skills and understanding of major concepts.

5. Grades are based on the following assessment tools: class tests, quizzes, recitations, reports, projects, activities, assignments, class participation and other appropriate work as outlined by the teacher at the inception of the course.
6. To report grades, we use a percentage grade system.
7. Skyward, an on-line grade reporting system, has been made available to parents/guardians and students of the junior high school. PLEASE inform your teachers if you cannot access the Internet.

**Report Cards:** Report cards will be issued at the end of each marking period.

**Interim Reports:** Interim reports will be issued halfway through each marking period.

## **Grading Policy**

### **Achievement Grading Symbols**

100% - 92% = Honors  
88% - 91% = Merit  
87% - 82% = Good  
78% - 81% = Above Average  
77% - 72% = Average  
68% - 71% = Below Average  
67% - 60% = Poor  
59 or Below = Failing  
F = Failing  
I = Incomplete

### **Honors Policy**

The Junior High will have two levels of honors, Honor Roll and Merit Roll. Honors will be based on the marking period average each semester.

Honor = 92% and above

Merit = 88% - 91.99%

Honor Roll will be calculated by computer without weighted values and printed on the report card. In addition, a student must have all passing and satisfactory grades for the quarter (No "F" grade may appear on the quarterly progress report).

### **Gold & Silver Eagle Awards:**

Students achieving a final average of 92% or above will receive a Gold Eagle Award at an awards ceremony scheduled for September of the next school term. Students

achieving a final 88-91.99% will receive a Silver Eagle Award. When students are eligible to receive a Gold or Silver Eagle Award for the first time, they will receive a wooden plaque and name plate.

All future awards (whether at the junior or senior high school), will be nameplates to be added to the plaque.

**Academic Dishonesty** is any type of cheating that occurs in relation to a formal academic exercise. Examples of academic dishonesty include the following practices.

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or [citations](#) in any formal academic exercise.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.

Academic dishonesty may result in a zero on the exercise and/or the student receiving discipline consequences. Sanctions for subsequent offenses will be determined by administration.

## **ATTENDANCE POLICY**

### **Reporting a Child's Absence**

Parents/Guardians are required to call the attendance voice mail number at (610) 779-3320 to report a child's absence from school prior to 8:00 AM. The phone call **must be** followed up with a written excuse or email ([jhsattendance@exetersd.org](mailto:jhsattendance@exetersd.org)) from a parent/guardian submitted **within three school days** after the last day of absence. 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. If a student is absent, arrangements can be made via voicemail to secure assignments for the student. These can be picked up in the office at the end of the day. Absence notes must be turned in to the student's homeroom teacher. Failure to provide a written excuse for absences will result in the student receiving an unexcused absence that further results in disciplinary consequences and possible fines (PA Public School Code, Section 1333). If a student is absent three (3) days consecutively, he/she must have a physician's note upon return to school.

### **Compulsory Attendance**

Compulsory school attendance is enforced in Exeter Township School District. Compulsory attendance laws require all students to attend school unless authorized as excused. Every student of compulsory school age must be in attendance every day that school is in session.

Upon written request from a parent or guardian, the principal or designee may excuse a student's absence from school for the following reasons:

**1. Student illness**

**4. Religious holidays (advance request only)**

## 2. Quarantine

## 5. Death in the family

### 3. Educational tour or trip (5 day advance notice required)

**Absences not listed above shall be unexcused.** All work missed during an excused absence must be made up as soon as possible after returning to school.

### **Unexcused/Unlawful Absences**

Absences for reasons other than stated in #1-5 above, or not approved by the administration shall be considered unlawful. In addition, should a student not provide the school with a parental/guardian note within five days after his/her absence, explaining his/her absence, the absence may be considered unlawful. Unlawful absences are trancies and are subject to fines and disciplinary actions (Pennsylvania Public School Code, Section 1333). Students may receive a grade of zero for any and all school assignments missed during an unlawful absence with no opportunity to make up the work.

#### Procedures Followed for Unlawful Absences

A student with three or more unlawful absences within the school year will be considered truant. 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/guardian will be cited for habitual truancy and will be referred to the proper county agencies for violation of compulsory attendance laws.

### **Early Dismissal/Signing Out Procedures**

1. **Medical/Dental Appointments:** Appointments with physicians and dentists should be held to an absolute minimum during the school day. If it is necessary to see a physician, the student should bring the appointment card accompanied by a note from the parent/guardian stating the requested dismissal time to the junior high school office no later than 7:35 AM on the day of the appointment. In the event an appointment card is not presented, the student must supply the name and the telephone number of the physician.
2. **Unforeseen Reasons:** For unforeseen circumstances requiring early dismissal, the student should present a note from the parent/guardian no later than 7:35AM.
3. **Sign-Out/Sign-In:** Students with permission to leave early must report to the office to sign-out before leaving. The student will receive an appointment form that must be taken to the appointment to be signed by a responsible person who should indicate the date, time and reason for the appointment. Upon returning to school, the student must present the signed appointment form to the office and must sign-in before being readmitted to class. Failure to submit this form will result in an unexcused absence.
4. A student will not be excused from school without written parental/guardian permission. In extreme emergencies, a telephone call from the parent/guardian may be accepted in lieu of written permission; however, the telephone call must be followed by a written notification from the parent/guardian or email.
5. Failure to follow these procedures may result in unexcused absences and

disciplinary action.

### **Educational Trips**

Students may be excused from school attendance to participate in non-school district sponsored educational trips. To be eligible under this section, the student's parent/guardian must make written application on the form provided by the district at least **five (5)** days prior to the trip. The principal will review the form, the student's attendance record, and teacher recommendations. When appropriate, the principal will give permission for such trips. Approval will be based on the student's attendance record, the student's previous trips, the educational value of the trip, and teacher recommendations. No student may spend more than a total of five (5) school days on approved educational trips in any given school year. Failure to get pre-approval for an educational trip may result in the absences for the trip being declared unlawful. The student is expected to make up all classroom work missed while absent (See Education Trip Form). 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 a written account describing what was learned during the educational trip. The written account must be at least one (1) page in length. Failure to provide the written account, when requested, within five (5) days of returning to school will result in the absence being declared unlawful.

### **Excessive Absence**

Excessive absence often results in poor schoolwork. We are committed to helping students succeed in school. When it appears that an attendance problem is developing (ten or more absences), the school will notify parents/guardians. Absences in excess of ten (10) days not already covered by a physician's statement may require a doctor's excuse or other acceptable evidence. The principal will notify the parent/guardian in writing of this requirement. If a doctor's excuse is not provided within five (5) days of such a student's return to class, the absences will be declared unexcused and, where appropriate, unacceptable. A physician's note is also required for all consecutive absences over three days in length.

### **Truancy**

- Act 29 extensively revises Pennsylvania's truancy laws. The new truancy law imposes a \$300 fine on parents/guardians and requires the payment of court costs or sentencing to complete a parenting education program. If the parents/guardians are not convicted and the child continues to be truant, the child can be fined up to \$300 or be assigned to an adjudication alternative program. The same may hold true for excessive tardiness.
- Act 29 also removes driving privileges from truant juveniles in the following manner:
  - 1st truancy offense: 90 days loss of license
  - 2nd truancy offense: 6 months loss of license
- Juveniles, who are unlicensed to drive, will be prohibited from applying for a learner's permit for 90 days (first offense) and/or six months (second offense) after their 16th birthday.

