



## **Exeter Township Senior High School Student Handbook 2019 - 2020**

Exeter Township Senior High School  
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**Welcome!** The administration, teachers, and staff would like to welcome you to Exeter Township Senior High School. This *Student Handbook* is intended to provide you and your parents with information about the educational programs, extracurricular activities, regulations, and academic requirements at the high school.

Read this information carefully; it is a valuable guide for your academic and social success as an Exeter Eagle. It is our goal to maintain a positive atmosphere and to assist students in realizing their maximum potential. Good instructors, modern resources, and first-rate facilities do little for a student unless the desire for knowledge is present within the learner. Please become familiar with the contents of the *Student Handbook* and always maintain a positive attitude. Best wishes for success!

## **Introduction**

This handbook provides information concerning processes, procedures, and rules in place at Exeter Township Senior High School. It does not claim to cover every conceivable situation; but hopefully this handbook provides enough information so that students, parents and teachers will be able to logically determine the correct actions to take during the school year.

## **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 Christine Wheelen, 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. Furthermore, the board prohibits all forms of unlawful harassment. This is addressed in Policy # 248, which can be found on the district website under the School Board heading. Requests for hard copies of the policy and/or questions related to unlawful discrimination or harassment should be addressed to Christine Wheelen, Director of Human Resources.

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

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## ACADEMICS

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### Graduation Requirements

The minimum number of credits required for graduation is 25.

English	4
Social Studies	4
Mathematics	4
Science	4
Fitness and Wellness	2
Arts and Humanities	2
Electives	5

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<b>Total Minimum Credits for Graduation</b>	<b>25</b>
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Credit exceptions and scheduling notes:

- Students may substitute designated STEM classes for one math credit and/or one science credit. These STEM substitutions may only be made once in the respective departments in a student's tenure at the high school.
- BCTC students, in order to complete the required hours for their technical certifications, may substitute two credit hours of BCTC for one Mathematics and one Science credit.
- No student schedule may contain more than more study hall period on any day.

Pennsylvania State Graduation Requirements - [please follow this link.](#)

Beginning with the Class of 2020, all students must demonstrate proficiency in Algebra I, Biology, and Literature in accordance with state requirements to graduate.

Students must complete a total of 30 hours of community service (for a non-profit organization) in order to graduate. The following do not constitute acceptable forms of community service:

- Activities occurring during the school day
- Activities for which payment is accepted
- Service to family members
- Participation in athletic events and marching band (except for community parades)

Babysitting – except for a community organization or event – is not community service. Information on community service is available through guidance counselors and the assistant principals.

### ***The Soaring Eagle***

While the student handbook is designed to cover a wide range of information, the program of studies, *The Soaring Eagle*, focuses specifically on course selections and graduation requirements. This booklet is available [online](#) (hard copies available in the guidance office) to assist students in building their yearly schedules and to provide them with specific information about graduation requirements. *The Soaring Eagle* is revised yearly to reflect any changes in course offerings.

## **Career & Technology Center**

### **Departure Time/Return Time**

AM Career and Technology Students – the bus leaves for BCTC East as follows:

- Grades 11 & 12 – 7:30 a.m.
- Grade 10 (and West Center) – 11:30 a.m.

Morning BCTC students will return at the conclusion of A lunch for the remainder of the day

**Note** – Any BCTC student who misses the bus will remain at Exeter Township Senior High School unless suitable transportation can be arranged.

**BCTC Students must report to the Tech Center on days when EHS has a scheduled early dismissal.**

### **Lunch**

All Career and Technology students will eat lunch at the Career and Technology Centers. **Students are not permitted to drive to a restaurant for lunch.**

### **Bus Conduct**

Students are expected to observe all rules of proper behavior on the bus. Failure to follow bus regulations will lead to a loss of the riding privilege and possible withdrawal from the Career and Technology Center.

### **Absences**

When a student is absent from school, s/he must submit an absence note to the Career and Technology school **and** the Main Office at Exeter Township Senior High School. If a student is excessively absent, s/he may be withdrawn from the Career and Technology Center.

### **Attendance**

**AM Career & Technology Students:** If a student is absent from the Career and Technology Center in the morning and wants to report to Exeter Township Senior High School in the afternoon, s/he should arrive at the high school no later than 11:18 am (otherwise, they will be considered tardy).

If a student attends the Career and Technology School in the morning, s/he must physically report to Exeter Township Senior High School in the afternoon (unless the Career and Technology School nurse sends the student home). Failure to report to Exeter Township Senior High School and attend all assigned classes will result in an unexcused absence and disciplinary action as outlined in the discipline code.

**PM Career & Technology Students:** If a student is absent from school in the morning and wants to report to the Career and Technology Center in the afternoon, s/he should report to the Main Office by 11:30 a.m.

**Note:** Both AM and PM Career and Technology students must supply a note for any absences to both the Exeter Township Senior High and to the Career and Technology Center.

### **Driving**

Students are not permitted to drive to/from BCTC without permission from the BCTC Administration.

### **Co-op**

Students on the Co-op program will be permitted to drive to and from their respective employers provided the conditions listed under "**Driving**" have been satisfied.

**If a student has any failing grades as a Co-op student, s/he will be withdrawn from the program. Permission to drive will be given only when the following conditions exist:**

1. The Career and Technology Center first confirms there is a clear need to drive based on an educational project. Career and Technology Center issues the permit.
2. The student secures parental signatures on the proper form or permit. This must be done before approval is given.
3. Exeter Township Senior High School administration gives approval.

### **Delayed Start (AM Career and Technology Students Only)**

In the event of a two (2) hour delay, there will be transportation to the Career and Technology Center. If a student does not have his/her own transportation, s/he comes to Exeter Township Senior High School on his/her regular morning bus.

## **Honor Roll**

Students will attain honor roll status if, using standard rounding procedures, they achieve at least a 92 percent GPA for a marking period (*Gold Eagle – for the school term*). Students will attain merit roll status if, using standard rounding procedures, they achieve an 88 percent to a 91.99 percent GPA for a marking period (*Silver Eagle – for the school term*). Students in grades 11 & 12 who achieve Honor Roll (each marking period), will be granted a *GOLD PASS* (see an administrator for details). Students will not be included on the honor or merit roll if a failing grade appears on their report cards. The term (marking period) GPA does **not** include weighted grades.

## **Final Examinations**

Final exams will be given at the completion of a course. Exams will be staggered in an attempt not to overload students. **All** students will take final exams in all major subjects. Dismissal times may be altered on exam days and parents will be notified in writing and/or via ParentLink.

Final exams will not be given to a student before the designated day established by the school. Students who are unlawfully absent during final exams will be given a "0" for the exam; students will not be permitted to reschedule exams.

## **Grading Scale**

Grades are reported using a percentage grade system. To earn credit for a course, a student must score a 60% or higher. Courses designated as "Honors" receive a weight of 1.05. AP courses receive a weight of 1.10. All other courses have a weight of 1.0. Quality points will be determined in the following manner: Credit x weight (1, 1.05, 1.10) x percentage grade. Class rank is then calculated by dividing the total quality points amassed by the total credits attempted. *\*Class rank will not be tabulated for classes graduating after 2020.*

## **Physical Education**

### **Use of Facilities & Other Procedures**

Lockers are available for student use; it is the students' responsibility to secure all personal belongings and valuables in their assigned lockers. Any students who enter the locker room without permission during class time will be subject to Level III disciplinary consequences for being in a restricted area. All athletes must change and participate in physical education class in order to be eligible to practice or play in a game scheduled that same day.

Students will not be excused from physical education class without a doctor's excuse. If the student has an excuse for more than one (1) marking period, s/he will be assigned another class during that period. Because the physical education grade is based on participation, students may only miss three (3) classes before absences affect the student's grade. This does not include a doctor's note requiring a student be excused for a medical reason.

Missed classes can be made up by making arrangements with the Physical Education teacher, or when appropriate, an alternative written assignment will be provided by the Physical Education teacher.

## **Textbooks - Lost & 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. Students must pay replacement costs for any damaged or lost textbooks.

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## **ACTIVITIES & ATHLETICS**

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### **School Dances & Prom**

Guest request forms and photo identification are required for dances/Prom. Guest request forms are available in the Main Office or from the activity advisor and are due back at least one week prior to the event.

Dances/Prom are limited to students of high school age – under the age of 21. Any misconduct on behalf of the student and or their guest will result in removal from the event and may result in further disciplinary action.

Seniors must have their Community Service hours approved by their guidance counselor prior to Prom ticket sales in order to purchase tickets.

\*Students who have been suspended 10 or more days are not eligible for the Prom.

\*\* Students who have 10 or more days of unexcused absence are not eligible for the Prom.

## **Student-Athlete Handbook**

### **Requirement for Participation**

#### For Parents and Athletes

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this important component of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal adjustments. In order for a student to participate in the athletic program, the student and parent/guardian need to address several points.

#### PIAA Forms

Each athlete must have on file, in the athletic office, the forms mandated by the P.I.A.A. In order to be eligible for contests and practices, the parent/guardian must sign the form indicating the student has permission to play.

#### Physician Form

Each student athlete must have a physical dated after June 1. The parent/guardian and a physician must sign the physical form. No one may participate without this form. This form must be filed in the athletic office.

