

Radnor Township School District



The mission of the Radnor Township School District is to inspire in all students the love of learning and creating, and to empower them to discover and pursue their individual passions with knowledge, confidence, and caring to shape the future.

Radnor Middle School Student Handbook

2023 - 2024

It is the policy of the Radnor Township School District not to discriminate on the basis of actual or perceived race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, native origin/ethnicity, veteran status, marital status, or handicap/disability in its educational and vocational programs or employment as required by Title IX, Section 504, the ADA, and Title VI. Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons, and that the District provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights and grievance procedure, contact the Radnor Township School District at 135 South Wayne Avenue, Wayne, PA 19087 610.688.8100
[\(RTSD Policy 103\)](#)



Dear Radnor Middle School Families,

We are thrilled to welcome you and all our students to a new school year! The 2023-2024 school year promises to be filled with dynamic opportunities for all our students. We are proud of our highly qualified staff, our diverse and supportive community, and our commitment to excellence in education.

At Radnor Middle School, we believe in the development of the whole child. We strive to provide our students with dynamic, rigorous, and relevant learning opportunities that foster their academic, social, emotional, physical, and creative growth. We also encourage our students to be responsible, respectful, and compassionate citizens who contribute positively to their local and global communities. To achieve these goals, we need your partnership and collaboration. We value your input, feedback, and involvement in your child's education. We invite you to communicate regularly with your child's teachers and administrators, and to participate in school events and activities.

We also encourage you to join our Parent Teacher Organization (PTO), which supports our school in various ways. In addition to a rigorous academic curriculum, we offer a variety of co-curricular and extracurricular opportunities for our students to extend their learning and interests beyond the classroom. These include clubs, sports, arts, music, service, and leadership programs. We hope that your child will take advantage of these opportunities and discover new talents and passions. To help you and your child understand the expectations and policies of our school, we have prepared a Student Handbook that contains important information including, but not limited to attendance, behavior, grading, homework, health and safety. Please read the handbook carefully and discuss it with your child. You can also access this handbook on our school website. If you have any questions or concerns, please do not hesitate to contact us. Thank you for your support and cooperation. We look forward to working with you and your child this year.

Sincerely,

Dr. David Wiedlich
Principal

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
I. Philosophy, Personnel, and Schedules	1
A. Mission/Vision	
i. Radnor Township School District Mission Statement	2
ii. Radnor Middle School Mission Statement.....	2
iii. Radnor Middle School Vision.....	2
B. Who’s Who at Radnor Middle School.....	3
C. Bell Schedules.....	4
D. Report Cards	6
E. Grading Scale.....	7
II. Academics	8
A. Glossary of Middle School Terms	9
B. School Closing/Late Opening Information	11
C. Remote/Flexible Instruction Days	11
D. School Counseling Office	12
i. Withdrawals and Transfers.....	12
E. Academic Programs/Courses	12
F. Standardized Testing.....	13
G. Homework.....	14
H. Textbooks.....	14
I. Physical Education.....	14
J. Laboratory Safety Contract.....	15
i. Rules of Laboratory Conduct.....	15
III. Sports and Extracurricular Activities	16
A. Sports and Activities	17
i. Interscholastic Sports	17
B. Anti-Hazing and Bullying.....	18
C. Evening Activities.....	18
D. Student Transportation.....	19

IV. Student Behavior Expectations - Bus Loop and Front of School...	19
V. Attendance and Discipline	20
A. Roles and Responsibilities – Students	21
B. Radnor Middle School Code of Conduct	22
i. Level I Misbehaviors	22
1. Examples	23
2. Procedure	23
3. Intervention Options	23
ii. Level II Misbehaviors	23
1. Examples	24
2. Procedure	24
3. Intervention Options	24
iii. Level III Misbehaviors	25
1. Examples	25
2. Procedure	25
3. Intervention Options	25
iv. Level IV Misbehaviors	26
1. Examples	26
2. Procedure	26
3. Intervention Options	26
4. Discipline for Special Education Students	27
C. Gambling and Sales	27
D. Weapons	27
E. Lockers	27
F. Computers: Acceptable Use of Internet, Computers, and Network	28
i. Board Policy #815 – Acceptable Use of Technology	28
ii. Board Policy #815.1 - Social Media - Employee and Student Use	28
G. Absence Procedures	29
i. Absence/Late Arrival/Early Dismissal Overview	30
1. Absence from School	30
2. Lateness to School	32

3. Early Dismissal from School.....	32
VI. General Information	33
A. Technology at RMS	34
B. Elevator Use.....	34
C. Book Bags	35
D. Bicycles, Skateboards, and Roller Blades.....	35
E. Student Dress	35
F. Lunch/Meal Charging Policy	37
i. Student Behavior Expectations: Responsible Cafeteria Behavior.....	38
ii. Student Behavior Expectations: Field/Lunch Activity	38
iii. Inclement Weather Days.....	39
iv. Student Behavior Expectations: Gymnasium/Lunch Activity	38
G. Student Wellness Policy	39
H. Electronic Devices and Cell Phones	39
i. Digital Learning Expectations – “Netiquette”	40
ii. Use of Personal Electronic Communication Devices in Class	40
iii. Personal Electronic Devices and Field Trips	40
I. Halls and Stairwells	41
i. Student Behavior Expectations: Responsible Hallway and Stairwell Behavior	41
J. Restrooms	41
i. Student Behavior Expectations - Responsible Restrooms Behavior.....	41
K. Assemblies	41
i. Auditorium Assemblies – Student Behavior Expectations	
L. Library.....	42
i. Staff	42
ii. Library Rules	42
iii. Library Services.....	42
iv. Borrowing Materials.....	42

v. Library Passes	42
M. Evacuation Drills	43
N. Lock Out and Lock-Down Drills	44
O. Roles and Responsibilities – Parents	44
i. Parental Concerns	45
ii. Emergency School Closings	45
1. Parental Responsibility in Emergency School Closings	45
2. Hazardous Conditions Developing During the Day	46
3. Hazardous Conditions Developing During the Night	46
iii. Visitors.....	46
P. Health.....	47
Q. Immunizations.....	47
R. Administration of Medication.....	48
S. Child Abuse	48
T. Forgotten Items	48
U. Lost and Found	49
V. Valuables.....	49
W. Field Trips.....	49
X. Annual Notification of Rights Pertaining to Student Records.....	50
i. Student Records	50
ii. Directory Information.....	51
Y. McKinney-Vento Notice Regarding Education for Homeless Youth	52
Z. Annual Notification of Special Education Services/Covid Statement	53
..	

**SECTION I:
PHILOSOPHY, PERSONNEL,
AND SCHEDULES**

RADNOR TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The mission of the Radnor Township School District is to inspire in all students the love of learning and creating, and to empower them to discover and pursue their individual passions with knowledge, confidence, and caring to shape the future.

RADNOR MIDDLE SCHOOL MISSION STATEMENT

Radnor Middle School, recognizing the unique needs of emerging adolescents, teaches its students to persevere and achieve, to assume responsibility, and to become involved in their own learning.

We are committed to the intellectual, emotional, aesthetic, physical, and social development of all students in a safe environment of intellectual rigor, responsible risk-taking, and individuality.

We are further committed to building a sense of community while encouraging respect for and service to others.

To deliver this mission we will provide:

- A rigorous academic program that fosters success for each student.
- Ample opportunities for expression in and appreciation of the arts.
- A variety of opportunities for involvement in school and community service activities.
- Support for the emotional, social, and learning needs of students.
- A broad extracurricular program that includes intramural and interscholastic sports, clubs, and social events.

RADNOR MIDDLE SCHOOL VISION

From school to the world,
preparing the hearts, minds, and spirits
of all students for future success.