## **Lateness**

In addition to attending school on a regular basis, students are expected to be on time for school. Any student who arrives after 7:30 AM must first report to the office before being admitted to class or homeroom. A student is required to provide a note for each time he/she is late. This note must be submitted to the office immediately after arriving to school or by the next school day.

***Please Note: 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 unexcused. Administration makes the determination as to whether or not the lateness will be excused or unexcused.***

Chronic lateness to school may result in disciplinary action. A student arriving after 10:45 AM will be charged with a half-day of absence. Likewise, any student dismissed prior to 10:45am will be charged with a half-day absence. Students arriving to school after 10:45 AM without appropriate reasons will not be eligible to participate in extracurricular activities for that day. (Please refer to "Lateness" procedures for providing parental/guardian notes)

## **Change of Address/Residency**

Any student who changes residence during the school year must report the change at once to the junior high school office. If a student moves out of Exeter Township School District at any time during the school year they must contact the district and comply with policy number 202 regulations.

The administration reserves the right to deny this privilege to any student who has become disruptive to the educational environment of the school or who has a poor attendance record. The final decision will be based on a review of the student's academic, attendance, and discipline records.

## **EXETER TOWNSHIP JUNIOR HIGH** **DISCIPLINE CODE/INFRACTIONS & CONSEQUENCES**

### Discipline Philosophy

Our discipline philosophy is based on the following beliefs:

- Students are expected to treat others with respect and dignity.
- Students must be held responsible and accountable for their behavior.
- Violations of school regulations may impede an individual's chances for academic success and inhibit the achievement of other students.
- Students should be encouraged to work toward their potential and appropriate behaviors should be acknowledged.
- Schools must discipline with dignity, consistently and with an understanding of the developmental levels of students.
- The maintaining of appropriate behaviors and discipline is the shared responsibility of students, parents/guardians, teachers, and administrators.
- Students must demonstrate an understanding of their inappropriate behavior(s) by stating in their own words what the infraction means and its impact on others or the educational setting.
- School counselors will take an active role in the behavioral issues involving their assigned students. They will be directly involved in providing support to students who are in the in-school-suspension (ISS) program and those students who are suspended out of school.

These are our guidelines. Please refer to the Student Code of Conduct for a complete listing.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

As a student at Exeter Township Junior High School, you are expected to demonstrate the following behaviors on a daily basis. **Familiarize yourself with these responsibilities in order to maintain the self-discipline needed to be a successful student:**

1. Your first responsibility is to know all the rules, regulations, policies and procedures that govern your conduct at Exeter Junior High School.
2. Come to school and to all classes on time each day.

3. Arrive to class prepared and give a conscientious effort in your classroom work.
4. Respect the rights of your classmates and staff members.
5. Always behave in a responsible manner anywhere in the school and in any activity in which you represent Exeter Junior High School.
6. Charge Chromebook on a daily basis
6. Dress in styles that are clean, safe, and not disruptive to the educational process.
7. Act safely and exercise proper care of all school facilities, property, and equipment.
8. Unless participating in a school-sponsored activity, vacate the premises when the buses depart.

These guiding principles serve as the basic foundation for maintaining the self-discipline needed in behaving in a responsible manner. However, they serve only as a starting point. There are many other rules, regulations, policies, and procedures that you must be aware of as part of your responsibilities at Exeter Junior High School.

***Students have the right to be treated with honesty, dignity and respect.  
Students have the right of due process for any offenses.***

**Chapter 12** of the Rules and Regulations of the Pennsylvania State Board of Education entitled, "**Regulations and Guidelines on Student Rights and Responsibilities**" addresses itself clearly to the material contained in the discipline section of this handbook and to other information contained in this handbook. The Commonwealth of Pennsylvania mandates that local school boards establish reasonable rules and regulations to govern the operations of the schools under their jurisdiction. It is through this mandate that the Exeter Township School District has established the rules and regulations regarding student rights and responsibilities. The text of Chapter 12 is available to any student upon request.

### **Printed Materials**

District Policy #220 requires that distribution and/or posting of printed materials occur only in places and during times approved by the building principal. Guidelines for the format and content of printed materials are listed under the Freedom of Expression section of the Code of Student Conduct.

## **TEACHER RESPONSIBILITIES**

Exeter School District maintains a climate of high expectations for both students and staff. High expectations often lead to self-fulfilling prophecies. Students and staff within the organization will experience greater success when expectations are high and clearly understood. The following expectations are an outgrowth of the district's strategic plan and deal specifically with the philosophy of educators taking the lead role in ensuring that students in their classrooms experience success.

- ◆ Close and frequent teacher communication with parents/guardians is expected and is essential in working out difficulties that a student may be having academically and behaviorally. It is also good practice to communicate with parents/guardians when there is positive news to share about students.
- ◆ Solutions to student's problems are more effective when those closest are involved in taking small steps along the way to solve them. This can be accomplished through face to face communication with the student and teacher, teacher contact with the parent/guardian, a referral to the guidance department, and if all else fails, a request for administrative intervention to solve the problem. It is the teacher's responsibility to work through this hierarchy of steps with students.
- ◆ The job responsibilities of a teacher are extremely diverse and range from the academic realm to the affective domain of each student. **"Success for all students"** is the philosophical guiding principle.
- ◆ The success of the organization as a whole rests upon the pride of each individual within the organization and his/her ability to function as a **"team player."**

## **DISCIPLINARY PROCEDURES**

Exeter Junior High faculty and staff members look forward to working collaboratively with parents to ensure a positive and rewarding learning community. In the event that a disciplinary issue arises, the first attempt to resolve the issue will occur at the classroom level using a series of interventions (school-wide discipline plan). If the classroom teacher cannot resolve the issue, the teacher will complete a discipline referral form, inform the student that such a referral has been written, submit the referral to the office for further action, and contact the parent/guardian. Major offenses may supersede the school-wide plan and may result in suspension, expulsion, or referral to the criminal justice system.

## **MAJOR OFFENSES**

Offenses in this category may **result in suspension, expulsion, referral to appropriate authorities, and/or fine**. These offenses include *but are not limited to* the following:

- Assault
- Battery
- Creating false emergencies
- Engaging in any conduct that constitutes terroristic threats or acts as defined by the policies of this district
- Destruction of school property
- Disorderly conduct
- Drug/alcohol possession or use (see drug & alcohol policy)
- Extortion
- Fighting
- Forgery: Lying
- Harassment
- Persistent Disruptive Behavior
- Possession of inappropriate Materials/Items: Student possession of laser pointers, cigarette lighters, matches, and other items deemed by administration to have the potential to interfere with the orderly management of a school may result in disciplinary consequences. Cell phones are permitted on school property but may not be used or turned on during normal school hours.
- 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-a-like), or any other instrument deemed as a weapon by a school administrator.

- Theft
- Transportation offenses
- Use/possession of tobacco or products (including vaping products or e-cigarettes)



Safe2Say Something (S2SS) is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity.

S2SS works through five steps:

1. A tip is submitted via mobile app, website, or by calling the PA based 24/7 crisis center.
2. The tip is then triaged by the crisis center to gather enough information to act on it.
3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 county dispatch.
4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school

If there are concerns during school hours, please speak with a trusted teacher, counselor, or administrator.

After school hours, please use one of the following methods to report a concern:

**Phone 1-844-723-2729 WEB: [Safe2Saypa.org](http://Safe2Saypa.org) APP: Safe2Say Something**

**IF YOU SEE SOMETHING, SAY SOMETHING!**

## **HARASSMENT**

**Harassment:** refers to any student who engages in a course of conduct or repeatedly commit acts which alarm or seriously annoy such other person/persons and which serve no legitimate purpose; includes but is not limited to the following examples: a person strikes, shoves, kicks, or otherwise subjects another to physical contact or attempts, or threatens to do the same, a person follows another person in or about a public place or places, a person places another person in reasonable fear of bodily injury and/or emotional distress.