#### Emergency Medical Authorization

Each athlete's parent/guardian shall complete an Emergency Medical Authorization Card giving permission for treatment by a certified athletic trainer, physician, or hospital when a parent/guardian is not available.

#### Acknowledgment of Athletic Policies

In order to participate in athletics, the student athlete shall read the *High School Student Handbook* and the *Student Athlete Handbook* and certify in writing that s/he understands the rules and policies of the school district. Each coach will provide a form for the athlete to document that s/he understands the student athlete handbook.

### **Exeter Township School District Academic Requirements for Athletic Participation**

#### Academic Status

A student must maintain a full-time curriculum. The student must maintain the following academic status to be eligible for participation in interscholastic athletics. Exeter Township School District academic eligibility requirements exceed those of the P.I.A.A.

#### During a Marking Period

Academic standing is monitored on a weekly basis during the course of a marking period. Each student-athlete who is failing two (2) or more credits (59% or lower) during the course of a week will be ineligible. If a student is ineligible, s/he will be ineligible to practice or participate in athletic contests for the following week, a period of 7 days, beginning Sunday and ending Saturday. In addition, a student who is **ineligible** may not attend away competitions.

#### End of Marking Period

Academic standing is also monitored at the end of a marking period. Each student-athlete who is failing two (2) or more credits (59% or lower) during the course of a marking period will be ineligible. Eligibility for the 1<sup>st</sup> Marking Period of the new school year is based on the previous school year's credits. If the student-athlete does not meet this requirement they will remain eligible to practice but **ineligible** to participate in athletic contests until after the 15<sup>th</sup> school day of the



next grading period beginning on the first day that report cards are issued. In addition, a student who is **ineligible** may not attend away competitions.

### **Parent/Coach Communication Plan**

#### Communications that Parents/Guardians Can Expect from the Coach

Expectations the coach has for the athlete, locations and times of practices and contests, team requirements, team rules, and discipline

#### Communication the Coach Can Expect from Parents/Guardians

Notification of schedule conflicts and information which is imperative to an athlete's safety

#### Appropriate Topics to Discuss with the Coach

Ways to help the athlete improve, concerns about the athlete's behavior, and the treatment of the athlete

#### Issues Not Appropriate to Discuss with Coaches

Playing time, team strategy, and other team members

#### Procedure to Meet with Coach

- Encourage your son/daughter to speak directly to the coach.
- Call to set up an appointment. If the coach is employed in one of our school buildings, leave a message at the school to be put in the coach's mailbox.
- If the coach does not work in a school building, call the athletic office to leave the message. The coach will telephone you to make an appointment or to clarify the concern over the telephone.
- If the meeting with the coach does not provide a satisfactory resolution, write a letter to the athletic director describing in detail the problem. The letter will help begin the inquiry process. The athletic director will then telephone to clarify the problem by phone or to set up an appointment. No one will discuss playing time or roster cuts.

**Note: Under no circumstances should you confront a coach before or after contests.**

### **Additional Rules**

#### Truancy/Attendance

Absences due to confining illness, injury, or death in the immediate family may be waived by the district committee. No one may participate in an athletic contest if s/he is absent on the day of the contest. Students must be in school by 10:40 a.m. Students in ISR may not participate in a same-day athletic event or practice.

#### Hazing

Hazing of any type is prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in any athletic organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Any student who believes that s/he has been subject to hazing or has knowledge of hazing activity shall report the incident to the athletic director or principal. The athletic director and the principal will investigate the alleged hazing. The principal will take appropriate disciplinary action as circumstances warrant.

#### Fighting in Interscholastic Sports

Fighting and flagrant unsportsmanlike conduct in interscholastic sports are prohibited. A violation of this rule shall bring a suspension for the remainder of that contest plus suspension from the next scheduled contest in addition to school-related consequences.

### Individual Rules of a Coach

Coaches may establish additional rules and regulations with the approval of the athletic director and principal for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules established by coaches are on file in the athletic office.

### Suspension for longer than one game

General rules are developed that are consistent for all athletic teams. In addition to these general rules, each coach may develop additional rules for his/her particular team. The athletic director and the principal will administer the general rules. The coach is responsible for administering reasonable disciplinary action for violations of all specified team rules.

## **Athletic Department Policies**

### Participation

An athlete may participate in only one sport per season. Exceptions may be granted by the athletic director in exceptional cases. In these cases, the student/athlete must make a request to the athletic director. The request must be in writing and stipulate which sport is to be the primary sport and which is to be secondary. Both coaches must agree to the stipulation and be prepared to refer to the stipulation to resolve conflicts of schedule.

### Dropping or Transferring Sports

Completing a season is highly desirable. However, on occasion an athlete might find it necessary to drop a sport for a good reason. If this is the case, the student athlete should consult with the head coach. The student shall return all equipment. If an athlete wishes to change sports during the season, s/he should consult with both coaches and the athletic director. The receiving coach must consent to the transfer.

### Equipment

School equipment issued to the student-athlete is his/her responsibility. S/he is expected to keep it clean and in good condition. All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. Athletes who do not return all equipment at the end of the season will pay for its replacement. In several sports, athletes will be required to purchase a portion of the game uniform, which will after the season become their property.

### Missing Practice/Game

An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with through team discipline.

### Travel

All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department unless the parents make previous arrangements in writing with the head coach for an exceptional situation. Athletes will remain with their team and under the supervision of the coach when attending away contests.

### Conflicts between Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities might create a conflict of obligations or interests. Students are responsible for working with coaches or advisors to resolve scheduling conflicts as soon as the conflict presents itself. When a conflict cannot be resolved, the principal will make the decision based on the following:

- The importance of each event to the student.
- The importance of each event to the school.
- The relative contribution the student can make.
- A talk with the parent/guardian.

Once a decision has been made and the student has committed to that decision, s/he will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, s/he should withdraw from that activity.

### Release from Class

It is the responsibility of athletes to see their teacher the day before missed classes caused by an athletic contest. All work shall be made up at the direction of the teacher.

### Grooming and Dress Policy

A member of an athletic team is expected to be well groomed. Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school.

### Vacation Policy

Vacations by athletic team members during a sport season are discouraged. Parents/Guardians and athletes wishing to go on vacation should reassess the student's commitment to being an athlete. In the event of an absence due to a vacation, an athlete must be willing to assume the consequences related to his/her status on that team.

### Squad Selection and Reduction

Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Selection is based on performance and includes technique, tactics, conditioning, attitude and overall value of contribution to the team. Varsity team selection is made with the above factors as the most important criteria. Choosing the members of a team is the sole responsibility of the coaches of that team. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Number to be selected
- Practice commitment on making the team

### Reporting Of Injury

All injuries which occur during participation in athletics should be reported to the trainer and coach. Once a physician treats an athlete, the athlete must obtain the doctor's permission to return to the activity.

### Locker Room Regulations

- Roughhousing is not allowed in the locker room
- No one except coaches and assigned players are allowed in the locker room
- No glass containers are permitted in locker rooms
- Spiked and cleated shoes taken off outside of the locker room at all times

### **Athletic Awards Policy**

#### Varsity Letter Requirements

The varsity award shall be presented to an athlete who satisfied the participation requirements listed below, completed all team obligations, and received the recommendation of the coach.

- An athlete should participate in 50% of the scheduled contests in a season.
- A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if, in the coach's judgment, s/he would have met the lettering requirements.
- Managers/ Statisticians/ Student Trainers Award will parallel the regular awards system for someone who completes the entire season.

An athlete must complete the season in good standing with the school and coach.

### Championship Award

All members of a varsity team that wins a league, district, or state championship will receive a picture plaque commemorating the championship.

## Extracurricular Activities

Please visit the SHS website for a complete listing of student clubs, meeting times, and club descriptions. Go to <https://www.exeter.k12.pa.us>, For Students, Student Organizations.

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## ATTENDANCE

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### Attendance Procedures

Absences and tardiness affect students' ability to learn. Parents are encouraged to work with students to develop habits and strategies at home to promote regular, timely attendance. In accordance with the Department of Education and the Berks Initiative for School Attendance, the following guidelines will be used to record school attendance.

#### Excused Absence (Ex)

A student absence for which the parent has provided a written excuse within **five** school days for one of the following reasons:

- Student Illness
- Quarantine
- Death in the Family
- Religious Holiday (Advance Request Only)
- Educational Tour or Trip (Advance Request Only)
- College Visits (Advance Requests Only)

#### Unexcused Absence (X-UA)

A student absence for which an approved explanation has not been submitted within **five** school days.

#### Truant (X-Tr)

A student having **three** or more school days of unexcused absence within the school. In the event a student becomes habitually truant, a meeting will be scheduled with the parent/guardian to support improved attendance. If truancy continues, the parent/student will be cited for habitual truancy and referred to the proper county agencies for violation of compulsory attendance laws.

The consequence for violating compulsory attendance laws are as follows:

- A fine of \$300 or more
- Community Service
- Loss of motor vehicle license

A student with 10 or more unexcused absences will be ineligible to attend Prom and participate in other school functions.