Who's Who at RMS

David M. Wiedlich, Ed.D., Principal.....7501

Douglas M. Kent, Ed.D., House Principal7502

Christine Bryan, Ed.D., House Principal.....7503

Building Secretaries

Melissa Zach, Secretary to Principal.....7504

Laura Foran, Building Secretary7505

Bonnie Cotter, Attendance/Discipline.....7506

Maureen Gangl, School Counseling.....7510

School Counselors

Megan Dean, Counselor, 6th Grade7512

Clyde Diehl, Counselor, 7th Grade7511

Jamie McAndrew, Counselor, 8th Grade7513

Bethany Smith, Counselor, K thru 8th7514

Ceire Evans, 6-8 Social Worker5220

Dr. Lisa Marie Boschi, Building Psychologist6117

Kelly McBride, Building Psychologist.....7527

Jennifer Moffett, School Nurse7107

Ed McCallion, Athletic Director7316

Catherine Horan, Librarian.....7313

Jennifer Todd, Library Clerk7313

Judy Militello, Cafeteria Manager.....7132

Matt Ryan, Maintenance

Noreen Kilgore, Custodian

RMS Main Office: 610-386-6300

Safer Arrival Line: 610-688-0930

RMS BELL SCHEDULE

	6th Grade				7th Grade				8th Grade			
HMS	7:50 – 8:23				7:50 – 8:23				7:50 – 8:23			
Period 1	8:25 – 9:12 ELECTIVE				8:25 – 9:12				8:25 – 9:12			
Period 2	9:14 – 10:01				9:14 – 10:01 ELECTIVE				9:14 – 10:01			
Period 3	10:03 – 10:50				10:03 – 10:50 ELECTIVE				10:03 – 10:50			
Period 4	10:52 – 11:39 ELECTIVE				10:52 – 11:39				10:52 – 11:27 LUNCH			
Period 5	11:41 – 12:16 LUNCH				11:41 – 12:28				11:29 – 12:16			
Period 6	12:18 – 1:05				12:30 – 1:05 LUNCH				12:18 – 1:05 ELECTIVE			
Period 7	1:07 – 1:54				1:07 – 1:54				1:07 – 1:54 ELECTIVE			
Period 8	1:56- 2:40 Days 1&5 Pd. 2	1:56- 2:40 Days 2&6 Pd. 3	1:56- 2:40 Days 3&7 Pd. 6	1:56- 2:40 Days 4&8 Pd. 7	1:56- 2:40 Days 1&5 Pd. 1	1:56- 2:40 Days 2&6 Pd. 4	1:56- 2:40 Days 3&7 Pd. 5	1:56- 2:40 Days 4&8 Pd. 7	1:56- 2:40 Days 1&5 Pd. 1	1:56- 2:40 Days 2&6 Pd. 2	1:56- 2:40 Days 3&7 Pd. 3	1:56- 2:40 Days 4&8 Pd. 5

RMS BELL SCHEDULE

2 – Hour Delay

(31-minute periods)

	6th Grade				7th Grade				8th Grade			
HMS	9:50 – 10:10				9:50 – 10:10				9:50 – 10:10			
Period 1	10:12 – 10:43 ENCORE				10:12 – 10:43				10:12 – 10:43			
Period 2	10:45 – 11:16				10:45 – 11:16 ENCORE				10:45 – 11:16			
Period 3	11:18 – 11:49				11:18 – 11:49 ENCORE				11:18 – 11:49			
Period 4	11:51 – 12:22 ENCORE				11:51 – 12:22				11:51 – 12:21 LUNCH			
Period 5	12:24 – 12:54 LUNCH				12:24 – 12:55				12:23 – 12:54			
Period 6	12:56 – 1:27				12:56 – 1:26 LUNCH				12:56 – 1: 27 ENCORE			
Period 7	1:29 – 2:00				1:29 – 2:00				1:29 – 2:00 ENCORE			
Period 8	2:02- 2:40 Days 1&5 Pd. 2	2:02- 2:40 Days 2&6 Pd. 3	2:02- 2:40 Days 3&7 Pd. 6	2:02- 2:40 Days 4&8 Pd. 7	2:02- 2:40 Days 1&5 Pd. 1	2:02- 2:40 Days 2&6 Pd. 4	2:02- 2:40 Days 3&7 Pd. 5	2:02- 2:40 Days 4&8 Pd. 7	2:02- 2:40 Days 1&5 Pd. 1	2:02- 2:40 Days 2&6 Pd. 2	2:02- 2:40 Days 3&7 Pd. 3	2:02- 2:40 Days 4&8 Pd. 5

Report Cards

Report Cards will be posted to HAC (Home Access Center) at the end of each marking period. The Home Access Center is designed to give parents/guardians a snapshot of their child's performance in each respective class. The teachers post to HAC every two weeks. Strength based and/or growth area comments may accompany grades.

REPORT CARD COMMENT BANK

Strength Based

1. Consistent effort and responsibility
2. Quality of work is improving
3. Frequently contributes to class discussions
4. Homework consistently and promptly completed
5. Work reflects high level of originality
6. Consistent effort shown despite low test scores
7. Makes good use of class time
8. Progressing satisfactorily
9. Major project or test was outstanding
10. Is consistently prepared for class
11. Works well independently
12. Consistently follows directions
13. Works well in a group
14. Is courteous, respectful, and cooperative
15. Employs leadership skills

Growth Areas

16. Effort & responsibility below expectation(s)
17. Incomplete homework; late/missing assignments
18. Needs to develop more effective study habits
19. Needs to review class material regularly
20. Must assume greater responsibility for behavior
21. Inconsistent effort
22. Absences have hindered academic progress
23. Is frequently unprepared for class
24. Needs to participate more actively in class
25. Has difficulty working within a group

Miscellaneous

26. Grade based on modified instruction/evaluation
27. (X) Student is too new to class to evaluate

RMS GRADING SCALE

A+	>92.50
A	92.50
A-	89.50
B+	86.50
B	82.50
B-	79.50
C+	76.50
C	72.50
C-	69.50
D+	66.50
D	62.50
D-	59.50
F	<59.49

SECTION II: ACADEMICS

GLOSSARY OF MIDDLE SCHOOL TERMS

Advisory	The RMS Advisory Period occurs every Day Eight and lasts 30 minutes. The groups are made up of 20-25 students and at least one staff member
Assignment Notebook	A spiral notebook given to every child at the beginning of the year. Parents/guardians should check it for short term as well as long-term assignments.
Bus Loop	The semi-circular drive which encircles the administration building - boarding of school buses is in this area and the front of the building.
Elective	Classes scheduled two periods a day for all grades, such as Foreign Language, FaCS, Tech Ed., Music, Art, and P.E./Health.
ELD	English Language Development is offered to students who need additional language assistance.
Homebase, Music, and Support (HMS)	HMS is a period that provides an opportunity for students to connect with an adult in a small group setting. Students may be observed working on assignments for an independent study, receive extra help, participate in group meetings, complete makeup work, and/or connect through various student-based activities. These short interactive activities are designed to promote self-esteem, awareness, and self-confidence. Students may also participate in Intervention classes, Band, Orchestra, and Chorus during this time.
World Language	French, Spanish, German, and Latin are offered beginning in the sixth grade.
Intramurals	A program of activities Monday, Tuesday, Wednesday, and Thursday afternoons. Offerings vary from year to year but usually include athletics, dramatic arts, and curriculum-related subjects. Late buses are not provided.
English Language Arts	Combined instruction including English, reading, and composition.

Lockers	There are two types of lockers used by students. Book lockers are located near homerooms and students must use locks issued by school. P.E. lockers are in the gym and students must provide their own combination locks.
Main Gym/Auxiliary Gym	The main gym is used for most athletic activities. The auxiliary gym is used primarily for Physical Education classes.
RMS SAP	A program to identify and refer students who may be exhibiting difficulty with their attendance, coping skills, and/or exhibiting at-risk behavior or academic challenges.
Team Planning Time	A period scheduled each day for team unit and activity planning. It is an excellent time for parents/guardians to make an appointment to meet with the entire team.
Technology Education	A course emphasizing an overview of technology in our world.

SCHOOL CLOSING/LATE OPENING INFORMATION

RTSD students and other community members are encouraged to check several of the below sources for information on school closings, delays, or early dismissals due to weather conditions or other emergencies.