**Sexual Harassment:** refers to unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, graphic or physical conduct of a sexual nature when made by any student to another student, to a staff member or by a staff member. Sexual harassment should be reported immediately to a teacher, guidance counselor, assistant principal or principal. Any staff member who receives a complaint of sexual harassment shall immediately report the complaint to his/her building principal.

**SOME ACTS ARE PUNISHABLE BY FINES UNDER THE PA CRIMINAL CODE.**

## **ABEx BULLYING PREVENTION PROGRAM**

Exeter Township School District cares about the safety and well-being of all students. To strengthen the positive learning environment at the junior high, we have implemented the ABEx Bullying Prevention Program. The ABEx Bullying Prevention Program is a research-based, blueprint model program that has been proved to prevent and/or reduce bullying and to create better relationships among students.

No. 249

SECTION: STUDENTS

TITLE: BULLYING/  
CYBERBULLYING

ADOPTED: December 16, 2008

REVISED:

### **249. BULLYING/CYBERBULLYING**

#### 1. Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

#### 2. Definitions

SC 1303.1-A

**Bullying** means an intentional electronic, written, verbal or physical act or series of

acts directed at another student or students, which occurs in a school setting or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

SC 1303.1-A

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### 3. Authority

SC 1303.1-A

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### 4. Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

SC 1303.1-A

SC 1303.1-A

SC 1303.1-A

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### 5. Guidelines

SC 1303.1-A

Title 22

Sec. 12.3

Pol. 218

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

SC 1302-A,  
1303.1-A

Pol. 236

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

SC 1303.1-A

Pol. 218, 233

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which shall include one or more of the following:

1. Counseling within the school.
2. Parental/Guardian conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236

## **JUNIOR HIGH DETENTION/SUSPENSION POLICIES**

**Detentions:** Teacher detentions are held at a time scheduled by the teacher. Students can be assigned to the school detention for up to 90 mins after the end of the school day, on Tuesdays and Thursdays, depending upon the infraction.

**Detention will not be postponed because of a student's work schedule, athletic practice, game, or extracurricular activities.** All students will be given at least 24 hour notice of a detention assignment. It is the responsibility of the student to remind the parent/guardian of the detention and make necessary transportation arrangements. Only in cases of emergency can a scheduled detention be rescheduled. In emergency situations, the parent/guardian of the child who has

detention will be required to contact the administration before the detention occurs in order to set another detention date. A detention may not be rescheduled more than one time. If a student is absent from school on the day the detention is scheduled, he/she will be required to serve the detention upon the next detention day upon return to school or at a time agreed upon between the administration and the student's guardian.

**In -School Suspension Procedures (ISS)** - A student is required to report directly to the main office immediately upon entering the school building. Students who are assigned to In-School Suspension may bring their lunch from home or purchase lunch from the cafeteria. (Eligibility for free or reduced lunch will remain the same during the time spent in the In-School Suspension room). Students must fulfill all expectations of the assigned In-School Suspension to receive credit for the assignment. Failure to fulfill those expectations may result in an additional assignment and/or an elevated intervention. If a student is absent on the assigned day(s) of In- School Suspension, they must automatically report on the next day back to school. Failure to do so will result in further disciplinary action.

**Out of School Suspension (OSS)** - The consequence of Out of School Suspension is assigned by the Principal or Assistant Principal. Upon receiving OSS, the student will immediately go to the In-School Suspension room and remain there until her/his parent/guardian can remove the student from the school setting. In situations where the parent/guardian is unable to come for the student, he/she will stay in the In-School Suspension room for the remainder of the school day. The rules for OSS automatically apply from the time the suspension is assigned. Parents/guardians will be notified of the duration of the suspension during the disciplinary conference or teleconference. A letter will be sent home to confirm the dates of the suspension and a reinstatement meeting may be required before the student returns to school. The student is NOT permitted on the school campus for ANY REASON during the duration of the suspension. The student will NOT be permitted to attend any school functions for any reasons during the suspension, including any extracurricular activities. This also includes any weekends if the suspension carries over from a Friday to the next Monday. It is the student's responsibility to inform her/his advisors or coaches of the suspension and his/her ineligibility to participate in the activity or sport for the duration of the suspension.

All Out of School Suspension days will be counted as excused absences from school. Student participation in school sponsored activities may be impacted by Out-of-School suspension. Below are examples of such activities...

- Field Day
- Special School Events
- Class Trips
- Regular Dances

An informal hearing should be held before the student is permitted to return to school. This meeting will include the student, parent/guardian, and school

administrator. Upon returning to school, the student should meet with her/his guidance counselor. Problem-solving techniques will be discussed. Appropriate alternatives to the infraction that resulted in the suspension will be stressed. The student's guidance counselor will inform her/his teachers when the student will be returning to class. The counselor will continue to monitor and check-in with the student on a regular basis as determined jointly by the Principal or Assistant Principal and the Student Support Team.

## **Student Appeals**

In addition to 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.

## **BUS REGULATIONS (Grades 7-12)**

### **Rules for Riding the School Bus**

1. The school bus driver has the authority to assign all seats on the school bus.
2. Follow directions the first time they are given.
3. Keep all parts of your body and all objects inside the school bus.
4. All objects (book bags, instruments, projects, etc.) must be kept on your lap, not in the aisle. If the object is too large for the lap, it is the parents'/guardians' responsibility to transport the object. All athletic equipment must be transported in appropriate bags.
5. Stay in your assigned seat with your feet on the floor. No standing.
6. Do not yell, use profane language, talk loudly or make loud noises.
7. Do not push, shove, fight, throw objects, or engage in horseplay.
8. Weapons live animals, unsafe objects, or any items with the potential to be harmful or disruptive are not allowed on the school bus.
9. Do not eat, drink, chew gum or smoke on the school bus.
10. Help keep the school bus clean. Do not damage or deface any part of the school bus.
12. Skateboards, street hockey sticks or any other objects not used in the school curriculum are not allowed on the school bus.
13. Be at your scheduled stop five minutes prior to your scheduled time.
14. All school rules and regulations apply to the school bus.
15. Failure to obey the rules will result in suspension from the school bus.
16. Items brought on the school bus that violate the transportation rules are subject to confiscation.
17. Upon arrival at school, students must enter the building. Unless participating in a school-sponsored activity at the senior high, junior high students are prohibited from walking to the senior high after dismissal. Junior High students who ride the bus must board the bus at the Junior High School.

## **Parent Notification – School Bus Cameras**

The Exeter Township School District has installed video/audio cameras on school buses. These cameras can record both what is said and done on the school bus. The video/audio cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding.

## **Consequences of not Following Rules on the School Bus**

- Student is verbally reprimanded by the driver.
- Student is assigned a different seat on the bus.
- Student is referred to administration and the parent/guardian notified.  
Disciplinary action may be taken against student.
- Student loses his/her bus riding privileges for a specified period of time.  
Parents/Guardians are then responsible for transportation during this time.

The Exeter Township School District School Board Policy 810.2 authorized the use of video and audio recording on school buses and school vehicles.

## **COMPUTER SYSTEM USE AGREEMENT**

For a complete copy of the Acceptable Use Policy, please refer to the district website and review Policy 815. For a complete copy of the 1:1 Student Handbook, please refer to the Exeter Junior High website.