#### Reporting a Child's Absence

Parents are directed to review reporting procedures on the high school website -

<https://www.exeter.k12.pa.us/domain/997>. Parents are required to submit a written excuse note - either hard copy or electronic - as per the guidelines referenced in the above-cited link. Notes must be received within 5 school days. Berks Career & Technology Center students must submit absence notes to both the SHS Attendance Office and BCTC Office. Failure to provide a written excuse for an absence within 5 school days will result in an unexcused absence.

### Missed Work

It is the student's responsibility to contact the teacher(s) on the day s/he returns from the absence to make arrangements to make up any missed assignments and/or assessments.

- All missed assignments and/or assessments must be made up within three school days from the day the student returns from the absence.

### Early Dismissal/Signing Out Procedures

Students will not be excused from school without written parental or administrative permission. If a student must arrive late or leave early because of an extreme emergency, a parent may call a school administrator to receive permission for the child to be excused. A written note will be required upon the student's return to school. Failure to follow these procedures will result in unexcused absences and disciplinary action.

- **Medical/Dental Appointments** - Appointments with physicians and dentists should be held to minimum during the school day. The student should bring a note to the Attendance Office prior to 7:30 a.m. so that the student may receive an early dismissal pass.
- **Urgent Reason** - Early dismissal for urgent matters must be approved by an administrator.
- **Sign Out/Sign In** - Students must sign-out at the Main Office prior to leaving for an appointment. A form verifying the student's appointment must be submitted to the Main Office upon the student's return. Students returning to the SHS from an appointment must sign-in prior to reporting to class. Failure to submit the appointment form will result in an unexcused absence.

### Educational Trips

Educational trip requests should be submitted as early as possible and at least five (5) school days prior to departure to allow for approval and gathering of student assignments. No student may spend more than a total of five (5) school days on approved educational trips in any given school year. These forms are available in the Main Office. Students will be responsible for all work missed during their absences. All requests are subject to approval of the Administration based on the student's attendance records and academic standing. **No trips will be approved during the January or June SHS final/mid-term exam days.**

*\* Students who are unlawfully absent during January or June Final Exams will be given a "0" for the exam; students will not be permitted to reschedule exams.*

### College Visitations

Students who request to be excused from school for a college visitation must adhere to the following procedures:

1. Complete a *College Visitation Request* form. These forms are available in the Main Office.
2. Submit the completed form to the Main Office for approval at least one (1) day prior to the visitation date. An official note from the college will be required upon the student's return to school.

A maximum of three (3) days per school year may be used for this purpose. College visitations will be recorded as educational trips. Any student who fails to follow the outlined procedures will be charged with an unexcused absence and will be subject to the appropriate disciplinary action. All requests are subject to approval of the Administration. **No trips will be approved during SHS Final Exams** and the student will be marked unexcused/unlawful.

### Lateness/Tardiness to School

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 a.m. will be late to his/her first period class. Students arriving late must report to the Main Office before being admitted to class. Upon arriving late to school, a student must present a written note to the Main Office describing the reason for lateness and signed by a parent/ guardian.

**Note:** Car problems, oversleeping, and personal reasons are not acceptable excuses for lateness. Even if a student has a note, this lateness will be considered unexcused. The Administration makes the determination whether or not the lateness will be excused or unexcused.

A record of all tardy to school will be kept for each semester. Students who arrive late to school after accumulating more than three (3) unexcused tardies in a semester will report directly to the In-School Suspension room for the duration of their class and will receive a zero for any work missed. Students will not be permitted to make up missed work. Excessive tardiness without a note or phone call from a parent/guardian may require questioning by an administrator.

Students arriving after 10:42 a.m. will be charged with a half day of absence and must present a note signed by the parent/guardian upon their arrival to school. Attendance at school is mandated by law and is closely related to academic success. Please make every effort to ensure your student is at school on time daily unless s/he is too ill to attend. Early dismissals may accrue and adversely affect your student's attendance record as unexcused tardiness and early dismissals are subject to compulsory attendance laws in the same manner as absences. Excessive tardiness to school for illness may result in the administration requiring a doctor's note to excuse the tardiness.

### **Change of Address/Residency**

Any student who changes residence during the school year must report the change at once to the Main Office. If a student moves out of Exeter Township at any time during the school year, s/he may no longer attend Exeter Township Senior High School. Seniors who move out of the district will be permitted to finish the current school year only with administrative approval. The Administration reserves the right to deny this privilege to any student who has become disruptive to the educational environment of the school or has a poor attendance record. The final decision will be based on a review of the student's academic, attendance, and discipline records. Please consult the district website for residency requirements.

### **Homeless Students**

The federal McKinney-Vento Act qualifies school-age children for certain rights and protections if they and their family live in a shelter; in a car, abandoned building, or bus or train station; or are doubled up with other people due to loss of housing or economic hardship.

The enrollment process for homeless students includes completing Education for Children and Youth Experiencing Homeless forms (ECYEH) as part of the district's efforts to identify students and their families. If a student is identified as homeless, he/she is entitled:

- A. to enroll in school without providing proof of residency;
- B. to continue attending the school in which he/she was last enrolled, even if the student no longer resides in the attendance zone;
- C. to receive transportation from his/her current residence to the school of origin;
- D. to have a Best Interest Determination (BID) completed regarding school enrollment;
- E. to automatically qualify for free lunch and other district food programs;
- F. to participate fully in all school activities and programs that he/she is eligible; and
- G. to contact the homeless liaison to resolve disputes that arise during the enrollment process.

ETSD may also offer additional assistance to students and their families experiencing homelessness through support services regarding attendance, tutoring, nutrition, etc.

Questions regarding McKinney-Vento Act eligibility should be directed to Dr. Suzanne Miller, Director of Pupil Services 610-898-9575.

## Bell Schedules

Regular Bell Schedule		11:30 a.m. Early Dismissal		2-Hour Delay		3-Hour Delay	
Period 1	7:30 - 8:14	Period 1	7:30 - 7:52	Period 1	9:30 - 10	Period 1	10:30 - 10:50
Period 2	8:18 - 9:06	Period 2	7:56 - 8:18	Period 2	10:04 - 10:34	Period 2	10:54 - 11:14
Period 3	9:10 - 9:54	Period 3	8:22 - 8:44	Period 3	10:38 - 11:08		
Period 4	9:58 - 10:42	Period 4	8:48 - 9:10	Period 4	11:12 - 11:41	<b>LUNCH A</b>	11:14 - 11:44
		Period 7	9:14 - 9:35			Period 5	11:48 - 12:18
<b>LUNCH A</b>	10:44 - 11:14	Period 8	9:39 - 10	<b>LUNCH A</b>	11:41 - 12:11	Period 6	12:22 - 12:52
Period 5	11:18 - 12:02			Period 5	12:15 - 12:45		
Period 6	12:06 - 12:50	<b>LUNCH A</b>	10 - 10:30	Period 6	12:49 - 1:19	Period 5	11:18 - 11:48
		Period 5	10:34 - 11			<b>LUNCH B</b>	11:48 - 12:18
Period 5	10:46 - 11:30	Period 6	11:04 - 11:30	Period 5	11:45 - 12:15	Period 6	12:22 - 12:52
<b>LUNCH B</b>	11:32 - 12:02			<b>LUNCH B</b>	12:15 - 12:45		
Period 6	12:06 - 12:50	Period 5	10:04 - 10:30	Period 6	12:49 - 1:19	Period 5	11:18 - 11:48
		<b>LUNCH B</b>	10:30 - 11			Period 6	11:52 - 12:22
Period 5	10:46 - 11:30	Period 6	11:04 - 11:30	Period 5	11:45 - 12:15	<b>LUNCH C</b>	12:22 - 12:52
Period 6	11:34 - 12:18			Period 6	12:19 - 12:49		
<b>LUNCH C</b>	12:20 - 12:50	Period 5	10:04 - 10:30	<b>LUNCH C</b>	12:49 - 1:19	Period 3	12:56 - 1:15
		Period 6	10:34 - 11			Period 4	1:19 - 1:38
Period 7	12:54 - 1:38	<b>LUNCH C</b>	11 - 11:30	Period 7	1:23 - 1:52	Period 7	1:42 - 2:01
Period 8	1:42 - 2:25			Period 8	1:56 - 2:25	Period 8	2:05 - 2:25

## School Closing Announcements

School closings will be announced via ParentLink, District website, social media platforms, and are broadcast over Berks County radio stations WEEU, 850 AM, WAGO, 1240 AM; WRAW, 1340 AM; and WRFY, 102.5 FM. They are also broadcast on television – Channels 6, 10, and 69. In most cases, a decision to close school for the day or to have a delayed start is made by 6:30 a.m. If school is dismissed early, an announcement will also be broadcast over the same stations.

**Please do not call Exeter Senior High School or the Administration Building.**

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## DISCIPLINE

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### Academic Dishonesty Policy

#### The Modern Language Association Definition of Plagiarism

"Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism. In short, to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics" (Excerpt Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*, 2<sup>nd</sup> ed. New York: MLA, 1988: 151).

You are plagiarizing if you do the following:

- Quote, paraphrase summarize, refer to, or copy ideas or words of a published document (including, but not limited to books, magazines, internet websites) without adequate documentation.
- Submit a paper or a portion of a paper written by someone else, with or without permission.