- By Phone, Email and Text Message
 - All Radnor Township School District families will receive an automated telephone message, email* and text message* alert via the District's SchoolMessenger emergency notification system when weather conditions force the closing, a delayed opening or early dismissal of school. A message from the Superintendent or designee will generally be delivered to all District families between 5:30 and 6:00 a.m. for closures and late openings and as soon as possible during the school day for early dismissals.
 - Families: You will be contacted on the primary and secondary phone numbers and every email address listed in your Home Access Center Account (HAC).
- Through the Media
 - **WPVI 6 TV** or **www.6abc.com**
 - **FOX29 TV** or **www.fox29.com**
 - **NBC10 TV** or **www.nbc10.com**
 - **CBS3 TV** or **http://philadelphia.cbslocal.com/**
- Via the RTSD website, www.rtsd.org
- Via RTSD's official Twitter (@RadnorTSD) and/or Instagram (@RadnorTSD) accounts
- Via an emergency message accessible by calling the District's main phone number 610-688-8100 and pressing "1"
- Via RTSD Education Channel (Comcast 8, Verizon 31) or Radnor Township Government

REMOTE/FLEXIBLE INSTRUCTIONAL DAYS (FIDS)

Access channel (Comcast 5, Verizon 30)

RTSD will use "Flexible Instructional Days" to deliver instruction to students remotely if circumstances warrant during the 2023-24 school year. The FID plan was both approved by the School Board on May 31, 2022 and the PA Department of Education on July 13, 2022.

The option of utilizing FIDs applies to various circumstance, including "hazardous weather conditions," "law enforcement emergencies," "damage to school buildings" and "the inoperability of school buses."

Traditional snow days will still be an option during the 2023-24 school year if circumstances warrant.

The district's FID program has been designed based on responses from families and teachers to previously held Remote Instructional Days. The program would be conducted online and alternatives provided for households needing accommodations. For more information regarding FIDS, click [here](#).

SCHOOL COUNSELING OFFICE

Counselors are available to help in various areas— courses, career thoughts, personal needs, difficulty with friends or peers, or just as a friendly ear. They may meet with individuals and/or small groups throughout the course of the academic year.

A student's right to privacy and confidentiality is the basis for an effective counseling relationship. Confidentiality ensures that school counselors won't share students' disclosures with others except when the student authorizes it or when there is a clear and present danger to the student and/or to other persons.

Counselors are also a formal contact between home and school. Parents/guardians are welcome to contact counselors whenever they have a question or concern (610-386-6300)

Withdrawals and Transfers

Please advise the School Counseling Office in advance, if you are moving out of the District or transferring student to a Private school.

Please let the School Counseling Office know if you have changed your address or phone number.

ACADEMIC PROGRAMS/COURSES

To offer students a more diverse curriculum, Radnor Middle School operates on an 8-day schedule rotation. This allows students exposure to more non-traditional courses. For more information about our school's academic programming, please access [The Radnor Middle School Program of Studies](#).

STANDARDIZED TESTING AT RMS

This section contains information about Radnor Township School District's performance data of our students and information and links about our assessment program. (*Highlight, control, click and links will take you to external websites.*)

- [ACCESS](#) is a large-scale test that provides a snapshot of how well students are using the English language within the school context. This English language proficiency assessment for students in K-12 is used to monitor a student's progress in acquiring English for the academic environment, to plan support for continuing English language development, and to satisfy legal requirements for assessment and accountability.
- [Keystone Exams](#) are end-of-course assessments designed to assess proficiency in academic content. They measure the Pennsylvania Common Core Standards. Students must demonstrate proficiency in Algebra I, Literature, and Biology to graduate. Students have multiple opportunities to take these exams during their middle school and high school years.
- **National Assessment of Educational Progress (NAEP)** is administered by the Commissioner of Education Statistics from the United States Department of Education and is an assessment used to measure what American students know and can do. It is given to students in grades 4, 8, and 12, across states and urban districts, as randomly selected by the United States Department of Education. Not all schools are selected each year, and if a school district is selected, not all grades may be tested.
- [The Pennsylvania System of State Assessment \(PSSA\)](#) is a standards-based, criterion-referenced assessment used to measure a student's attainment of academic standards while determining the degree to which school programs enable students to attain proficiency of state standards.
- **CDTs** The Pennsylvania Department of Education continues to enhance and expand its Classroom Diagnostic Tools (an on-line computer adaptive test), for Reading/Literature, Writing/Composition, Mathematics, and Science. The diagnostic assessments are available for students in the lower grades (3-5) and the grades six to high school. In multiple-choice format, the assessments are available to all Pennsylvania System of School Assessment (PSSA). Although not a predictor for PSSA and Keystone Exam performance, CDTs provide a snapshot on why and how students may still be struggling or exceeding grade and/or course Eligible Content. The CDT data, along with other data, informs instruction in a timely and efficient matter.
- The **Star** assessment offers detailed, accurate information regarding a student's growth and achievement in in specific academic areas: reading and math. It is a computer-based testing system that is State aligned and gives students and teachers valuable feedback about a student's learning.

HOMEWORK

Homework is part of the learning experience in core and elective subject areas. Core academic teams make every effort to balance the assignment load. Students and parents / guardians should be aware that completion of homework is included in final class grades. Homework time often varies significantly among students according to interest and ability: Reference School Board Policy # 130 Homework. [Homework Policy](#)

TEXTBOOKS

Students are responsible for all books, which must be covered the day they are received. Damage to books beyond ordinary wear and tear will be charged to a student based on the original cost, year in use, and extent of the damage. Any accrued charges must be paid by the last week in June of the school year the charges were assessed. Students with remaining unpaid charges may be excluded from class and field trips. A student's schedule for the following school year may also be withheld until any outstanding balances are satisfied.

PHYSICAL EDUCATION

Physical Education (PE) is a requirement, and all students should be prepared for each class. The appropriate dress attire for PE is a pair of athletic-style shorts and shirt. In addition to proper gym attire, students are responsible for having socks and sneakers. If for any health reason a student cannot participate in a PE class, a note from the parent/guardian for short-term (1 day) should be presented to the school nurse, and in the case of a long-term problem, a note from a physician specifying term should be given to the nurse and physical education teacher.

LABORATORY SAFETY CONTRACT

In science courses, you will frequently perform laboratory investigations. For your personal safety and that of your classmates, make these guidelines part of your behavior. Your teacher will instruct you in any special or additional precautions that apply to some laboratory activities. After you have read these rules, sign, and date the contract, and have your parent or guardian sign and date the contract. Return the entire document to your teacher.

Rules of Laboratory Conduct

- 1 Perform laboratory work **ONLY** when a teacher is present. Unauthorized or unsupervised experiments are not allowed.
- 2 Read and think about each laboratory assignment **BEFORE** beginning the activity.
- 3 Know the location and use of all safety equipment in the laboratory or classroom.
- 4 Avoid all unnecessary talk and movement in the laboratory.
- 5 **NEVER** taste laboratory materials. No food or drink is permitted in the laboratory portion of the classroom **EVER**.
- 6 Report any laboratory accident and/or breakage, no matter how small, **IMMEDIATELY** to your teacher.
- 7 Return all equipment and materials to their designated locations at the end of each laboratory session; turn off electrical equipment, water, and gas.
- 8 Keep focused; horseplay or practical jokes are **NEVER** acceptable in the laboratory.

We have read the rules and will follow them as directed by the teacher.

Student Signature

Date

Parent/Guardian Signature

Date

**SECTION III:
SPORTS AND
EXTRACURRICULAR ACTIVITIES**

SPORTS & ACTIVITIES

Interscholastic Sports

There is a wide range of interscholastic opportunities available to students. Interscholastic sports, which are available only to seventh and eighth graders, are organized into fall, winter, and spring seasons. Many opportunities are available each season for both girls and boys.

Students participating in the competitive athletic programs must have a doctor and a parent release (form can be downloaded from the RMS website under Athletics) **before** they can practice. Athletes are expected to follow any special requirements for individual sports. Parents/guardians are expected to arrange for prompt pick-up of their children after all athletic activities.