## **DRUG & ALCOHOL POLICY**

### **Preface**

The Exeter Township School Board and personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. The Board of school personnel recognizes that chemical abuse and dependency seriously impair the ability of students to develop their full potential. This policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social development of all individuals. This policy is based on our convictions that chemical dependency is a treatable illness, and early intervention among "at risk" students will enhance the effectiveness of the schools.

### **Statement of Policy**

1. The School Board of the Exeter Township School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implication for the whole school community, adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.
2. Therefore, it is this district's policy to prevent and prohibit the possession and/or use, distribution, and/or intent of distribution of an illegal or controlled mood-altering chemical, medication, alcohol or abused chemical not approved by the health office on school property, at school sponsored events, on school buses, and en route to or from school.
3. Such prevention and/or prohibition shall occur through a three-faceted program including: (1) education, (2) prevention and (3) intervention.
4. Prescription medicines and over-the-counter drugs brought to school must be registered with and taken in the presence of the school nurse. District medication forms must be completed by the students' parents/guardians and/or the attending physicians for all medication. All medication must be labeled with: name of student, name of medication, dosage to be given, time to be given, and the name of the prescribing physician.
5. Violation of this policy includes possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy, as stated within administrative guidelines. The consequences of such violations may result in permanent expulsion from school by the School Board.
6. This policy will be implemented through the cooperative efforts of the faculty, administration, school support staff, students, parents/guardians, and community agencies serving the Exeter Township School District.

7. This policy authorizes the establishment of the Exeter Township Student Assistance Program (SAP).

### **Definition of Terms**

Confidentiality between students and staff shall be respected. No confidential communication shall be made without the consent of the student or his/her parent/guardian or guardian unless the best interests of the student(s) can be served or the subject of that confidentiality presents a clear and present danger to the student(s) or school community.

Confiscation occurs when there is probable cause to believe that the student is in the possession of drugs or mood-altering chemicals. There is an obligation to search for and seize chemicals or substances by the building administrator(s) or designee upon probable cause. This search will include school lockers, clothing, purses, book bags, gym bags, books, and other personal property. Reasonable effort will be made to secure the student's voluntary consent and to have the students present at the time of the search.

Controlled Substance, Drug, Drug Paraphernalia, Alcohol, or Counterfeit Drug shall have the meanings given to them as defined in the Act of September 27, 1961 (P.L. 1700, No. 699), known as the Pharmacy Act, or the Act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance, Drug, Device and Cosmetic Act, and the Act of April 12, 1951 (P.L. 90, No. 21) known as the Liquor Code, and any future amendments to the above codes.

Drug Paraphernalia includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to pipes, bowls, and roach clips.

Drugs or Mood-Altering Chemicals include any alcohol or malt beverage, controlled substance, look-alike, or illegal or abused substance or medication not approved and registered by the health office, and any illegal substance which is intended to alter mood.

School property shall include not only the actual buildings, facilities and grounds on the school campus, but also school buses, school parking areas, any facility being used for a school function, and any site of a school activity in which the Exeter Township School District is a participant.

Staff shall be defined as any administrator, school nurse, teacher, guidance counselor, support staff (secretaries, custodians, cafeteria staff, and aides), employees of any contracted group who work with students, athletic coach or other educational or medical employee employed by the Exeter Township School District.

**EXETER TOWNSHIP SCHOOL DISTRICT**  
**DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

The following charts outline the appropriate responses for affected school personnel in dealing with drug and alcohol problems with students. It is understood that failure of a student to abide by the terms stipulated by SAP and/or outside referral; agencies may result in a recommendation for expulsion from school. Such terms may include participation in a chemical awareness program or an intervention program provided by an outside agency.

**Situation/Category 1**

A student volunteers information about personal drug or alcohol use to a staff member and seeks help.

**Immediate Action:** The student is informed of services available and is referred to SAP.

**Investigation:** Staff member contacts a SAP member.

**Notification of Parents/Guardians:** Yes, our policy states: Following discussion with the student, we generally notify parents/guardians being mindful of the student's needs and concerns.

**Notification of Police:** Not applicable.

**Disposition of Substance:** No applicable.

**Discipline/Rehabilitation:** No punitive action: Assistance available.

**Situation/Category 2**

A student volunteers information about drug or alcohol use of another student to a staff member.

**Immediate Action:** The information concerning the student identified as allegedly having the drug or alcohol problem is referred to SAP.

**Investigation:** Staff member contacts a SAP member.

**Notification of Parents/Guardians:** Our policy states: yes

**Notification of Police:** Not applicable.

**Disposition of Substance:** Not applicable.

**Discipline/Rehabilitation:** No punitive action: Assistance available.

**Situation Category 3**

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to drug and/or alcohol abuse.

**Immediate Action:** The staff member will try to handle the situation in consultation with the counselor and/or administrator; possible referral to SAP.

**Investigation:** SAP may investigate.

**Notification of Parents/Guardians:** Yes.

**Notification of Police:** Not applicable.

**Disposition of Substance:** Not applicable.

**Discipline/Rehabilitation:** Only when required by a violation of the Student Discipline and Attendance Code.

#### **Situation/Category 4**

A student displays symptoms of drug or alcohol use in the form of slurred speech, staggering, incoherence, dazed appearance, smelling of alcohol, marijuana, vomiting etc. This situation will be treated as a medical emergency.

**Immediate Action:** Standard health and first aid procedures will be followed. The nurse will be summoned immediately. The student may be transported to a medical facility at parental/guardian expense.

**Investigation:** The principal will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.

**Notification of Parents/Guardians:** Yes.

**Notification of Police:** At the discretion of the principal, per Student Discipline and Attendance code.

**Disposition of Substance:** Confiscated for analysis, if warranted.

**Discipline/Rehabilitation:** Referral to SAP. If there is evidence of violations, see appropriate situational category. A release form must be signed by the parent/guardian so that the SAP team can monitor the student's treatment plan.

#### **Situation/Category 5**

A student possesses, uses or is under the influence of drugs, mood altering substances, or alcohol at a school related activity on or off school property.

**Immediate Action:** Staff member writes an anecdotal report of the incident. If present, administrator should be contacted.

**Investigation:** The student, his/her locker, car and other possessions may be searched.

**Notification of Parents/Guardians:** Yes, immediate parental/guardian conference is arranged.

**Notification of Police:** Yes.

**Disposition of Substance:** Confiscated; analysis may be made for possible use in further proceedings.

**Discipline/Rehabilitation:** Student is detained until a parent/guardian can accompany the student. In the case of an activity off school district property, such as a field trip, class trip or study trip, the student will be sent home at parental/guardian expense. A release form must be signed by the parent/guardian so that the SAP team can monitor the student's treatment plan.

Exclusion from extra-curricular activities for the duration of the suspension.

**This suspension may also prevent or preclude student's participation in future school activities. Such exclusions will be at the administrator's discretion.** See extracurricular Code of Conduct Consequences for that student.

Referral to SAP Informal hearing with principal; up to 10 day out-of-school suspension; Assessment by a licensed drug and alcohol facility within ten days and compliance with its recommendation. (Note: Failure to comply with the assessment and recommendation will result in a referral to the Board of Education for an expulsion hearing.) Before the suspended student returns to school, parents/guardians and the student must meet with the building administrator and/or SAP representative.

### **Situation/Category 6**

A student is caught for the second time in possession, use, or under the influence of drugs, mood-altering substance, or alcohol.