Consequences of Academic Dishonesty	
VIOLATION	RESULTING PENALTY
<b>FIRST OFFENSE</b> <ul style="list-style-type: none"> <li>● Applies to every class in all content areas</li> <li>● Offense carries over for the duration of your High School career</li> </ul>	<ul style="list-style-type: none"> <li>● Zero for the assignment</li> <li>● Day of in-school suspension</li> <li>● Phone call from teacher to parent/guardian relating incident and consequences</li> <li>● Discipline referral reporting the plagiarism to be included in student's discipline record</li> <li>● Removal from or lack of consideration from National Honor Society</li> </ul>
<b>SECOND OFFENSE</b> <ul style="list-style-type: none"> <li>● Applies to every class in all content areas</li> <li>● Offense carries over for the duration of your High School career</li> </ul>	<ul style="list-style-type: none"> <li>● Failing grade for the marking period in the course</li> <li>● 3 Days of in-school suspension</li> <li>● Phone call from administrator to parent/guardian relating incident and consequences</li> <li>● Discipline referral reporting the plagiarism to be included in the student's discipline record</li> </ul>



<b>THIRD OFFENSE</b> <ul style="list-style-type: none"> <li>• Applies to every class in all content areas</li> <li>• Offense carries over for the duration of your High School career</li> </ul>	<ul style="list-style-type: none"> <li>• Failing grade for the course and placement in study hall</li> <li>• 5 Days of in-school suspension</li> <li>• Phone call from administrator to parent/guardian relating incident and consequences</li> <li>• Discipline referral reporting the plagiarism to be included in the student's discipline record</li> </ul>
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## **Automobile Regulations**

Students driving vehicles to school must register their vehicles by make, color, and license in the Main Office. Students must obtain a parking permit form in the Main Office in order to park on school property. Upon completion of the form and payment of the parking fee, students will be issued a parking pass.

1. All students driving vehicles on school property must comply with the 15 MPH speed limit and wear seat belts. Failure to comply will result in notification of parent, loss of parking privileges, and/or prosecution by the police.
2. Students may park in marked spaces in the following areas: the upper parking lot, the lower parking lot, the lot behind the tennis courts, and the stadium lot, with the exception of the parking spaces lined in red. No other areas are available for student parking. Students may not park in the area designated for the faculty/staff/coaches/visitors or in any areas in the front of the high school building at any time.
3. The parking pass must be visible at all times when on school property. If a student's parking pass is not visible, the administration will determine that vehicle is unauthorized.
4. Any student who interferes with the arrival or departure of buses will lose parking privileges.
5. Student drivers should enter school immediately upon arrival to campus. No loitering is allowed in the parking lot.
6. Students are not permitted to use their motor vehicles at any time during the school hours without permission from both a parent/guardian and the school.
7. Students are not permitted to enter their vehicles at any time during school hours without permission and must be accompanied by a school official. No student will be permitted to go to a vehicle parked off campus.
8. All school rules apply to the parking lot. For example, no smoking is allowed in student vehicle or lot.
9. Students must park in their assigned areas. At no time are they permitted to park in the front of the building, in the teachers'/coaches' parking area, visitor areas, or in any other restricted area.
10. Students may not move their vehicles after school to any restricted area.
11. Students are not permitted to leave the parking area until after the buses have departed at dismissal. Failure to comply will result in disciplinary action.
12. All automobiles parked on school property are subject to search by Administration at any time when there is reasonable suspicion that the vehicle may contain contraband and/or dangerous items.

### **Disciplinary Consequences**

- 1<sup>st</sup> offense – Written warning placed on student's car, discipline referral, and conference with security officer
- 2<sup>nd</sup> & 3<sup>rd</sup> offense – School issued citation with \$15 fine, administrator conference, and parental notification
- 4<sup>th</sup> offense – School issued citation with \$25 fine and loss of parking privileges.

## **Bus Regulations**

1. The school bus driver has the authority to assign all seats on the school bus.
2. Students are to follow directions the first time they are given.
3. Students are to keep all parts of their bodies and all objects inside the school bus at all times.
4. Students must keep all objects (book bags, instruments, projects, etc.) on their laps, not in the aisle. If an object is too large for a student's lap, it is the parents' responsibility to transport the object.

5. Students must transport all athletic equipment in the appropriate bags.
6. Students must stay in their assigned seats with their feet on the floor. Standing is not permitted.
7. Students may not yell, use profane language, talk loudly, or make loud noises.
8. Students may not push, shove, fight, throw objects, or engage in horseplay.
9. Weapons, live animals, and harmful, unsafe, or disruptive objects are not allowed on the school bus.
10. Skateboards, street hockey sticks, roller skates/blades, or any other objects not used in the school curriculum are not allowed on the school bus.
11. Students may not eat, drink, chew gum, or smoke on the school bus.
12. Students should help keep the school bus clean and not damage or deface any part of the school bus.
13. Students must be at their scheduled stops five (5) minutes prior to their scheduled pickup 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. Student must enter school immediately upon arrival to campus.

#### **Consequences (for not following the rules on the school bus)**

- 1<sup>st</sup> Offense: Student is verbally reprimanded by the driver.
- 2<sup>nd</sup> Offense: Student is assigned a different seat on the bus.
- 3<sup>rd</sup> Offense: Student is referred to administration; parent is notified.
- 4<sup>th</sup> Offense: Student loses his/her bus riding privileges for a specified period of time; parents are responsible for transportation during this time (possibly remainder of the school year).

**Note:** Severe cases are the same as a fourth offense.

#### **Bus Procedures**

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

- Students will be picked up and dropped off only at the stops on the transportation schedule. No other stops will be created unless safety or population shifts dictate such a change.
- If a parent wishes his/her child to be dropped off at a stop other than the place s/he was picked up, the following shall take place:
  - The parent/guardian shall contact the school administration in writing. The note shall contain the child's name, grade, and current bus route as well as the parent's/guardian's name and phone number. The note shall also contain the new bus route and stop request chosen from the transportation schedule.
  - The Building Principal will contact the parent/guardian if the change request is not approved.
  - On the morning of the day(s) of the stop change, the student shall report to the school Main Office with his/her note. The Building Principal or Designee will issue a bus pass for the child to give to the school bus driver.
  - Each request for a change shall follow the procedure above.
  - Failure to follow these procedures will result in a student being dropped off where s/he boarded the bus.
  - The School District reserves the right to refuse changes if families do not follow the procedures outlined above, if families abuse the privilege, or if there is inadequate room on the school bus to accommodate more passengers.

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

The Exeter Township School District is starting to install video/audio cameras on school buses. These cameras can record both what is said and done on the bus. The video/audio cameras will be used to monitor behavior; to maintain order on the school buses; and 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.

## Cafeteria & Snacks

The following cafeteria procedures need to be followed:

- Students should clean up their eating areas and should return their own trays, trash, silverware, etc. to the proper area before the last five minutes of the period.
- Food may not be brought in from or ordered through vendors during the school day.
- Students should remain seated at a table for the duration of the lunch period.
- Students should conduct themselves appropriately at all times in the cafeteria. Students should not throw food, objects, or engage in horseplay; these actions will be considered disorderly conduct and be treated as a Level III offense. The noise level should be reasonable.
- The appropriate use of electronic devices will be permitted in the cafeteria during a student's assigned lunch period.
- No food/drinks may be removed the cafeteria. Seniors may eat in designated outside area.
- Students who damage cafeteria supplies, tables or chairs, will pay for the damage(s), and will lose cafeteria privileges.
- Students will be dismissed by faculty and staff and will return promptly to class at the end of the lunch period.
- Students cannot leave the cafeteria without permission from a lunch monitor and must have a hall pass.
- Students should not congregate in the bathrooms.

When a student misbehaves, cafeteria monitors have the following options:

- Warning (except major offenses)
- Assigned seat in the cafeteria for a length of time to be determined by administration
- File a discipline report with the grade level assistant principal
- Assign student to lunch detention for a period of time to be determined by the grade level assistant principal

## Computer System Use Agreement

ETSD provides its students with up-to-date computing resources to help them prepare for their futures in the world in which they will be living. These resources include classroom computers, access to computer networks, and connections to the Internet.

### Definitions

**ETSD Computer System** is the technology system made up of all computers, computer networks, peripheral devices, supporting software, and connection to the Internet that is used for the instruction of our students and the management of information throughout the district.

**The Internet** is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and/or staff have access to the Internet through service provided by ETSD. This access can be limited, suspended, or revoked for violation of the district's acceptable use policy.

### Computer System Acceptable Use Policy

*\* 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 for information related to student Chromebooks refer to the district website.*

The Board supports the use of technology in the district's instructional program in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration in a safe and effective manner that complies with the law, regulations, and our mission as a public school.

This policy applies to all users of all district information technology resources, including, but not limited to, desktop and laptop computers, whether the resource is used on or off site and personally owned equipment in use on site.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive, or display on or over the district's Internet, computers, or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate, or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the High School administration.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced on any district owned internet ready technology assets in use on or off campus.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements shall also be signed by a parent/guardian.