Interscholastic Sports include:

<u>BOYS</u>		<u>GIRLS</u>	
Wrestling	Basketball	Volleyball	Basketball
Baseball	Soccer	Softball	Soccer
Football	Lacrosse	Field Hockey	Lacrosse
Tennis	Cross Country	Tennis	Cross Country

Cheerleading Club is open to 6th -8th grade students and participates in Fall and Winter seasons.

Intramurals – The intramural sports program is available to all students periodically, depending upon sponsor and space availability. Students should pay attention to PA and Schoology announcements as information regarding these activities is communicated in these formats. All current year intramurals will be shared with students at the orientation assemblies.

Clubs – The specifics of the intramural club program vary from year to year depending on the interest of the students and the availability of staff. These opportunities include drama clubs, music, and other special interests and recreational activities. Students should pay attention to PA and Schoology announcements as information regarding these activities is communicated in those formats. Math Counts, Video Club, Cooking Club, Reading Olympiad, Community Service, Uganda Pen Pals, Knitting Club, Art Studio/Diversity Club, and Walking Club are a sampling of last year's club offerings. All current year clubs will be shared with students at their orientation assemblies.

Late Buses – Late buses will not be provided for after-school activities. Students staying after school should coordinate their rides before the end of the school day.

Anti-Hazing, Bullying, and Harassment

ANTI-HAZING

Hazing activities of any type are inconsistent with the educational goals of the District and are always prohibited. Parents/guardians and students are asked to review and familiarize themselves with the requirements of Board Policy and Administrative Regulation 247 (Anti-hazing), both of which can be found online by accessing the corresponding links. [RTSD Anti Hazing Policy](#)

BULLYING

Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying by and of District students is always prohibited. Parents/guardians and students are asked to review and familiarize themselves with the requirements of Board Policy and Administrative Regulation 249 (Bullying), both of which can be found online at: [RTSD Bullying Policy](#)

HARASSMENT

Harassing behavior, including sexual harassment, is inconsistent with the educational goals of the District and is prohibited at all times. Parents/guardians and students are asked to review and familiarize themselves with the requirements of Board Policy and Administrative Regulation 248 (Harassment), both of which can be found online at: [RTSD Harassment Policy](#)

The District's Title IX Sexual Harassment grievance procedures are outlined at [RTSD Title IX](#). Parents/guardians and students are similarly asked to review and familiarize themselves with these procedures. Contact information for the District's Title IX Coordinator is indicated below.

Title IX Coordinator: Todd Stitzel

Office address: RTSD Administrative Offices, 135 S. Wayne Ave., Wayne PA 19087

Email: todd.stitzel@rtsd.org

Telephone number: 610-688-8100

EVENING ACTIVITIES

Students involved in evening activities, such as dances, parties, plays, concerts, etc., are required to arrive on time and asked to remain on school grounds for the entire time of that activity.

Students who leave school grounds without prior school permission will be sent home with their Parents/guardians and will be subject to disciplinary action.

Parents/guardians are expected to arrange for prompt pick-up of their children after all evening activities.

STUDENT TRANSPORTATION

Information regarding bus transportation is available from the Transportation Office. Bus stop information is mailed home prior to the start of school. Students are expected to follow all bus rules for safety and behavior. Bus students may lose riding privileges for misbehavior on the bus or at stops. Additional information regarding transportation procedures and the conduct expected of students while using District transportation can be found in Board Policy and Administrative Regulation 810, both of which can be found online at: [RTSD Transportation Policy](#)

Video Cameras and Audio Recordings on School Vehicles

The Board of School Directors has authorized the use of video and audio recording on school vehicles for disciplinary and security purposes. The intention of video and audio recording on school vehicles is to provide a safe environment for students, school personnel and contracted personnel. Any activities detected through use of the recordings that could present a safety threat or possible criminal activity will be reported to the building principal, who may report the activity to law enforcement authorities. For additional information, see Board Policy and Administrative Regulation 709.1, which can be found online at: [RTSD Video Camera Surveillance Policy](#) and the “Video Cameras and Audio Recordings” section of Board Policy and Administrative Regulation 810, which can be found online at: [RTSD Transportation Policy](#)

Student Behavior Expectations

Responsible Bus Loop and Front of School Behavior

- Students will be cooperative and respectful to the crossing guard, bus drivers, and supervising teachers.
- Students will cross at the crosswalk, following the directions of the crossing guard.
- Students will remain on the school grounds after being dropped off in the morning and prior to boarding the bus in the afternoon.
- Prior to 7:50 a.m., students will report directly to the cafeteria. They are not allowed to congregate in the hallways or stairwells.
- Upon departing the school at the end of the school day, students who board buses in the bus loop will exit using the stairwells closest to the bus loop.
- Students who are to be picked up by a parent/guardian will exit using the correct crosswalk stairwell and cross with the appropriate crossing guard.
- At the end of the day, students expecting to board buses will remain on the sidewalks in the bus loop area and in front of school.
- Students awaiting buses are not allowed to play on the field or walk into town.
- Students must board the bus quickly, as buses will not stop in the bus loop to pick up late students.
- Students will walk in the bus boarding areas, staying in the designated area until the bus is stopped, the driver is on the bus, and the driver signals the students to board.
- Students will board the bus single file.
- Students will remain seated on the bus, facing forward, keeping their hands, feet, and all objects to themselves.
- Students will speak in conversational voices on the bus.
- Food and drink are not permitted on the bus.

**SECTION IV:
ATTENDANCE AND
DISCIPLINE**

ROLES AND RESPONSIBILITIES - STUDENTS

Radnor Middle School is dedicated to the education of all students. Radnor Middle School staff, together with the parents/guardians and members of the greater school community, encourages all students to grow academically, socially, and emotionally during their middle school years. Students need consistent messages from staff regarding acceptable and unacceptable behaviors to respond in the expected manner. For this reason, the Radnor Middle School Code of Conduct provides guidelines for student behavior, which emphasize treating everyone with dignity and respect, cooperating with others, being truthful, and conducting oneself in a safe and responsible manner.

The role of students at Radnor Middle School is to conduct themselves in a manner that reflects the adherence to the Radnor Township School District's Board Policy 218.3 (Code of Conduct) which can be found online at: [RTSD Attendance Policy](#)

Through their years at Radnor Middle School, it is expected that students will take increased responsibility for their own learning and social actions. In doing so, students will act in a manner that affords every other student the opportunity to learn in an environment which is safe and free from distractions.

At Radnor Middle School, students must continue to develop self-respect while respecting the rights of others. Cooperation with others in the school community is a shared responsibility as students grow socially. Older students should act as role models for younger students at Radnor Middle School. Being more mature, they should be willing to accept additional responsibilities as they earn additional privileges. Students should leave Radnor Middle School able to view themselves as members of a grade level community unified by understanding and respect for individual differences. Radnor Middle School students and staff delineated the following student roles and responsibilities:

1. Arrive to school on time.
2. Attend school daily.
3. Learn and follow all school rules and procedures.
4. Observe time limitations for arrival to HMS and classes.
5. Use proper manners, particularly in the cafeteria and auditorium.
6. Respect self and all others.
7. Avoid hurtful language.
8. Use appropriate channels (individual teachers, counselor, student council, or office staff) to express concerns, fears, or complaints.
9. Cover all textbooks and respect all District property.
10. Keep lockers neat and use only locker assigned to you.
11. Admit mistakes and accept responsibility for one's actions.

RADNOR MIDDLE SCHOOL CODE OF CONDUCT

All staff and students at Radnor Middle School work together to help each other reach their fullest potential. Everyone is treated with respect and dignity. Radnor Middle School staff will help students reflect on the Radnor Middle School behavior guidelines for success, which follow:

- Safety:** Are my actions safe for myself and for others?
- Respect:** Do my actions show respect for myself and for others?
- Honesty:** Do my words and actions represent truth?
- Responsibility:** Do my actions show that I strive to meet others' expectations?
Am I a dependable member of the school community?
- Courtesy:** Do my actions help make this a place where people feel welcome and accepted, and where they can do their work without disruptions?