**Immediate Action** Principal is summoned; staff member writes an anecdotal report of the incident.

**Investigation:** The student, his/her locker, desk, car and other possessions may be searched.

**Notification of Parents/Guardians:** Yes, immediate parental/guardian conference is arranged.

**Notification of Police:** Yes.

**Disposition of Substance:** Confiscated; analysis may be made for possible use in further proceedings.

**Discipline/Rehabilitation:** Referral to SAP; Informal hearing; 10 days out-of-school suspension; formal school board hearing for recommending expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

Before the suspended student returns to school, parents/guardians and the student must meet with the building administrator and/or a SAP representative.

Exclusion from extra-curricular activities for the duration of the suspension.

**This suspension may also prevent or preclude student's participation in future school activities. Such exclusions will be at the administrator's discretion.** See extracurricular Code of Conduct consequences for that student.

### **Situation/Category 7**

A student is distributing a drug, mood-altering substance, or alcohol.

**Immediate Action:** Principal is summoned. Staff member writes an anecdotal report of the incident.

**Investigation:** The student, his/her locker, desk, car and other possessions may be

searched.

**Notification of Parents/Guardians:** Yes, immediate parental/guardian conference is arranged.

**Notification of Police:** Yes.

**Disposition of Substance:** Confiscated; Analysis may be made for possible use in further proceedings.

**Discipline/Rehabilitation:** Referral to SAP; Informal hearing; 10 days out-of-school suspension. Formal school board hearing is held, with the recommendation of expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility. The parent/guardian must sign a release form so that the SAP team can monitor the student's treatment plan. Before the suspended student returns to school, parents/guardians and the student must meet with the building administrator and/or a SAP representative.

The student will be excluded from extra-curricular activities for the duration of the suspension. **This suspension may also include student's participation in future school activities. Such exclusions will be at the administrator's discretion.**

See extracurricular Code of Conduct Consequences for that student.

### **Situation/Category 8**

The student possesses drug-related paraphernalia. No evidence of use.

**Immediate Action:** Administration is notified. Paraphernalia is confiscated. Staff member writes an anecdotal report.

**Investigation:** The student his/her locker, car and other possessions will be searched. Confiscation of substances.

**Notification of Parents/Guardians:** Yes.

**Notification of Police:** Administrative discretion.

**Disposition of Substances:** Analysis is warranted.

**Discipline/Rehabilitation:** Informal hearing; 3 to 10 day out-of-school suspension. Assessment by licensed Drug and Alcohol facility within 10 days and compliance with its recommendation. The parent/guardian must sign a release form so that the SAP team can monitor the student's treatment plan. Before the suspended student returns to school, parents/guardians and the student must meet with the building administrator and/or a SAP representative.

The student will be excluded from extra-curricular activities for the duration of the suspension. **This suspension may also prevent or preclude student's participation in future school activities. Such exclusions will be at the administrator's discretion.**

### **Situation/Category 9**

A student tests positive during any mandated treatment due to a drug/ alcohol violation.

**Immediate Action:** Administration is notified, SAP team is notified.

**Investigation:** Licensed alcohol/ drug facility confirms positive test

**Notification of Parents/Guardians:** Yes- Immediate parental/guardian conference is arranged

**Notification of Police:** At the discretion of the principal

**Discipline/Rehabilitation:** Up to ten days out of school suspension. A referral to the board of education for an expulsion hearing due to non-compliance.

## **LEGAL REFERENCES**

The policies and guidelines herein are based on the following laws and regulations:

Act 63 - "PA Drug and Alcohol Control Act" (1972)

Act 64 - "The Controlled Substance, Drug, Device and Cosmetic Act" (1972)

Public School Code (1949); Section 510, Section 1317, Section 1318, Section 1409.

Pennsylvania Code, Title 22, Education, Chapter 12.

Pennsylvania Criminal Code, Section 6308.

The Federal Family Education Rights and Privacy Act

## **POSSESSION AND/OR USE OF TOBACCO AND/OR VAPE PRODUCTS**

***(Note: possession and use receive the same penalty)***

**First Offense:** \$50.00 fine

**Second Offense:** \$100.00 fine

**Subsequent Offenses:** \$150.00 fine

**Note:** *Fines are payable to the Exeter Township School District. If the fine is not paid within 10 school days after the offense, the district will cite the student under the Pennsylvania School Tobacco Control Law and the Clean Indoor Air Law. In this case, the student will be required to appear at a hearing with the local magistrate and will be subject to increased fines and court costs.*

## **POSSESSION OF UNAUTHORIZED ITEMS**

Student possession of cigarette lighters, matches, and other items deemed by administration to have the potential to interfere with the orderly management of a school, will result in the following consequences.

**First Offense:** Item will be confiscated and returned only to a parent/guardian of the student in possession of the item. *(May be returned to student if deemed appropriate to do so)*

**Second Offense:** Item will be confiscated and will not be returned until the last day of school and directly to the parent/guardian.

Disciplinary action will be at the discretion of the administration.

### **WEAPONS POSSESSION ON SCHOOL PROPERTY OR IN THE SCHOOL**

Offenses of this category will result in a 10-day suspension and a recommendation to the superintendent that the student be scheduled for an expulsion hearing before the school board. Weapons offenses will be turned over to the authorities for investigation and prosecution according to local laws. Fake and look-a-like weapons fall under this category also. A weapon can also be: a knife, sharp instrument of **any size** such as a pen knife, nail file/clippers, gun (or look-a-like), or any other instrument deemed as such by a school administrator (based upon its use).

***These offenses may also result in local police participation based on the nature and circumstances of the offense.***

***Any student who finds a contraband item or discovers that a contraband item was accidentally brought to school, may avoid disciplinary action if that item is voluntarily turned over to a building administrator immediately upon discovery or arrival at school.***

**It is impossible to anticipate every act of misbehavior and describe every possible offense along with appropriate consequences within the handbook. School administrators reserve the right to take discretionary actions for student behavior that is determined to be inappropriate.**

## **GENERAL STUDENT REGULATIONS AND POLICIES**

### **Assemblies**

Students will proceed to and from the auditorium from their homeroom in single file and sit with their homeroom teacher. They should stop talking when they enter the hallway leading to the auditorium. They must display appropriate and considerate behavior during the assembly.

### **Curfews**

Curfews are set for school-related activities at 10:30PM during nights when school is held on the next day. Students are not permitted on school property between the hours of 10:30PM and 6:00 AM. Students found on school property will be referred to the Exeter Police and further disciplinary action may result. Students are not permitted in the junior high school building before or after normal school hours except for legitimate reasons determined by the administration such as practice, attending school related events, detention, academic support, etc.

### **Early Arrival to School**

Any student who arrives at school before 7:20 AM will report to the cafeteria or gym. The student may buy breakfast, study, or talk quietly. Students are expected to display appropriate behavior during this time. Any student who is in the hall before 7:20AM without a pass will be reported to the office. **The front doors will be open at 7:15AM.**

### **Fire Drill**

When the fire alarm sounds, close all windows and doors, line up without talking and remain so while making a hasty and orderly exit. If in doubt, ask the teacher to direct you to the nearest building exit. Everyone is to be out and away from the building during a drill. Teachers will accompany the classes to the outside of the building. Await the return signal.

### **Cafeteria**

Food should only be eaten in the cafeteria (unless authorized by a teacher or an administrator to eat in another location). Food should **NEVER** be stored in a locker. All students must report to the cafeteria during their lunch period. Prior to leaving the cafeteria, every student must have a pass issued by one of the lunch proctors. For complete food service guidelines please see page 60.