### **Prohibitions**

Users are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity.
- Bullying/Cyberbullying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Accessing, sending, receiving, transferring viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse, or unauthorized access to network hardware, software and files.
- Accessing the Internet, district computers or other network resources without authorization.
- Disabling or bypassing the Internet blocking/filtering software without authorization.
- Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Failure to comply with this policy or inappropriate use of the Internet, district network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action, up to and including suspension or expulsion for students.

## Curfew

Curfews are set for school-sponsored activities at 10:30 p.m. during nights when school is held on the next day. **Students are not permitted on school property between the hours of 10:30 p.m. and 6:00 a.m.** Students found on the property will be referred to the Exeter Township Police. Further disciplinary action may result.

**Students must leave the building by the 2:45 bell unless they are staying for an authorized, supervised after-school activity.** A student staying for an after school activity must be at the activity location by 2:45 p.m. At the end of the activity, the student should leave the building in a timely manner. If for some reason the student needs to remain in the building after 2:45 p.m., s/he must report to the main office to speak with an administrator. Students found wandering the building after 2:45 p.m. will be required to leave the building immediately.

## Discipline

### Discipline Philosophy

The main factor underlying any system of discipline is mutual respect for the rights of others. This attitude must be fostered daily between administrators, faculty members, and students of our school system. Our discipline philosophy is based on the belief that it is each student's responsibility to demonstrate behavior that is conducive to a healthy learning atmosphere. In order to maintain a suitable learning environment, each student must strive to demonstrate self-control and behave in a manner that does not interfere with the educational process. When a student fails to demonstrate self-discipline and engages in behavior counterproductive to the educational process, we will seek to help the student to change these behaviors through appropriate interventions, behavior modification, and punitive discipline. Our discipline model is progressive; as undesired behaviors continue and/or escalate, our response will become more restrictive and supportive. Our hope is our students will attain the self-discipline needed to be successful school citizens.

### Classroom Disciplinary Procedures

In the event that a discipline problem arises, the first attempt to resolve the problem will occur at the classroom level. If a student becomes a classroom management problem, the teacher:

- will attempt to resolve the problem by first dealing directly with the student and/or his/her counselor
- the teacher may issue a classroom based consequence and/or teacher detention
- will notify the parents
- document the behavior

If the problem is not resolved, the teacher:

- documents the behavior on a discipline referral with classroom interventions and submits to Main Office
- informs the student that such a referral is being submitted
- informs the parents of the action
- communicates with administration to help resolve the issue

The referral will be handled as fairly as possible. All disciplinary infractions will be dealt with on an offense-consequence basis. Students with chronic disciplinary infractions may be referred to the Student Assistance team.

**The administration reserves the right to alter the nature or severity of punishment (and to make exceptions) on a case-by-case basis. The violations and penalties listed in this handbook serve merely as a guide for both students and staff.**

### Restriction/Suspension Procedures

#### In-School Restriction Procedures

A student is required to report directly to the In-School Restriction (ISR) room no later than 7:30 a.m. Failure to report on time will result in another day of restriction. Students are restricted from leaving the room except for lavatory breaks and traveling to the cafeteria for lunch. Students will turn over all electronic devices to the ISR coordinator at 7:30 a.m. to be

secured in the ISR room. Those items will be returned at the end of the school day. Failure to turn over electronic devices will result in two days of out-of-school suspension.

If a student is absent on the scheduled in-school restriction date, s/he should automatically report to In-School Restriction on the next day back to school. Failure to do so will result in further disciplinary action. *Guidance counselors are encouraged to visit their students in the in-school room.*

**Students in In-School Restriction are prohibited from participating in any athletic event or extracurricular event on the same day as their In-School Restriction.**

#### **Out-of-School Suspension Procedures**

1. Students will be notified of the reason for and duration of the suspension during the disciplinary conference or teleconference. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
2. Students will not be permitted to attend school, any school functions, or be on school property, including extracurricular activities, during the suspension. This also includes any weekends if the suspension carries over from a Friday to the following Monday.
3. All out-of-school suspension days will be counted as excused absences from school.
4. BCTC students suspended out of school from either the home school or the Career Center are not permitted on either school's property during the suspension. A student placed in In-School Restriction at the home school may not attend classes at the career center during the restriction period and must remain at the home school.

**Note: Students who have accumulated a total of ten (10) days of suspension during the school year will face restriction of school-related activities. These ten days can be any combination of in-school restriction and/or out-of-school suspension. Restrictions will include extra-curricular event attendance, proms/dances, field trips, class trips, and/or other programs identified at the discretion of the administration.**

**A support plan will also be developed to improve student behavior, to respond to behavior(s) of concern, and to seek restorative practices so that students may have privileges restored.**

#### **Vaping**

When vaping occurs on school grounds and/or during a school event, a student will receive supportive and disciplinary responses. Supportive responses may include a parent/student/administrator conference, a SAP referral with a recommendation to a nicotine cessation group, and/or an informational session about vaping. Disciplinary responses will include in-school suspensions and fines and may include hall restriction, random searches and/or other responses as defined by the SHS administration.

#### **Level I**

Minor misbehavior on the part of student that impedes orderly classroom procedure or interferes with the operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel. Teacher will maintain his/her own records of student behavior offenses.

When a student becomes a chronic offender, a discipline referral sheet is submitted to the office. This now becomes Level II misbehavior.

<b>Examples of Level I Infractions</b>	<b>Support</b> (Any/All options consider)	<b>Disciplinary Action</b> (Any/All options considered)
Dress Code	<p>Conference with Student/Parent/Counselor/Teacher</p> <p>SAP Referral</p>	Verbal Reprimand*
Eating or Drinking Outside of Cafeteria		Change student's seat
		Withdrawal of Privileges
Electronic Device		Contact Parent*
Failure to Bring Materials or Carry Out Directions		Conference with Student*/Parent/Counselor/Teacher
Misconduct		Teacher-Issued Detention
Truancy - Minor		Office-Issued Detention

\*Required prior to office referral.

**Level II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and whose educational consequences are serious enough to warrant removal from the classroom. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

<b>Examples of Level II Infractions</b>	<b>Support</b> (Any/All options consider)	<b>Disciplinary Action</b> (Any/All options considered)
Bus Misconduct	Guidance Referral Parent Contact (Phone Conference and/or Written Notice) Referral to Outside Agency SAP Referral	Verbal Reprimand Withdrawal of Privileges Teacher/Lunch/Office Detention Restriction from Class Unmodified Level II Behavior Moves to Level III
Defiance / Insubordination / Disrespect - Minor		
Lying		
Parking Violation		
Roughhousing		
Unmodified Level I Misbehavior		
Wandering / General Horseplay in Hallway		



**Level III**

Misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to warrant the use of in-school suspension or out-of-school suspension.

<b>Examples of Level III Infractions</b>	<b>Support</b> (Any/All options consider)	<b>Disciplinary Action</b> (Any/All options considered)
Academic Dishonesty (Cheating)	Scheduled Guidance and/or Administrative Check-ins  Schedule Change  Parent Contact (Phone Conference and/or Written Notice)  Referral to Outside Agency  SAP Referral	1 <sup>st</sup> Offense: 1 – 3 Days of Suspension (In or Out-of-School)  2 <sup>nd</sup> Offense: 3 – 5 Days Out-of- School Suspension  3 <sup>rd</sup> Offense: Proceed to Level IV; restitution where appropriate  Issuance of Disorderly Conduct Citation*  Unmodified Level III Behavior Moves to Level IV
Altercation - Minor		
Bullying - Minor		
Computer Violation		
Cutting Class		
Cutting Detention		
Defiance / Insubordination / Disrespect - Major		
Forgery		
In Restricted Area		
Leaving School without Permission		
Medication (not submitted to Nurse)		
Possession of Nicotine Products (Lighters, vapes, etc.)		
Profane Language or Gestures		

Theft - Minor		
Unmodified Level II Behavior		
Vandalism - Minor		

\*Students who engage in disorderly conduct by fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose, may be issued a citation for disorderly conduct (section 5503 of the Pennsylvania Crimes Code).

During the length of a student's suspension, s/he will not be eligible to participate in or attend any extracurricular activities such as athletic events, dances, including the prom, club activities, and events sponsored by the music organization.

**Note:** Pennsylvania School Tobacco Control Law prohibits tobacco in any form, in any school buildings, bus or van, or on any property owned by Exeter Township School District. Besides a suspension from school, a student violating this law may be the subject of a fine issued by the school district or citation files with the local district magistrate. The school fines are: 1<sup>st</sup> offense \$50, 2<sup>nd</sup> offense \$100, subsequent offenses \$150.

#### Level IV

Acts which result or could result in damage to property or pose or could pose a direct threat to the physical or emotional safety of others in school.

Examples of Level IV Infractions	Support (Any/All options considered)	Disciplinary Action (Any/All options considered)
Bullying - Major	Scheduled Guidance and/or Administrative Check-ins  Schedule Change  Parent Contact (Phone Conference and/or Written Notice)  Referral to Outside Agency  SAP Referral	5 - 10 Days Out-of-School Suspension (Severity of Offense May Result in a Level V Classification)  After the student's third suspension, a parent conference must be held with the principal or designee prior to the start of the student's return to school.
Defiance / Insubordination / Disrespect - Major		
Disorderly Conduct		
Fighting or Assault		
School Safety Violations		
Sexual Harassment		
Threatening Others		

Unmodified Level III Misbehavior		
Vandalism - Major		

In the case of out-of-school, it is the responsibility of the student to contact the teacher for work missed within one day of his/her return to school.