Radnor Middle School also acknowledges that many students report to school and are respectful, dependable, and courteous school members. To this end, teachers, staff, and administrators spread the word about students who do small but impactful deeds of kindness and responsibility to make RMS a better learning and social environment, welcoming all. Whenever a student is observed performing one of these intentional random acts, a "Positive Behavior Notice" is completed and given to the student, parent/guardian, and a copy is placed in their file. This system has helped to build our school as a positive community.

A positive and responsive school climate that is conducive for all students is essential. To support the Radnor Middle School community in creating this climate, a comprehensive and restorative system of discipline has been established. The Radnor Middle School Code of Conduct contains rules aligned with Radnor Township School Board Policies.

Students are encouraged to assume responsibility for their behavior and to refine their ability to recognize right from wrong and act accordingly. Each student's rights, as well as those of the entire school community, to participate in and conduct the instructional program must be respected. Appropriate behavior is critical to create a healthy and safe school environment. Students are responsible for their behavior on school grounds, at bus stops, during travel on school district buses, and at school-sponsored activities off school property.

Description of Behaviors and Responses

LEVEL I MISBEHAVIORS

Level I student misbehaviors impede orderly classroom procedures, infringe upon the rights of others to learn, and interfere with the orderly operation of the school. Activities at this level are considered mostly minor infractions.

These misbehaviors are handled by the observing staff member, but sometimes may require

the intervention

Examples of Level I Misbehaviors

Lack of required class materials
Failure to complete assignments
Lateness to class
Failure to cooperate
Inappropriate behavior
Disruptive behavior
Inappropriate dress
Disrespect
Defiance
Inappropriate language
Abuse of school property, books, lockers, etc.
Eating food in hallways/classrooms
Littering
Malicious teasing and mischief

Procedure

The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary action, including parental/guardian notification of the continued or increased behaviors. To the extent practicable, the behaviors observed, and corresponding intervention will be documented by the issuing staff member.

Intervention Options

- Verbal reprimand
- Verbal rehearsal of the expected behavior
- Positive practice of the expected behavior
- Conference with student
- Classroom/team area school community service
- Isolation/removal from activity
- Conflict resolution
- Behavior contract
- Teacher detention
- Team/grade level detention
- Parent/guardian contact
- Conference with counselor
- Referral to Student Assistance Team (SAP)
- Referral to Counselor/Administrator
- Other options as deemed appropriate

LEVEL II MISBEHAVIORS

Level II student misbehaviors are chronic or serious actions that disrupt the learning environment or interfere with the social and emotional well-being of the student and others in the school community.

These infractions generally require the intervention of an Administrator because previous behavioral instruction or Level I interventions have failed to change the child's behavior.

Examples of Level II Misbehaviors

- Repeated, chronic, or serious Level I misbehaviors
- Leaving school or an assigned area without permission
- Cutting class (includes HMS)
- Failure to cooperate with substitute teachers
- Failure to identify oneself correctly
- Forgery
- Academic dishonesty (cheating, plagiarism, etc.)
- Violation of computer "acceptable use" policy
- Vandalism/graffiti
- Unauthorized sales
- Gambling
- Obscene gestures or actions
- Profane or obscene language
- Intimidation or harassment of other persons
- Sexual harassment
- Fighting or contact that risks or results in bodily injury to another person.
- Trespassing
- Bullying / Cyber bullying
- Theft

Procedure

The staff member or observer immediately intervenes and takes appropriate disciplinary action and/or refers the student to an Administrator. The teacher must file a proper and accurate written report of the incident for each child involved, including reports of prior incidents and the actions taken. A conference is held with the student (other students, staff, and/or parents/guardians are included as needed) and an appropriate intervention is determined.

The parent(s)/guardian(s) and referring staff are notified of the action taken and a record of the student's behavior and consequence(s) will be maintained by the Administration.
Administrator.

Intervention Options

- Any appropriate response or disciplinary option from Level I
- Counselor/Administrator conference with student

- Counselor/Administrator contact/conference with parent(s)/guardian(s)
- Conflict resolution/mediation
- Ongoing conflict resolution sessions
- Behavior contract/behavior modification procedure
- Restricted school activity
- Detention
- Grade of zero given for academically dishonest work
- Schedule/program modification
- Reparation/restitution of damages and/or loss
- School community service
- Administrative conference/intervention
- In-school suspension *or* four-hour Saturday detention
- Out-of-school suspension
- Possible referral for expulsion, depending on the severity of the offense

LEVEL III MISBEHAVIORS

Level III misbehaviors are chronic and/or serious actions specifically and/or willfully directed against persons or property in the school community. These behaviors are more serious because they may pose a threat to the social and emotional well-being of an individual, the safety of an individual, or the safety of the school community.

Examples of Level III Misbehaviors

- Repeated, chronic, or more serious Level II misbehaviors
- Extortion
- Indecent exposure
- Tampering with or pulling the fire alarm
- Possession, use, and/or distribution of matches or a lighter
- Possession, use, and/or distribution of firecrackers, poppers, smoke bombs, etc.
- Possession, use, and/or distribution of tobacco and electronic smoking or vaping products

Procedure

An Administrator investigates the incident. The Administrator will meet with the student and confer with the parent(s)/guardian(s) about the student's misconduct and the resulting disciplinary action. The staff member is notified of the action taken. A record of the offense and consequences is maintained by the Administration.

When applicable, law enforcement officials and other outside agencies are contacted.

Intervention Options

- Any appropriate response or disciplinary option from Level II
- Administrative intervention
- Contact with outside agencies

- Legal intervention
- Monetary fine if appropriate.
- Other options as deemed appropriate

LEVEL IV MISBEHAVIORS

Level IV misbehaviors are actions which require review by the RTSD Superintendent or designee, which may result in the removal of the student from school, the intervention of law enforcement authorities, and/or action by the RTSD Board of School Directors.

Level IV misbehaviors threaten the health, safety, and welfare of an individual and/or the school community.

Examples of Level IV Misbehaviors

- Repeated, chronic, or serious Level III misbehaviors
- Possession, use, and/or distribution of drugs (including look alike drugs), alcohol, or paraphernalia which could be utilized to consume the same.
- Arson
- Selling of unauthorized or illegal substances
- Aggravated assault (verbal as well as physical) and/or battery, which includes fighting or contact that results in serious bodily injury to another person.
- Possession, use, and/or distribution of a weapon or facsimile of a weapon
- Bomb threats or other terroristic threats.

Procedure

The Administrator investigates the incident. The Administrator meets with the student and confers with the parent(s)/guardian(s) about the student’s misconduct and the resulting disciplinary action. The Superintendent is alerted to the situation and determines the appropriate consequence, meeting with the parent/guardian, as appropriate.

When necessary, the Superintendent recommends a course of action to the Board of School Directors. When applicable, law enforcement officials and other outside agencies are contacted.

The referring staff member is notified of the action taken. Administration will maintain a record of the offense and the resultant consequence.

Intervention Options

- Any appropriate response or disciplinary option from Level III
- Administrative intervention
- Contact with police and juvenile authorities – See Board Policy #225 Relations with Law Enforcement Agencies [RTSD Policy 225](#)

- Contact with outside agencies (with parent permission, as needed)
- Legal intervention
- Alternate placement
- Expulsion
- Other options as deemed appropriate
- See Board Policy 227 (Controlled Substances/Paraphernalia) for further information regarding specific consequences for alcohol and drug possession, use, or distribution. [RTSD Policy 227](#)

Discipline for Special Education Students

All students are encouraged and expected to comply with our school-wide Code of Conduct. However, we do recognize that there are some students identified as requiring Special Education, for which an Individualized Education Plan (IEP) has been developed to address learning and behavioral needs. Some IEPs may include behavior plans specifically developed to teach appropriate behaviors and to determine staff responses and consequences. For Special Education students, the IEP and/or state regulations and guidelines and federal law may supersede the school policy for discipline. Therefore, discipline procedures for students with IEPs may be individualized and unique. These discipline procedures may require an IEP meeting to be scheduled to update and/or revise the document due to a student discipline occurrence. For further detail regarding discipline of students with disabilities, please see Board Policy 233 (Suspension and Expulsion), [Attachment B: Discipline of Students with Disabilities](#).