### **Elevator**

The elevator is available to students who are unable to use the stairs due to an injury or illness. In such situation, the following procedures are to be followed:

- A note from a doctor indicating the length of time the elevator will be required
- A \$10.00 CASH deposit that will be refunded when the elevator key is returned

Students should report to the main office secretary with a doctor's note and \$10.00

CASH deposit to obtain the elevator key. The student will be issued a note giving permission to leave class early.

### **Hallway Behavior**

Students in the halls are expected to follow acceptable standards of behavior and decorum. Boisterous and rowdy behavior is unacceptable. Students should refrain from overt displays of affection. Any student in the hall while classes are in session must have signed permission and/or lanyard. Book bags, hats and coats can be brought to school, however once at school; these items should be stored in a secure locker.

### **Industrial Arts**

All students in industrial arts areas are required to wear safety glasses.

### **Insurance**

The school board requires that all students participating in interscholastic sports be covered by school or personal insurance. The school purchases insurance coverage for students participating in all sports, band, band front and cheerleaders. Any accident requiring a doctor visit must be reported to the school nurse as soon as possible. Students are encouraged to acquire student accident insurance.

### **Lavatory/Locker Passes**

Students are expected to return to class within a reasonable amount of time when given permission to use the lavatory, locker, or report to another designated location in the building.

### **Library Policies**

The purpose of Exeter Libraries is to provide materials to supplement the total educational program of the secondary schools. The library program strives to enhance learning in all areas and to enhance the development of social values, individual character and interests. The main emphasis of the library program is on curriculum-related activities, although independent use of library resources is always encouraged.

#### **Loan Periods**

<b>Reference books</b>	Junior High Students - no loan
<b>Books</b>	Junior High Students - two weeks loan
<b>Magazines</b>	Junior High Students - overnight loan

#### **Overdue Materials**

Every student at Exeter Junior High School should have access to the library's holdings. Students who keep materials beyond the designated loan periods, or lose and damage materials deny other students the use of these materials. Therefore, the following conditions and regulations have been established.

## Overdue Rates

1. Fines are 10 cents per school day for each overdue item.
2. Students who return overdue books without paying the overdue fine, are still responsible for that fine.
3. The maximum fine for each overdue item is \$10.00 (ten dollars).
4. Students who have overdue books and or fines may not sign out additional books until their fines are paid.

## Overdue Notices

Overdue notices are sent to the student's homeroom.

## Obligations

Failure to fulfill obligations at the end of each quarter may result in the student not receiving their report card until the materials are returned and the fines are paid. The list of students with library obligations is available in the library and office. It is the student's responsibility to check the list.

## Lost or Damaged Library Materials

Students who lose library materials will be charged the current replacement costs of that item. Students who find lost materials that have been paid for will receive a refund minus the overdue charge for the item.

Charges for damaged materials will be determined by the librarian according to the amount of the damage. If materials are deemed beyond repair, a full replacement will be assessed.

## Library Passes

All students must have a pass to enter the library. Students are expected to exhibit proper library conduct at all times. Loud, unruly conduct will result in the loss of the student's library privileges.

## Interlibrary Loan

Students may make use of Access PA (a computer database of holdings of high schools and universities in Pennsylvania). Terms of loans, fines and payments for lost materials are determined by the loaning library and must be adhered to by Exeter students.

## Locker Regulations

School lockers are the property of the school, and the administration will ensure that they are used properly. **A student's locker may be opened and searched by an administrator any time there is reasonable suspicion to believe that the locker's contents pose a danger to the health, safety, and welfare of other students and staff or when there is a reasonable suspicion to believe that its contents may be disruptive to the educational process.** The student should ask their homeroom

teacher for assistance if their locker fails to open after several tries. The lockers are for storage of books and clothing, but they are not to be considered as secure. Therefore, **articles of value should not be stored therein. Students should never share combinations or lockers with classmates. The school district is not responsible for lost or stolen items. Personal items left in lockers after the last day of school will be forfeited and/or discarded two full weeks after the close of school.**

### **Loitering: On School Premises**

This refers to being in hallways, lavatories, or other areas without permission or after school hours. (consequences to be determined by the office) Students are not permitted on school property without a legitimate reason outside normal school hours.

### **Loitering: Off School Premises**

This refers to being on properties in the neighborhood adjacent to the school. All complaints from the neighborhood regarding loitering will be referred to the Exeter Police Department.

### **Lost and Found**

The school cannot be responsible for items lost or stolen. Students must secure all personal items. Any lost items which include jewelry, eyeglasses or keys can be picked up in the **Guidance Office**. All other lost articles can be picked up in the **cafeteria or the ISS room**. All unclaimed items will be forfeited and/or discarded two weeks after the close of school. Unclaimed items will be displayed at lunches on the last three days of school.

### **Passing Time - 4 minutes between classes unless otherwise noted**

Teachers dismiss students at the end of a lesson. Students have four minutes between classes.

**It is the student's responsibility to arrive at her/his next class on time.**

### **Physical Education Policies**

#### **Use of Gymnasium Facilities**

- Athletic sneakers or footwear shall be worn when exercising on the gym floor.
- It is the student's responsibility to secure all personal belongings and valuables in a locked locker.

#### **Physical Education Attire Requirement**

Students are encouraged to wear athletic type attire in order to comfortably and safely participate in class.

#### **Adaptive Physical Education**

Students physically unable to participate in the regular physical education programs will be placed in the adaptive physical education program. A letter will be sent to the

parents/ guardians and physician. The physician will recommend activities in which the student may participate. **No student will be excused from physical education without a doctor's excuse.**

### **Safety**

The student may be required to follow special safety precautions in some of her/his classes. The teacher will review the safety procedures with her/his students. **It is the student's responsibility to follow the safety procedures at all times in all classes.**

### **School Visitors**

**ALL VISITORS DURING SCHOOL HOURS MUST REPORT TO THE OFFICE**, securing permission to visit. Students wishing to bring guests must secure permission a day in advance.

### **Skateboards**

Students are not permitted to bring or use skateboards on any school district property.

### **Searches/Seizure**

At any time there is a reasonable suspicion that a student is concealing or carrying something, possession of which is either in violation of the law or of school rules, a search may be conducted. The student will be given an opportunity to voluntarily disclose the suspected property in the presence of at least two professional employees, one of which is an administrator. If the student does not comply, the administrator will conduct an individual, involuntary search.

### **Telephone**

A telephone is located in the main office and is to be used **ONLY** for out-going calls for appropriate purposes determined by school personnel. **The student must have permission by school personnel to use the phone.**

### **Textbooks/Lost and Damaged**

Textbooks in Pennsylvania are purchased for student use at public expense. Each book is stamped on the inside of the front cover. Students are held responsible for the loss of or damage to, school books and school property. When books are lost, students should report the matter to the teacher of the subject and also make inquiry at the lost and found office. **Students must pay replacement costs for any damaged or lost textbooks.**

### **Vandalism**

Members of the student body should show pride in their school. Part of this pride should be treating the property with care. Students caught destroying school equipment and/or property will be required to make restitution to the school district for all costs in labor and material. **Possible suspension, expulsion, monetary fines, and/or criminal prosecution may be consequences for acts of vandalism.**

**Electronic Devices** including, but not limited to cell phones.

Such electronic devices must be turned off and kept in the locker during school hours. The school may confiscate such devices from students who fail to follow this policy. Parents/Guardians must come to the school in order to retrieve confiscated items. **Discipline consequences include but are not exclusive to the following:**

**First Offense:** One day of **up to** 1.5 hours of detention and a parent/guardian may pick up the device in the main office between 7:00 AM and 3:30 PM.