Students who engage in disorderly conduct by fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose, may be issued a citation for disorderly conduct (section 5503 of the Pennsylvania Crimes Code).

During the length of a student's suspension, s/he will not be eligible to participate in or attend any extracurricular activities such as athletic events, dances, including the prom, club activity, and events sponsored by the music organization.

#### Level V

These acts are clearly criminal and/or are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and potential action by the board of school directors.

<b>Examples of Level V Infractions</b>	<b>Support</b> (Any/All options consider)	<b>Disciplinary Action</b> (Any/All options considered)
Arson	Parent Contact (Phone Conference and/or Written Notice)  Referral to Outside Agency  SAP Referral	10 Days Out-of-School Suspension  Possible expulsion and/or other school action results in appropriate alternative placement  <i>*See Drug &amp; Alcohol Administrative Guidelines</i>
Assault / Battery of a Student and/or Staff Member		
Furnishing, Selling, Possession of Drugs on Pennsylvania Controlled Drug Device and Cosmetic Act List*		
Indecent Exposure		
Intimate Contact		
Possession/Use/Transfer of Dangerous Weapons (Guns, Knives, etc.)		
Sale/Possession/Use and/or Under the Influence of Alcohol*		
Sale/Possession/Use of Drug Paraphernalia*		

Terroristic Threats		
Unmodified Level IV Misbehavior (5 <sup>th</sup> Suspension)		

Students who engage in disorderly conduct by fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose, may be issued a citation for disorderly conduct (section 5503 of the Pennsylvania Crimes Code).

During the length of a student's suspension, s/he will not be eligible to participate in or attend any extracurricular activities such as athletic events, dances, including the prom, club activity, and events sponsored by the music organization.

**Note:** Those placed in alternative education programs are not permitted to attend school functions or be on school property without consent of the EHS Administration.

## Drug & Alcohol Administrative Guidelines

The outline below describes the appropriate responses for affected school personnel in dealing with drug and alcohol incidents with students. It is understood that failure of a student to abide by the terms stipulated by Student Assistance Program (SAP) and/or outside 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.

Students involved in extracurricular programs should reference the Extracurricular Code of Conduct for additional information about disciplinary consequences affecting eligibility.

**Situation/Category 1:** A student volunteers information about personal drug or alcohol use to a staff member and seeks help.

- **Immediate Action:** Staff member contacts a SAP member.
- **Investigation:** SAP process is initiated; building administrator investigates as necessary.
- **Notification of Parents:** The parent is notified only with the consent of the student, unless there is a clear and imminent danger to the student.
- **Notification of Police:** Not applicable
- **Disposition of Substance:** Not applicable
- **Discipline:** No punitive action
- **Rehabilitation:** SAP support, as needed

**Situation/Category 2:** A student volunteers information about drug and alcohol use of another.

- **Immediate Action:** The information concerning the student identified as allegedly having the drug or alcohol problem is referred to SAP.
- **Investigation:** SAP process is initiated.
- **Notification of Parent:** Yes.
- **Notification of Police:** At the discretion of the Principal.

**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/alcohol abuse.

- **Immediate Action:** The staff member will try to handle the situation in consultation with SAP liaison and/or administrator; possible referral to SAP.
- **Investigation:** SAP process is initiated.
- **Notification of Parents:** Yes, if warranted.
- **Notification of Police:** At the discretion of the Principal.

**Situation/Category 4:** A student displays symptoms of drug or alcohol use during school or at a school activity on or off school property. This situation will be treated as a medical emergency.

- **Immediate Action:** Staff member notifies an administrator. 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 expense. SAP process is initiated.
- **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:** Yes.
- **Notification of Police:** At the discretion of the Principal.
- **Disposition of Substance:** Confiscated for analysis, if warranted.
- **Discipline:** If there is evidence of violations, student is given ten (10) days of Out-of-School Suspension.
- **Rehabilitation:** Referral to SAP; assessment by a licensed drug and alcohol facility within ten (10) 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.)

A release form must be signed by the student so that the SAP team can monitor the student's treatment plan.

**Situation/Category 5:** A student possesses drugs, mood-altering substances, or alcohol at a school activity on or off school property.

- **Immediate Action:** Staff member notifies an administrator. SAP process is initiated.
- **Investigation:** The student, his/her locker, car, and other possessions may be searched. Staff member writes an anecdotal record.
- **Notification of Parents:** Yes. Immediate parental conference is arranged.
- **Notification of Police:** Yes.
- **Disposition of Substance:** Confiscated; analysis may be made for possible use in further proceedings.
- **Discipline:** Student is detained until a parent 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 expense. Ten (10) days out-of-school suspension and placement in an alternative education program for a minimum of forty-five (45) days.
- **Rehabilitation:** Referral to SAP. Before the suspended student returns to school, parents and student must meet with a building administrator and/or a SAP representative. Assessment by SAP coordinator or a licensed Drug and Alcohol counselor within ten (10) days and compliance with its recommendation. A release form must be signed by the student so that the SAP team can monitor the student's treatment plan.

(**Note:** Failure to comply with the assessment and recommendation will result in a referral to the Board of Education for an expulsion hearing.)

- If a student displays symptoms of drug or alcohol use again at school or any school activity (on or off school property), the aforementioned steps will apply along with a minimum ninety (90) day alternative education placement and the possible recommendation for an expulsion hearing.

**Situation/Category 6:** A student is distributing a drug, mood-altering substance, or alcohol.

- **Immediate Action:** Principal is summoned.

- **Investigation:** The student, his/her locker, desk, car, and other possessions may be searched. Staff member writes an anecdotal report of the incident.
- **Notification of Parents:** Yes. Immediate parental conference is arranged.
- **Notification of Police:** Yes.
- **Disposition of Substance:** Confiscated; analysis may be made for possible use in further proceedings.
- **Discipline:** Informal hearing; ten (10) days' out-of-school suspension. Formal School Board hearing is held, with the recommendation of expulsion from school.
- **Rehabilitation:** Referral to SAP.

A release form must be signed by the student so that the SAP team can monitor the student's treatment plan. See Extracurricular Code of Conduct consequences for that student.

**Situation/Category 7:** The student possesses drug-related paraphernalia. No evidence of use.

- **Immediate Action:** Administrator is notified. Paraphernalia is confiscated.
- **Investigation:** Staff member writes an anecdotal report. The student, his/her locker, car, and other possessions will be searched. Confiscation of substance.
- **Notification of Police:** Administration's discretion.
- **Disposition of Substance:** Analysis if warranted.
- **Discipline:** Informal hearing. Up to ten (10) days out-of-school suspension.
- **Rehabilitation:** Referral to SAP. Assessment by SAP coordinator or licensed Drug and Alcohol counselor within ten (10) days and compliance with its recommendation.

A release form must be signed by the student so that the SAP team can monitor the student's treatment plan. Before the suspended student returns to school, parents and student must meet with a building administrator and/or a SAP representative.

## Dress Code

Students at Exeter Township Senior 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 student's 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. Clothing and accessories that display inappropriate words, slogans, obscenities, and double meanings may not be worn in school.
3. Hats, bandanas, hoods, and other types of headwear, and sunglasses are not to be worn in the building upon arrival and until 2:25 p.m.
4. ***ALL skirts/dresses/shorts/skorts must be fingertip length or longer. Items that do not meet this qualification must come to the mid-thigh and be worn with opaque stockings, leggings, or warm-up pants. For the purpose of this code, mid-thigh is defined as halfway between the inseam and the knee. (Examples of acceptable shorts may include Bermuda or cargo shorts).***
5. **Bandeau tops, tube tops, tank tops, spaghetti straps, camisoles, see-through clothing or other clothing which exposes bare midriffs are not permitted. All shirts/tops must have a sleeve delineated by a shoulder seam and MUST conceal cleavage and cover undergarments at all times.**
6. **Sleepwear, slippers, and clothing with excessive holes are not permitted. ALL PANTS must be worn at the waist and cover all undergarments.**
7. All jackets, coats, raincoats, overcoats, and full camouflage fatigues are not to be worn in the building during school hours.

8. Any other clothing, jewelry, **spikes/chains**, excessive makeup or face paint, etc. that detracts from the educational environment and/or jeopardizes the health and safety of students may not be worn.
9. Hats may be brought to school; however, once at school they **MUST** be stored in a **LOCKER**. Hats should not be carried around school or worn at any time during the day.
10. Face paint or face coverings of any kind are prohibited.

**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 will be removed from the school community setting until appropriate attire can be obtained. Chronic offenders will be subject to further disciplinary action.**

## **Electronic Devices**

The School Board and the high school administration discourage students from bringing personal electronic devices onto school property and prohibit their use during instructional time; however, students are responsible for safeguarding their property if they choose to bring it to school. The school district is not liable for the loss, damage, or misuse of any electronic device brought to school by a student.