GAMBLING AND SALES

Students are not permitted to bet or gamble on sports or other events at school. Students are not permitted to sell items or goods for personal profit. Sales sponsored by outside organizations must be approved by the principal.

WEAPONS

Weapons or reasonable lookalikes may not be brought to school, on the bus, or to any school activity. According to the Pennsylvania law and Board Policy, students who do so may be expelled for at least one (1) full school year. Board Policy #218.1 covers in detail the consequences for weapons violations. [RTSD Weapons Policy](#)

LOCKERS

The school assigns lockers, and students are expected to use their assigned locker. Any changes require official school permission. The school uses a specific combination lock that is available for purchase in the Main Office. Students are expected to keep and use that lock for their entire time at RMS. Locks purchased from outside of the school are not permitted.

If a lock breaks from misuse or is lost student, a replacement lock may be purchased at the school office. Any problems with lockers should be reported to the Advisory teacher. Locker visits may be limited by an academic team, with many teams requiring that students use their lockers only at specific times during the school day.

Students are responsible to keep lockers clean and in good order. Writing in lockers is not acceptable and students should only apply stickers that are removable and otherwise consistent with Board Policy.

Students are to keep combinations to themselves and must assume responsibility for any missing items should combinations be shared. Students are not to share a locker. Students must accept the consequences of any problem caused by such sharing.

Lockers are school property and are given to students on loan for the school year. As school property, lockers may be searched, and illegal or dangerous materials seized by school officials for reasonable suspicion or cause. School officials reserve the right to have general locker openings to help provide for clean lockers and orderliness. Officials will use their best judgment to protect students' rights to privacy. Officials may remove illegal, inappropriate, or dangerous materials. Board Policy #226 (Searches) provides details regarding the search of student storage areas. [RTSD Policy 226](#)

COMPUTERS: Acceptable Use of Internet, Computers, and Network Resources

Board Policy #815 - Acceptable Use of Technology

The District's Acceptable Use of Technology Policy (Policy and Administrative Regulation 815) is available on the District's website. Parents/guardians are strongly encouraged to review these documents and discuss the applicable rules and expectations with their children in age-appropriate ways. Policy and Administrative Regulation 815 are available for review on the District's website at [RTSD Acceptable Use Policy](#).

The use of District technology resources is a privilege, not a right, and may be revoked at any time for abusive conduct or a violation of the Acceptable Use of Technology Policy.

Users of District technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private, regardless of whether activity takes place on or away from school property; this includes, but is not limited to, anything that is created, stored, sent, deleted, received, or displayed on, over or through District technology resources. Files or other information placed or stored on District technology resources are subject to review and may be deleted without notice.

Parents/guardians or students that have questions about the District's Acceptable Use of Technology Policy shall bring such questions to the attention of their building principal.

Board Policy #815.1 – Social Media – Employee and Student Use

The District recognizes the degree to which social media (blogs, micro blogs, social networks, media-sharing sites, wikis, and the like) are part of our everyday lives. The District understands that these tools can have a place in education when used to further student inquiry, investigation, and communication.

Students may not communicate online in ways that are hurtful or inappropriate or share inappropriate media of any kind. Students must only represent themselves as themselves, and not as the District in any technology privileges or access, or other appropriate punishments. Students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators.

Those who do not follow the social media Policy may lose computer privileges, network access privileges, or other disciplinary action may be taken.

For more information on RTSD's social media Policy and additional resources, please visit [RTSD Policy 815.1 Social Media](#)

ABSENCE PROCEDURES

State law requires that a school maintain accurate attendance records. Therefore, the advisory teacher takes a daily attendance check at the beginning of each day.

1. If a student will be absent from school, the parent/guardian **must** call the **Safe Arrival Line (610-688-0930)** to notify the school of the child's absence. When school personnel are not notified, a daily automated call will be made to the parent/guardian to verify the student's absence and determine the reason.
2. After 7:50 a.m., a student arriving late must first report to the Attendance Office to ensure that accurate records are maintained. Thus, a student arriving after the start of Advisory must have an admission slip from the Attendance Office to enter any classroom.
3. Lateness to school can become an increasing problem, resulting in loss of instructional time and interruption in the learning process for others in the classroom. Therefore, Radnor Middle School institutes a more stringent approach. Disciplinary action, such as detention, may result following a student's fifth unexcused lateness to school. Parents/guardians must help to structure a morning schedule for their children that will get them to school on time and begin to establish productive and responsible life-long work habits.
4. Chronic unexcused absences to school can become an increasing problem resulting in loss of instructional time and interruption in the learning process for others in the classroom. Therefore, Radnor Middle School institutes a more stringent approach. Disciplinary action may occur, including letters being sent home notifying parents/guardians of the situation,

and the possibility of referrals and notification to the appropriate truancy-related agency and/or authorities.

5. To participate in after-school or evening activities, including sports and dances, a student must arrive in school by 11:20 a.m. and actively participate in the remainder of the day.
6. Parents/guardians wishing to take students on a family trip of an educational nature must write a letter to the principal indicating the nature and duration of the trip. **Only a total of five (5) such days will be excused in a single school year. Please refer to the *Board Policy and Administrative Regulation #204* that can be found on the RTSD website.**
[RTSD Policy 204 Attendance](#)

ABSENCE/LATE ARRIVAL/EARLY DISMISSAL OVERVIEW

Absence from School

If your child will not be in school, you should call the **RMS Safe Arrival Line (610) 688-0930** to inform us that your child will not be in school that day. If the school is not notified on the day of your child's absence, a daily automated call will be made to your home to verify the student's absence and to determine the reason.

If your child will be absent **more than three (3) days**, upon your request, we will collect work for your child. You may request the homework by calling the Safe Arrival line.

When your child returns to school, they should have an official absence excuse card explaining the reason for their absence. This card is available [here](#).

Attendance regulations are governed by the School Code of Pennsylvania and Radnor Township School District Board Policy #204, which includes many specific reasons for which a student may be excused from school for all or part of a school day. These include:

- Illness
- Family Emergency
- Death of a Family Member
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The national veterans' organization or incorporated unit must provide the student with note in advance of the absence indicating the date, location and time of the event or funeral.
- Medical or Dental Appointments
- Authorized School Activities
- Pre-Approved Educational Travel, Including College Visitations. This category of absence is limited to 5 school days per school year.

- Pre-approved religious instruction (limit 36 hours per year)
- Bona fide religious holiday
- For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring
- When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
- If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.
- If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- To obtain professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting. Regarding school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.
- Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, "rare" means typically no more than 1 or 2 per year District-wide and "extraordinary circumstances" means the student is engaged in a profession or activity at a nationally recognized level.

It is important for parents/guardians to realize that other reasons for missing school, such as those listed below, will result in an **unexcused** absence or lateness. This list includes but is not limited to:

- Oversleeping
- Missing the bus
- Babysitting
- Shopping
- Participating in private hobbies or lessons
- Studying for an examination or preparing a term paper
- Car problems
- Family vacations that are not pre-approved
- Unauthorized college visitations

Students who are absent have three (3) calendar days from the date of the absence to submit a written absence note to the attendance office to have the absence excused. **Failure to do so will result in having that absence permanently coded as unexcused.**

School Response to Unexcused Absences

As outlined in more detail in Administrative Regulation 204 (Attendance), which can be found on the District's website, the District is required by law to take certain actions when students are truant and habitually truant, as defined in Pennsylvania law. Students and their parents/guardians may be required to attend a School Attendance Improvement Plan meeting, and referrals may also need to be made to school-based or community-based attendance improvement programs, the Delaware County Office of Children and Youth, and/or the local themagisterial district judge. Additional information regarding attendance is in School Board Policy and Administrative Regulation 204 (Attendance) which can be found at: [RTSD 204 Attendance Policy](#)

Lateness to School

Please make every effort to have your child to school on time every day. While we understand there will be times when your child may be late due to illness, medical appointments, weather conditions, or recognized religious services, under normal circumstances students should be at school by 7:40 a.m. If your child is tardy for any of the above reasons, please send in a parental/guardian or physician note indicating the reason for the lateness and have your child sign into school at the Attendance Office. You may also call the RMS Safe Arrival Line, 610-688-0930. These late arrivals will be considered excused. Five (5) unexcused tardiness' to school may result in the assignment of detention on the 6th unexcused lateness.