**Second Offense:** Two days of **up to** 1.5 hours of detention and a parent/guardian may pick up the device in the main office between 7:00 AM and 3:30 PM.

**Third and Subsequent Offenses:** One day of In-School Suspension and a parent/guardian may pick up the device in the main office between 7:00 AM and 3:30 PM.

***Note: Consequences may be adjusted according to the level/degree of offense***

### **Possession of Dangerous Instruments**

This includes the possession of anything sharp from nail clippers, knives (regardless of size), files, razor blades, laser pens, gun replicas or guns. These items should not be brought to school. The possession of such items will lead to suspension, possible expulsion by the Exeter School Board and/or punishment and fines under the PA Criminal Code. \*This list is not an all-inclusive list. Any object that could cause harm to any individual may be considered a weapon. Do not hesitate to contact the junior high school administration with questions about an item that could be used as a weapon.

**\*\*After three disciplinary referrals a student may be excluded from all social activities for a 30-day period. Additional discipline referrals may exclude the student from all extracurricular activities for the remainder of the year.**

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE SEVERITY OF INDIVIDUAL CASES AND THE PENALTIES. THE SUMMARY OF VIOLATIONS WILL SERVE AS A GUIDELINE FOR THE ADMINISTRATION.**

### **STUDENT DRESS CODE**

Students at Exeter Township Junior High School are expected to dress in clothing that is both conducive to the overall educational process and that promotes a positive academic atmosphere. It is the students' responsibility to come to school dressed in ways that reflect good taste and modesty. Additionally, whenever students are on a field trip or traveling to other schools for extracurricular events, they should adhere to this policy.

Please observe the following guidelines when considering how to dress for school:

1. Clothing and accessories that refer to or promote alcohol, drugs or violence are not permitted to be worn in school.
2. Inappropriate words, slogans, obscenities and double meanings may not be worn in school on clothing, accessories or visibly on the body.
3. All skirts/dresses/shorts may not be shorter than where the fingers meet the palm when standing with arms at sides.
4. See-through clothing, or clothing which exposes bare midriffs, is not permitted.
5. Sleepwear, slippers and clothing with excessive holes are not permitted. All pants must be worn at the waist, cover all undergarments and not have any rips or holes that expose skin above where the fingers meet the palm when standing with arms at sides.
6. All outerwear (jackets, coats, raincoats and overcoats) and full camouflage fatigues are not to be worn in the building during school hours unless permission is granted by principal or designee.
7. Any other clothing (i.e. jewelry, spikes/chains, excessive make-up or face paint, etc.) that detracts from the educational environment and/or jeopardizes the health and safety of students may not be worn.
8. Backpacks and book bags are to be left in the student's locker during the school day.

*We understand that some attire may be subject to interpretation. However, decisions made by the school administration are final. Those found to be in violation of the school dress code may be required to change, or remove, certain items to comply with the dress code, and/or a student may be removed from the school environment until appropriate clothing is obtained. Students may also face disciplinary action, as a result of dress code violations, specifically those who become chronic offenders.*

## **STUDENT WELLNESS POLICY**

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a requirement that all school districts develop and implement wellness policies that address nutrition and physical activity by July 1, 2006.

The Exeter Township School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. 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 are established for physical activity and foods offered, which include ala carte foods, snacks, beverages, vending food and beverage, fund

raisers, classroom parties/ holiday celebrations/snacks and also student rewards and school stores.

The Student Wellness Policy 246 and Administrative Guidelines can be accessed on the Exeter web site ([www.@exeter.k12.pa.us](http://www.@exeter.k12.pa.us)).

### **POSITION**

Band  
Chorus  
Show Choir  
Orchestra  
Yearbook  
Student Council  
Stage Crew  
Newspaper  
Math Counts  
Science Olympiad  
Envirothon  
Science Fair  
Reading Olympics  
Spelling Bee

### **ADVISOR**

Mr. Kyle Luckenbill  
Mrs. Melissa Crotty  
Mrs. Melissa Crotty  
Mr. Micah Albrycht  
Mrs. Kim Lopez  
Mrs. Janine Lucas  
Mr. Brad Galuska  
Mrs. Dena Burkhart  
Mrs. Kathy Topper  
Mrs. Tracy Powell  
Mrs. Gretchen Hess/Mrs. Nicole Keen  
Mrs. Tracy Powell  
Mrs. Kate Sowers  
Mrs. Cheryl Larson

## **SCHOOL ORGANIZATIONS**

### **Concert Band**

Membership is open to any student interested in pursuing concert band music. This core instrumental group is the basis for all other band based instrumental ensembles. The band will provide at least one concert each semester as well as survey the finest concert band literature available to the band's ability. These performances are a requirement for successful completion of the course.

### **Orchestra**

The ensemble is open to all string players. The wind and percussion sections will be selected by the instructor from membership in the concert band. Students will provide at least one concert per semester and survey the finest literature available to their ability. Major performances are a requirement for successful completion of the course.

### **Chorus**

Chorus membership is open to all who enjoy singing and wish to develop their voice. This group will perform a variety of choral literature based on their ability and perform at least one concert per semester. Major performances are a requirement for successful completion of the course.

## **Student Council**

Student Council is a club comprised of dedicated junior high school students. This club organizes dances, special functions, and charity events. Student Council provides the Junior High with many beneficial and enjoyable activities. The main purpose of Student Council is to act as a group of representatives for students. Student Council's goal is to make the school a more fulfilling experience for students.

## **NOTE: Athletic Information is found in the Athletic Handbook in the Senior High School Student Handbook**

# **SCHOOL SERVICES**

### **Breakfast and Lunch Programs**

We invite you to participate in the School Lunch and Breakfast Program. All schools in the Exeter Township School District serve nutritious meals each school day. A well-balanced diet affects not only the health of the student, but his/her academic progress as well. Lunch menus are posted monthly. The lunch menu includes the featured value meal entrée of the day as well as alternatives including assorted sandwiches and a salad bar. An assortment of breakfast entrees is offered daily.

The cost of a student lunch is \$2.95, breakfast \$1.90. Reduced meal cost is determined by Federal guidelines. Each cafeteria uses a point-of-sale system that is similar to an ATM machine. After a student is registered, he/she will be assigned an ID number, which will be used from K-12th grade. Monthly menus also are available on the Exeter web site [www.exeter.k12.pa.us](http://www.exeter.k12.pa.us) and at [www.schoolcafe.com](http://www.schoolcafe.com)

1. Each student enters his/her school ID number into the PIN database to make meal purchases. A picture of the student is included in the PIN database.
2. Parents/Guardians may deposit money into a student's account with cash, a check made payable to Exeter Township School District Food Service Department, or with an online payment via [www.schoolcafe.com](http://www.schoolcafe.com)
3. After a student has a lunch or breakfast platter, he/she will enter his/her ID number on the key- pad. The student's account and photograph will appear on the computer screen so that the Food Service worker stationed at the end of the line can check the student's identity and account balance. The cost of the breakfast or lunch will be deducted from the account automatically.

4. All communications regarding students' account balances will be directed to parents/guardians. We encourage parents/guardians to establish an account at [www.schoolcafe.com](http://www.schoolcafe.com) to monitor purchases and balances. We will send ParentLink messages weekly to notify parents/guardians of a low account balance. If a student account has a negative balance, ParentLink calls will be made until the debt is satisfied.