Electronic devices include but are not limited to cellular phones, iPods, mp3 players, personal computers, personal data assistants (PDAs), and personal game systems.

Electronic device usage other than Chromebooks will not be permitted during class time. Any use of electronic devices during classroom assessments will result in a zero (0%) for that assessment.

The use of electronic devices other than cellular phones and music players must be discussed with, and appropriate guidelines established by, the HS Administration.

The use of all electronic devices must comply with the Exeter Township School District's Acceptable Use Policy. Any misuse of electronic devices will be subject to the consequences outlined on page two of this document.

The volume of the music players must not be so loud as to be heard by other students or staff members in the vicinity or prevent students from hearing staff members or PA announcements.

<b>Guidelines for Usage (Electronic Devices other than Chromebooks)</b>	
<b>YES</b>	<b>NO</b>
Prior to 7:30 am	Study Hall
Between Periods	Class Time
Lunch – cafeteria only	Hallways During Class Time
After 2:25 pm	

<b><i>Consequences for Violation of These Guidelines</i></b>	
1 <sup>st</sup> Offense	The device is confiscated and returned to the student at the end of the day, after the student has met with a building administrator and reviewed these procedures and consequences. A discipline referral is entered into Skyward.

2 <sup>nd</sup> Offense	The device is confiscated and retained until the student's parent schedules a conference with a building administrator. The device will be returned to the parent at the conference. A discipline referral will be entered into Skyward.
3 <sup>rd</sup> Offense	The device is confiscated and retained for a period of seven calendar days and will remain in the possession of the school for the duration of the confiscation. At the end of the seven calendar days the device will be returned to the parent at a conference with a building administrator.
4 <sup>th</sup> Offense	The device is confiscated and retained for a period of three calendar weeks and will remain in the possession of the school for the duration of the confiscation. At the end of the three calendar weeks the device will be returned to the parent at a conference with a building administrator. Additional disciplinary action may be applied as appropriate.
5 <sup>th</sup> Offense	The device is confiscated and retained indefinitely. At the end of the confiscation period the device will be returned to the parent at a conference with a building administrator. Additional disciplinary action may be applied as appropriate.

Students demonstrating willful disobedience by refusing to comply with the request for confiscation will be suspended out-of-school for 2 days and may not return to class until a parent conference occurs. If a parent conference is not held, the student will be suspended for a maximum of 5 days. The student will also be referred to the Student Assistance Program. Chronic offenders will be dealt with on a case-by-case basis.

\*The administration reserves the right to confiscate and view data on cellular phones and other electronic devices if there is reasonable suspicion that the safety and welfare of students has been violated in connection with the device (e.g. cyber bullying, harassing messages, inappropriate photos). Failure to turn over an electronic device to a school authority will result in suspension and/or police report.

## **Extracurricular Code of Conduct**

### **Conduct of Students Participating in Extracurricular Activities**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the extracurricular activity program. The community, administration, advisors, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound extracurricular program. The welfare of the student(s) is our major consideration and transcends any other consideration. All participants of activities including athletics, intramurals, clubs, marching band, school plays and musicals, academic competitions, etc. shall abide by a code of ethics which will earn them the honor and respect that the participation in the activity, program, and competition in the interscholastic program provides.

Those who commit to extracurricular activities represent Exeter in and out of school 24 hours a day, 7 days a week. Any conduct that results in dishonor to the student, the team, the club, or the school is unacceptable.

Acts of unacceptable conduct akin to a Level IV or Level V school violation tarnish the reputation of everyone associated with the school program and will not be tolerated. All participants will be required to return a participation agreement signed by the student and a parent/guardian prior to participating in any school-sponsored activity.

***Student Athletes - Out of season violations will be treated as those which occur during the season – penalties to be levied during the next season or period of extra-curricular involvement.***

### **Extracurricular Penalties for Violation of Drug and Alcohol Guidelines (Levels 4 - 8)**

- First Violation - After confirmation of the first violation, the student will be immediately suspended for a minimum of 50 percent of all scheduled contests and/or activities in which the student is a participant.



If the penalty cannot be fully administered during that sport/activity season, the remainder of the penalty will be applied to the next extracurricular season in which the student participates. If the current activity only meets once a week or less, the penalty will be applied to the next extracurricular season as well. The student will be referred to the Student Assistance Program in accordance with school policy. If the student follows the recommendation of the SAP team, the student suspension may be reduced to 25 percent. In the case of drug or alcohol use, the student must be evaluated by the SAP coordinator or a licensed drug and alcohol counselor within ten (10) days of the violation. After the student has served his/her school suspension, the student may return to practice.

- Second Violation - After confirmation of the second violation, the student will be suspended from participating in all athletic/extracurricular activities for twelve (12) months from the date of the violation.
- Third Violation - After confirmation of the third violation, the student will be suspended from participation in athletics/extracurricular activities for the remainder of his/her senior high career.

### **Reduction of Penalty**

Upon satisfactory completion of assessment, treatment, and completion of a substance abuse program, a student may be reinstated to participate by recommendation of the Student Assistance Program coordinator for the second violation.

## **Hallways & Hall Policy**

Students are expected to be in class during class periods. Students in the hallways while classes are in session must have a lanyard pass or a written hall pass from their teacher. Altering a hall pass in any way will result in disciplinary action. Students in the halls are expected to follow acceptable standards of behavior and decorum. Boisterous and rowdy behavior in the halls is unacceptable. Students should refrain from overt displays of affection. All students must immediately identify themselves when asked by a staff member. Students who are uncooperative or defiant in matters concerning their identification will face disciplinary consequences. Surveillance cameras have been installed throughout the building to monitor students, to provide additional security, and to maintain a safe and orderly school environment.

### **Hall Passes**

When leaving the classroom, students must have either a lanyard pass or written pass. No student is permitted out of the room without a pass.

## **Skateboards & Rollerblades**

Students are not permitted to use skateboards, "roller shoes", or rollerblades on properties owned by the Exeter Township School District. Students traveling to or from school via these means must store them in their lockers or the office.

## **Student Search & Seizure**

A student may be searched any time there is a reasonable suspicion that s/he is concealing or carrying something, possession of which is either in violation of the law or of school rules.

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. A thorough search of the student's person and belongings will follow. If the student does not comply, local law enforcement will be contacted.

### **Reasonable Suspicion**

In the school environment (and at school-sponsored activities), a search is permissible where a school official has reasonable suspicion, based on the totality of the circumstances, for suspecting that the search will reveal evidence that the student has violated either the law or rules of the school. Reasonable suspicion must be based on individualized suspicion of wrongdoing.

### **Search Policy Statement**

To maintain order and discipline and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for 10 days out-of-school suspension.

### **Personal Searches**

A student's person and/or personal effects (e.g., purse, book bag, cell phone, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

### **Locker Searches**

Student lockers are school property and remain at all times under the control of the school. Lockers may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal activity or unauthorized material may be contained inside.

### **Bus Cameras**

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

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such finding shall be turned over to the proper legal authorities for ultimate disposition.

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## **STUDENT SERVICES**

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### **Elevators**

The elevator is available to students who are unable to climb the stairs due to a medical injury or illness. In such situations, the following procedures are to be followed:

- A note from the 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 required.

Students should report to the main office secretary with the doctor's note and \$10.00 CASH deposit to obtain the elevator key. The student will also be issued a note giving permission to leave class early.

**Note:** A student that helps a handicapped student DOES NOT have permission to leave class early or use the elevator. The helper may still carry the books for the student in need but would leave class when the bell rings and walk to the next class.

## Guidance Services

Our Guidance Office is staffed by five (5) counselors, a registrar, and a secretary. Each student will meet with his/her assigned counselor several times per year. Services offered by the department include:

- Career counseling
- Academic advisement
- College/vocational placement
- Standardized testing
- Personal counseling/support
- Student transfer/withdrawal

Students should realize that communications with their counselors are confidential in nature. However, each counselor has a responsibility for the health and well-being of the students within his/her charge. In crisis situations, the counselors will consult with others who are in a position to assist the student. In past situations, consults have included parents, 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.

## Health Services

### Emergency Illness & Accident Care

First aid and rest facilities are provided. A registered nurse is a regular member of the staff. The teacher in charge of the class will give a student a pass admitting him/her to the first-aid room or office. If it is necessary to send the student to his/her home, a pass will be issued by the nurse or the Main Office informing his/her teachers of the action taken. Parents 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 at the high school from 7:20 a.m. to 2:50 p.m. During this time, the nurse renders first aid for minor injuries, advises pupils in regard to other health problems, and excludes pupils from school who have symptoms of communicable diseases.

### Early Dismissal for Illness

When a student becomes ill during the school day, **s/he must report to the school nurse to be checked.** If the nurse determines the student should go home, the student will be allowed to leave. However, **before the child leaves** the school must contact the child's parent(s) to inform him/her/them of the school's intent to dismiss the student from school. If a parent is unavailable, the student will have to remain in school until contact can be made. If the school nurse is unavailable, **the student must report to the Main Office for permission to leave. A student MAY NOT dismiss him/herself from school without permission. If a student leaves the building without consent from the nurse's office, the absence will be considered unexcused; if a student submits a doctor's note within 5 days, the absence will be excused.**

### Medications Guidelines

The district recognizes that parents have the primary responsibility for the health of their child/children. 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 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:

- No more than a ten-day supply of medication may be sent to school at any one time.
- 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. An "Authorization for Administration of Medication at School" form should be completed and signed by the parent. Parents/guardians may be asked to obtain written permission from a physician for the nurse to administer an OTC medication in school.
- 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 (Grade 7-12 only), inhalers (Grade 5-12 only), 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 and physician permission) shall notify the nurse as soon as possible after each self-administration of the medication. (Please stop by the nurse's office for forms.)