Early Dismissal from School

If a student needs to be dismissed from school early, please send a note with your child. Note pads for this purpose are available through the RMS PTO and in the Main Office. The note from home will be used by the student to leave class and be waiting in the Main Office at the dismissal time designated by the parent. If a note was not sent with the student, please call the **Attendance Office (610) 386-6300, ext. 7505** so that your child can be located and sent to the office.

SECTION V: GENERAL INFORMATION

Technology at RMS

Technology at RMS

Each student is issued a Chromebook and charger during their time at Radnor Middle School. The Chromebook and charger are property of RTSD and will be returned to the district at the end of 8th grade or if the student withdraws from RMS. The Chromebook and charger should be returned in the same condition in which they were received.

Student Chromebook Responsibilities:

- Charge the Chromebook every night.
- Bring the Chromebook and charger to school everyday.
- Any labels and bar codes are NOT to be removed.
- Students may not place stickers on their Chromebook.
- Keep the Chromebook and charger in the same condition as they were received.
- Report Chromebook or charger issues to the RMS Technology Office.

Damage or Loss/Theft

Students are responsible for any damage to or loss of any Chromebook and/or charger. In case of damage or loss, the student may be required to pay the full cost replacement of the lost/stolen/damaged equipment.

Chromebook Insurance

Chromebook Insurance may be purchased from the district at [Device & Learning Programs - Radnor Township School District \(rtsd.org\)](http://www.rtsd.org/Device%20Learning%20Programs)

Optional Insurance

- Option 1: Insurance
\$20 year
\$40 Deductible for Repair Claims
Two (2) Claims per Year
- Option 2: No Insurance
Pay as You Owe

Families with economic hardship are automatically enrolled in Option 1: Insurance program with waived fee.

ELEVATOR USE

Use of the **school elevator** is restricted to those students who are unable to use the stairs due to disability or injury. For short-term use (1 day), students who wish to use the elevator must bring a note from a parent/guardian and give it to the Attendance Secretary. For long-term use, students must bring in a note from a physician specifically requesting such use and give it to the School Nurse. Students using the elevator must abide by the following:

- Student should ride the elevator alone, or with **ONE HELPER** to assist with books.
- Student use of the elevator is confined to the regular school day.

- In the event of fire evacuation or a drill, students may **never** use the elevator. Students should proceed to the nearest stairwell landing fire evacuation zone.
- Playing on the elevator will result in loss of elevator privilege.
- The elevator key must be returned at the end of each school day, even for cases of prolonged use.
- Loss of key will result in a \$10 replacement charge.

BOOK BAGS

Students may use book bags to carry books and materials to and from school. However, once in school, book bags must remain in lockers (unless determined otherwise by building administration due to public health emergencies such as COVID-19).

BICYCLES, SKATEBOARDS, AND ROLLER BLADES

Students who ride bikes to school should wear protective helmets.

Bike racks are available for those students who choose to ride their bike to school. The school, however, cannot be responsible for the safety and/or security of bikes. Bikes, skateboards, and roller blades are not to be ridden on school property at any time. Please note that the town of Wayne has passed an ordinance forbidding the use of skateboards and roller blades in the central business area.

STUDENT DRESS

In accordance with Board Policy 221, [RTSD Policy 221](#) the Board of School Directors recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the Board has the authority to impose limitations on students' dress in school. As such, student's clothing must be clean and in accord with health and safety regulations of the Commonwealth of Pennsylvania. In addition, clothing that is indecent, obscene, that contains overt references to sex, drugs, or alcohol, tobacco, or racial or ethnic prejudice or contains both direct or indirect references to violence or violent groups will not be permitted.

The Board of School Directors will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others. When student dress may constitute student expression, Board Policy 220 Student Expression/Distribution and Posting of Materials shall apply. [RTSD Policy 220](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

If any student comes to school inappropriately dressed, the student will be sent to an administrator and asked to change into proper attire. If the student does not have appropriate clothing, the student will remain in the office and a parent/guardian will be called to bring their child a change of clothing.

LUNCH / MEAL CHARGING POLICY

Lunchtime is intended to be a relaxing and pleasant break in the school day. During this time, students can eat lunch in the cafeteria and have time for unstructured play and social interaction.

While assigned to the cafeteria, students are responsible to stay at their table and to take the responsibility to clean up the area around their table. The teachers on duty dismiss students from the cafeteria. **GLASS BOTTLES AND CONTAINERS ARE NOT PERMITTED.** School procedures state that students should not bring anything other than water in a clear water bottle to school.

STUDENT MEAL CHARGING POLICY

Students are not permitted to charge a la carte or other nonprogram foods when their individual student accounts lack sufficient funds to cover the cost of the items. Parents/guardians are required to cover negative balances incurred by the student in accordance with the procedures described in Board Policy 808.

Students will be permitted to charge meals and will not be denied a meal because of insufficient funds in their student meal accounts unless the District is directed in writing by the student's parent/guardian.

Students may not be publicly identified or stigmatized or required to perform chores or other work when they cannot pay or have a negative student account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student account balance.

Information regarding meal prices, menus, how to apply for free or reduced priced meals, how to check a meal balance or add funds can be found on the District's Food Services webpage at [RTSD Food Service](#) . Additional information regarding school meal account procedures can be found in Board Policy and Administrative Regulation 808 (Food Services), which are available on the District's website at: [RTSD Policy 808](#)

Student Behavior Expectations - Responsible Cafeteria Behavior

1. Students will go promptly to the cafeteria at their designated grade level lunch unless other arrangements have been made with a teacher. A pass will be required to leave the cafeteria and report to an alternate place.
2. Students will walk into the cafeteria in a quiet and orderly fashion in an effort not to disturb other classes that are in session.
3. Saving places at lunch tables will **not** be permitted.
4. Students will remain seated while eating food (brown bag lunch, school lunch, snacks, drinks, etc.).
5. Each student will handle and eat only their own food. Grabbing, throwing, or playing with food is unacceptable.
6. Students will use good manners and speak in quiet voices.
7. Students will be respectful to other students, cafeteria supervisors, and cafeteria workers.
8. Students will respond quickly, immediately becoming quiet upon seeing the “silent signal” of a raised hand or hearing a microphone announcement requesting silence.
9. Students will listen quietly to announcements.
10. All unopened food and drinks will remain in the cafeteria.
11. Each student will be responsible for cleaning up food and trash from their floor and table area.
12. During the lunch period, students will use only the bathrooms adjoining the cafeteria.

After eating lunch and cleaning up, students will be allowed, on fair weather days, to report to the field.

Student Behavior Expectations - Field/Lunch Activity

1. Students will report to the field after cleaning up in the cafeteria and being dismissed by a duty teacher.
2. Students will walk to the field, exiting through the appropriate doorways.
3. Students will play and socialize within the designated playing areas.
4. Bleachers will be used for sitting and talking.
5. Playground and sports equipment will be properly used.
6. All activities will be safe and with appropriate physical contact for the game/activity of choice.

7. Students will return immediately to the school building upon hearing a whistle blow signaling the end of the lunch period.
8. Students will enter the building, return to the cafeteria, and return to their classes in a quiet and orderly fashion.

Inclement Weather Days

On days when the weather does not allow students to go outside, the indoor alternatives will be offered.