## **FREE AND REDUCED –PRICE MEALS**

The district will provide applications for free and reduced-price meals for students for all parents/guardians at the start of the school year online at [www.schoolcafe.com](http://www.schoolcafe.com), the Exeter School District website, and in the school offices. If you do not qualify at that time but your financial situation changes, you may reapply at any time. If you are eligible for free and reduced meals, **you must apply every year** or the service will discontinue. Applications are investigated and reviewed periodically to assure that only those who truly qualify receive these services.

## **GUIDANCE SERVICES**

The guidance office is staffed by two counselors and a secretary. Each student will meet with his or her assigned counselor throughout the year. Services offered by the department include: career counseling, academic advisement, standardized testing, personal counseling, and student transfer and withdrawal.

Students should realize that communications with their counselor are confidential in nature. However, the counselor has a responsibility for the health and well-being of the students within their charge. In crisis situations, the counselors will consult with others who are in a position to assist the student. In past situations, consultations have included: parents/guardians, administrators, community mental health agencies, drug and alcohol rehabilitation facilities, intermediate units, student assistance team members, and local police. The guidance department takes a proactive role in the lives of the student body. It exists to serve.

## **Student Assistance Program**

### **Preface**

The Exeter Township School Board and personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. The Board and school personnel recognize that students may need help to develop to their fullest potential. This policy authorizes the establishment of the Exeter Township Student Assistance Program (**SAP**). The team will include teachers, a school nurse, a school counselor, and administrators. The team will also include a liaison from a licensed drug and alcohol facility and/or a mental health facility. The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. The SAP team utilizes a systematic process, along with specially trained school personnel, to intervene, and refer these students to appropriate in-school and/or community services. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers that they may achieve academically, remain in school, and advance. The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors.

### **How does SAP Work?**

The core of the program is a professionally trained school staff and a Student Assistance Specialist from Caron Foundation. Student participation in the program is usually voluntary and is meant to be a support service for all students. All information regarding a student's involvement in the program is confidential and maintained for the best interest of the student.

Students can be referred for different reasons:

- exhibiting signs of mental health problems including the risk of suicide
- serious behavioral concerns
- drop in school performance
- violation of the district's drug and alcohol policy
- concerns of alcohol or substance abuse

Student referrals are confidential and can be made by:

- school personnel
- parents or guardian
- friends
- themselves
- outside agencies

What is the Parent's role?

The SAP team recognizes the importance of the parent's role in the child's well-being and success. With the exception of emergencies, parental notification and permission is required before any services are initiated.

During the process, the parent will be asked to:

- return a signed permission form
- complete a parental questionnaire

- follow through promptly with recommendations from the school and/or agency staff

When to make a Referral... It may be time to make a referral if you notice these signals:

- Severe Drop in Grades
- Cutting School
- Change in Personal Appearance
- Erratic Behavior
- Symptoms of Anxiety or Depression
- Suspicion of alcohol or substance abuse
- Change in eating or sleeping habits
- Threatens harm to oneself or others

If you recognize any of these signals or have other concerns for your child's well-being, please make a referral to the school's SAP team.

How do I make a Referral?

Please contact your child's school counselor.

Services offered by the SAP team:

- Support Groups
- Comprehensive Behavioral Health Assessments
- Re-entry meetings when a student is returning from an out of district placement
- Check-in, Check-out
- Mental health and substance use and abuse prevention and education
- Referrals to outside agencies or in school resources when warranted

\* Drug and Alcohol Education, Counseling, and Support Services, 24 P.S. §15-1547, Date of Issue: July 1, 2002

**Replaces:** Drug and Alcohol Education, Counseling and Support Services, BEC 24 P.S. §15-1547, issued September 1, 1997

\*Section 1547 of the PA School Code, enacted as Act 211 of 1990, requires school districts to implement a comprehensive tobacco, alcohol and other drugs program including instruction in the classroom.

## **HEALTH SERVICES**

### **Medical Examination**

The law of the Commonwealth of Pennsylvania provides for a periodic health examination in kindergarten, sixth grade, and eleventh grade, of all children who are

or should be attending school. Parents/Guardians may be present during the examination. At that time, the nurse records all physical findings on the medical record. During these examinations sufficient clothing is removed in order to be given a thorough examination. When physical defects are discovered, a notice of the condition is sent to the home, and parents/guardians are advised about suitable follow-up procedures.

### **Emergency, Illness, Accident Care**

First aid and rest facilities are provided. A nurse is a regular member of the staff. The teacher in charge of the class will give the student a pass admitting him/her to the nurse's office or the main office. If it is necessary to send the student to his/her home, a pass will be issued by the nurse or the office informing his/her teachers of the action taken. Parents/Guardians are responsible for providing transportation for the ill student to his/her home or to the doctor.

### **School Nurse**

The school nurse is on duty the greater part of the school day between 7:20AM and 2:50 PM at which time she renders first aid for minor injuries, advises students in regards to other health problems, and excludes those from school who have symptoms of communicable diseases.

### **Early Dismissal for Illness**

If you become ill during the school day and you would like to be excused to go home, **you must report to the school nurse to be checked.** If the nurse feels you should be excused, you will be allowed to leave. However, before leaving, the school must contact your parent(s)/guardian(s) to inform them of our intent to dismiss you from school. If your parent/guardian is unavailable, you will have to remain in school until contact can be made. **If you dismiss yourself from school without permission, you will receive disciplinary action.**

### **Medications Guidelines:**

The district recognizes that parents/ guardians have the primary responsibility for the health of their child(ren). Although it is strongly recommended that medication be given at home, the district realizes that the health of some students requires that it be taken during school hours. Whenever possible, parents/guardians should confer with the family physician to arrange medication time intervals to avoid school hours. When it needs to be administered in school, the following procedures must be followed:

- (1) No more than a 30-day supply of meds may be sent to school at any time.
- (2) Any prescription or over-the-counter (OTC) medication should be sent in the original container in which it was purchased with the child's name, dosage to be given, and time to be given on it. A "Medication Administration Consent and Licensed Prescriber Order" form should be

- completed and signed by the parent/guardian and physician.
- (3) Medication should be given to the school nurse or school secretary as soon as the student arrives at school.



**No medication is to be kept in the child's possession,** with the exception of Epi-pens, inhalers, and any substance that a physician deems necessary for emergency treatment of a health condition. In order to keep the inhaler or Epi-pen in his/her possession, a student must provide to the school nurse a completed "Asthma Action Plan" (required for an inhaler) or "Allergy Action Plan" (required for an Epi-pen) signed by the parent/guardian and a physician for the student to self-administer, or a note from the physician which states that the student is competent to properly self-medicate. Any student (with the above mentioned signed parent/guardian and physician permission) shall notify the nurse as soon as possible after each self-administration of the medication.

**VOICE MAIL: 610-779-3320 – option #2  
(24 hours a day!) Tell us if you want homework  
sent to the office or to be brought home by  
someone else by specifying student name.**

**Alma Mater**

**Oh, Exeter, to thee we raise  
Our gratitude and songs of praise.  
Our colors blue and white  
Will lead us in the right.  
Oh, Exeter, you proudly stand  
Beneath the might of God's great hand,  
Guiding our hearts and minds  
For future days.  
Exeter! Always worthy of our praise.**

**Beneath the mighty eagle's wing  
The voices of your children sing;  
With joyful hearts and true,**

**Steadfast in all we do.  
Though we may go our separate ways,  
Remember you through all our days,  
Hail, Alma Mater, we pledge to thee  
Our true devotion and loyalty.**