## **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 cheerleading. 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.

## **Library Procedures**

### **Philosophy**

The purpose of Exeter Library 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 promote 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 the library is always encouraged.

### **Loan Periods**

#### Reference Books

Overnight loan books must be returned before Period 1.

#### Books

Three (3) week loan

#### Magazines

One (1) week loan

Loan periods may need to be changed at the discretion of the librarian due to class assignments/projects.

### **Overdue Procedure**

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

### Overdue Rates

Fines are 10 cents per school day for each overdue item.

- Students who return overdue books without paying the overdue fine are still responsible for that fine.
- The maximum fine for each overdue item is \$10.
- Students who have overdue books and/or fines may not sign out additional books until their fines are paid.

### Overdue Notices

Overdue notices are distributed to students whenever they return to homeroom. Students are responsible for checking the due date slips in the library materials and for returning them promptly.

## **Locker Regulations**

School lockers are the property of the school and the school will ensure that they are used properly. A student's locker may be opened and searched by the 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 or if a student is suspected of theft. The lockers are for storage of books and clothing, but they are not to be considered secure. The school cannot be responsible for items lost or stolen.

Lockers are **not** to be shared by students. Lockers must be locked at all times. Presetting (or putting a foreign object into the locker so that it remains open) lockers will further compromise personal security. Lockers must be kept clean and free of graffiti and stickers. At the end of the year, pictures and other materials must be removed and lockers must be cleaned and left open for inspection. Anything in lockers or in lost and found (2 weeks after the end of school) will be forfeited and/or discarded.

## **Loss of Student Property / Lost & Found**

Students who suffer the loss of personal or school property should report the loss to the office immediately. At this time the student will complete a report which will then be kept on file with an administrator. The filing of this form aids the investigative process and enables the school, when possible, to return recovered items to the rightful owner. Students are discouraged from bringing valuables, electronic devices, or large amounts of money to school. Lost-and-found articles are stored in the Main Office area.

***The school is not responsible for the loss, theft, or damage of these items and the staff is not obligated to investigate the loss, damage, or theft of such items.***

## **Printed Material**

District Policy #220 requires that distribution and/or posting of printed materials occur only in places and during times approved by the building principal.

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

## **School Visitors**

All visitors must report to the Main Office and obtain a visitor's badge. Exeter Township School District uses the Raptor program to screen visitors; visitors will be required to submit a state issued ID (ie. driver's license). Students wishing to visit Exeter must obtain permission from SHS administration.

## **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 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**

- 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 implications 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.
- 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, or school buses, and en route to or from school.
- Such prevention and/or prohibition shall occur through a three-faceted program including:
  - Education
  - Prevention
  - Intervention
- Prescription medicines and over-the-counter drugs brought to school must be registered with and taken in the presence of the school nurse or other designated individual (see the Health Services section of this handbook for details).
- Violation of this policy includes possession, use, sale, or distribution of chemicals as defined and described within the parameters of this policy and as stated within administrative guidelines. The consequences of such violations may result in permanent expulsion from school by the School Board.
- This policy will be implemented through the cooperative efforts of the faculty, administration, school support staff, students, parents, and community agencies serving the Exeter Township School District.
- This policy authorizes the establishment of the Exeter Township Student Assistance Program (**SAP**). SAP will be the school-based intervention group to which "at-risk" students may be referred. The team will include teachers, a school nurse, a guidance counselor, and administrators. The team will also include a liaison from a licensed drug and alcohol facility and/or a mental health facility. Our SAP program is designed to identify issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. 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.

## Definition of Terms

**At-Risk Students** are those who display deviant behavioral patterns which may be symptoms of deeper problems caused by drug or alcohol use and/or mental health concerns. These deeper problems may hinder students' education and social growth. Such maladaptive behaviors may include, but are not limited to, vandalism, school failure, drug/alcohol abuse, runaways, and suicide.

**Confidentiality** between students and guidance counselors, school nurses, school psychologists, community liaison and staff shall be respected; and no confidential communication shall be made relative thereto without the consent of the student or his/her parent or guardian unless the best interests of the students can be served only by doing so or the subject of that confidentiality presents a clear and present danger to the 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 no obligation to search for and seize the 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 efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

The **after-care group** is a supportive group that helps students returning from substance abuse and/or mental health treatment.

**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.17700, 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*, the *Crimes Code of Pennsylvania* (Title 12), 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, synthetic 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 the 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 administrator, school nurse, teacher, guidance counselor, support staff (secretaries, custodians, cafeteria staff, and aides), employees of any contracted group who works with students, athletic coach or other educational or medical employee employed by the Exeter Township School District.

## **Exeter Township Senior High School Staff**

### **Administration**

Mr. Thomas Campbell	Principal
Mr. Jason Deane	Assistant Principal   Class of 2020   Class of 2022
Margaret D. Wright, Ed.D.	Assistant Principal   Class of 2021   Class of 2023

### **Guidance**

Mrs. Nicole Daub	School Counselor   Last Names A - Dough
Mrs. Andrea Freese	School Counselor   Last Names Shi - Z
Mr. J. Owen Jones	School Counselor   Last Names Dough - Hun
Mr. Bryan Lefever	School Counselor   Last Names Hup - Mo
Mrs. Ashley Rosa	School Counselor   Last Names Mu - She
Mr. Edward Glassic	School Psychologist
Mrs. Alycia Lenart	Student Assistant Program Coordinator
Mrs. Laurie Zeiber	Guidance Secretary & Registrar
Mrs. Mary Patton	Guidance Technician   AM
Mrs. Rebecca Martin	Guidance Technician   PM

### **Main Office**

Mrs. Lorraine Eichhorn	Attendance Secretary
Mrs. Deborah Poznanski	Secretary to the Principal
Mrs. Patricia Suruskie	Front Desk Secretary

### **Support Staff**

Mrs. Tina McNeil	Computer Lab Assistant
Mr. Todd Witkowski	School Safety Assistant
Ms. Alyssa Scheidt	ISR Coordinator

### **Athletic Department**

Mr. Thomas Legath	Director of Athletics
Mrs. Cristina Schmehl	Athletic Secretary
Mrs. Audrey Dickman	Athletic Trainer
Mr. Kyle Moyer	Assistant Athletic Trainer



**English**

Rebekah Achor  
Ann Bellettiere  
Alura Benek  
Julianne Bertin  
Christopher Farrell  
Nancy Gajewski  
Lisa McCoy  
Heather Mills  
Jordan Sharp  
Marijo Smith  
Robert Wickstrom  
Mark Wisniewski

**Social Studies**

Alura Benek  
Louis Blair  
Matthew Burkhart  
Adrienne Lockard  
Rebecca Opalenick  
Stephanie Redding  
Mary Ryder  
Brian Witkowski  
Brett Witmer  
Brandon Ziegler

**Business Education**

Sandra Blackburn  
Sherri McGaffin

**Technology Education**

Robert Darrah  
Courtney Harper  
Terry Lorah  
Zachary Potter  
Jonathan Rugg

**Foreign Language**

Elizabeth Combs  
Tammy DeFusco  
Virginia Gonzalez  
Matthew Hummer  
Rebecca Lapić  
Lisa Speece  
Carolyn Woodford

**Mathematics**

Jenna Anzelmo  
Thomas Craver  
Nathan Fidler  
Justin Freese  
Brandy Himmelreich  
Jesse Rocco  
Jennifer Seymour  
Denise Stine  
Timothy Walsh  
Gabriella Wegman  
Todd Wegman

**Fitness & Wellness**

Therese Knabb, Nurse  
Kirsten Fleischman  
Ashlee Miller  
Kevan Schaeffer  
Courtney Smith  
Frank Vecchio

**Family & Consumer Science**

Jennifer Meader  
Courtney Preston  
Anne Thomas  
Carolyn Woodford

**Science**

Matthew Bauer  
Amber Bollinger  
Michael Herman  
Lowell Keebler  
Marijana Lake  
William Lasky  
Sean Reese  
Jill Rudy  
Lorraine Soraparu  
Karen Weinhold  
Pamela Wetzel  
Brian Zelinske

**Academic Support**

Kristi Coble  
Jamie Harner  
Noelle Janowski  
Michelle Klusewitz  
Melissa Losito  
Rachel Maga  
Kelly McKinney  
Juliann Menley  
Joseph Opalenick  
Nina Owens  
Jane Rantz  
Lisa Reppert  
Stefanie Shade  
Erin Staub  
Dori Weidner  
Corey Weir

**Fine Arts**

Micah Albrycht  
Jennifer Buchholtz  
Elizabeth Combs  
Christina Pinkerton  
Lorraine Selke  
Jonathan White