STUDENT WELLNESS POLICY

The District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, social and emotional development, and readiness to learn. The Board of School Directors is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience in accordance with evidence-based strategies and techniques. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

A copy of the District's Student Wellness Policy is available in its entirety in Board Policy and Administrative Regulation 272 (Student Wellness), which are available for review on the District's website at: [RTSD Policy 272](#). Students and their parents/guardians are encouraged to review this Policy and Administrative Regulation closely, as it contains information, guidelines, and limitations on matters such as fundraisers at school involving food, classroom/school celebrations, and homemade food brought into school for sharing with others.

ELECTRONIC DEVICES AND CELL PHONES

The District and Radnor Middle School acknowledge that students often bring various personal, family-owned electronic devices to school. These devices may include, but are not limited to, cell phones, smart phones, smart watches, netbooks, tablets, iPads/iPods, Touch devices, and eReaders.

All personal electronic devices are only permitted for use before and after school, unless permitted by individual teachers during their classes for instructional purposes. Otherwise, the personal electronic communication devices should be turned off and kept in the student's locker.

Students who violate this policy will have their device confiscated and turned into the main office. The device will be returned to the student at the end of the day. Repeated problems will result in the parent being responsible to pick up the device prior to the end of the school day.

Digital Learning Expectations – “Netiquette”

- Behind every screen name is a person.
 - Be kind with your words and actions.
- Communicate tactfully and appropriately.
 - Be mindful of how you are speaking and what you are typing.
 - Please proofread and spell check.
 - Respect others’ point of view, thoughts, and opinions.
- Respect the privacy of your classmates and instructor.
 - No recording.
 - No screenshots.
 - Do not share others’ information.
- Humor and sarcasm can be misinterpreted online.
 - Be mindful of your audience.
 - If you must think about the appropriateness of a comment, do not type it.
- Expectations for learning and behavior are the same as if we were inside the building.
- Establish routines and a sense of normalcy.
 - Create a workspace.
 - Take breaks.
 - Be active.

Use of Personal Electronic Devices in Class

At the discretion of individual teachers, students are permitted to use these devices for instructional purposes that do not disrupt the classroom and in ways that are consistent with the District’s Acceptable Use and Social Media Policies – Employee and Student Use Policy. [RTSD Policy 815](#)

Students who bring a personal electronic device are reminded that they are not permitted to record or photograph or video record others unless directed by a teacher as part of an educational assignment and when they receive permission from the subject. Devices are to be turned off and put away during tests and assessments, unless directed otherwise by the classroom teacher. Personal electronic devices may not be used in hallways or bathrooms or other locations where there is an expectation of personal privacy. Students who need to contact a family member or parent/guardian must do so through the Main Office. The District is not liable for the loss, theft, damage, or unauthorized use of personal electronic devices or are any District personnel permitted to provide tech support for these devices.

Personal Electronic Devices and Field Trips

Permission may be granted for student use of personal music devices while on a field or class trip with the permission of the chaperoning teacher(s). Students are responsible for the safekeeping of all personal possessions while on any trip and must follow all applicable School Board Policies, Administrative Regulations, and school rules while using such devices.

HALLS AND STAIRWELLS

Student Behavior Expectations

Responsible Hallway and Stairwell Behavior

1. Students will walk on the right side when moving through hallways and stairwells.
2. Students will use a normal speaking voice and appropriate language. To speak to someone down the hall, students will go to them rather than shout.
3. Students will keep hands, feet, and objects to themselves.
4. During class time, students must have a pass to be in the hallways.
5. No food or drink is permitted in the hallways or stairwells. Exceptions will be made for teacher- or team-organized special events.
6. When addressed by a staff member, students will stop and speak respectfully with that person.
7. Students will walk in the stairwells, taking steps one at a time. No jumping or sliding is permitted.

RESTROOMS

Student Behavior Expectations

Responsible Restroom Behavior

1. Students are expected to use the rest rooms during passing times and lunch. In an emergency during class time, students will be issued a bathroom pass from the teacher.
2. Students have a responsibility to keep the rest rooms clean and free of litter and graffiti.
3. Students are to report problems or concerns about the rest rooms immediately to a teacher or administrator.
4. Students will wash their hands and use proper hygiene.

ASSEMBLIES

Student Behavior Expectations

Auditorium Assemblies

1. Students will walk into the auditorium quietly, following teacher direction, and will sit in their assigned seats.
2. Students will attend to the program, seated upright, with their feet on the floor and their

- hands kept to themselves.
3. Students will show consideration or applause to the performers at the appropriate times.
 4. Students will remain seated and listen to teacher's directions for dismissal.
 5. In emergencies during the program, students will exit and enter using the designated doors

LIBRARY

Staff

Librarian: Catherine Horan (x7313)
Library Clerk: Jennifer Todd (x7313)

Library Expectations

- To provide a quiet atmosphere for academic work, please keep your voice down when talking.
- Candy, food, gum, and beverages are not allowed in the library.
- When using computers, students should adhere to the District's Acceptable Use of Technology Policy.

Library Services

- The library is open to students every school day from 7:25 a.m. to 2:40 p.m.
- A scanner is available for student use.

Borrowing Materials

- Books may be borrowed for a two-week period (10 school days). Students will be charged a replacement fee for any lost items.
- Overdue notices are distributed to students via team teachers. If, after repeated attempts, the book has not been returned, the librarian may send a notice home to enlist the parent's/guardian's help. Students will be required to pay a replacement fee for any lost items.
- A book may be renewed if it is not on hold for another student. To renew a book, you must bring the book to the library.
- Magazines may be borrowed for a period of three (3) school days. Students will be charged \$3.00 for any lost magazines.
- A student may only have four (4) items checked out at a time.
- Borrowing privileges will be suspended if a student has overdue items or fines.

Library Passes

- Any student wishing to come to the library during class time must obtain a pass from their teacher.
- Students who would like to come to the library during lunch must obtain a pass from one of the faculty proctors and sign out on the sheet provided. Students are encouraged to come to the library during lunch to take care of any library business, do schoolwork, or spend time reading. Students who choose to come to the library during lunch will be dismissed from the library at the end of the lunch period.
- Upon entering the library, students must sign in and leave their pass at the front desk. When leaving the library, students must have their pass signed by library staff.
- Each student must have their own pass.

EVACUATION DRILLS

Evacuation Drills are conducted regularly to practice for the safe evacuation of students and school personnel in the event of a true emergency. Drills must be taken seriously. Students must report to a designated area, as directed by their teacher.

- Students in classes will exit the building as directed by their teacher and according to the sign displayed over the classroom door. All staff and students must be at a safe distance from the main building.
- Students and staff in wheelchairs or requiring any special assistance will report to the nearest designated stairwell. All stairwells have “area of refuge” panels. The staff or student can press a button at any landing not accessible to the outside doors and they will be lit up on a panel in the main office. They can wait in the stairwell location for rescue and will be contacted via the speaker in the panel by the emergency responders when they arrive to the site. Special procedures will be developed to meet individual needs.
- Students must be silent to hear any emergency directions.
- If a fire alarm sounds while students are in the hallway, they are to exit immediately using the nearest safe stairwell.
- Any student not in their assigned class when a fire alarm sound will report immediately to the nearest designated area.
- If the alarm sounds during a time when students are unassigned (e.g., before advisory, during lunch, or special activities, etc.), students will go immediately and silently to the nearest exit and report to the nearest designated area.
- After the “all clear” signal, students will return in a line with their class to the building as directed by their teachers. Students will continue to maintain silence to hear directions.

LOCK OUT AND LOCK DOWN DRILLS

In some types of crises, it may be necessary to implement a temporary “Lock Out or Lock Down” to protect students and staff. RMS has emergency drills as recommended by RTSD Office of Operations. **Lock Out** drills require all exterior doors to be locked and regular school operations continue without any disruption. **Lock Down** drills, however, require exterior and interior doors to be locked. Students are to remain in their classrooms for a designated period.

ROLES AND RESPONSIBILITIES – PARENTS/GUARDIANS

Parents/guardians are critical members of the school community and are encouraged to participate in the education of their children. By working together, parents/guardians and school staff help each student learn behaviors that will enhance the student’s self-concept as well as increase opportunities for academic success. Parents/guardians are encouraged to develop a partnership with the school to help each child grow academically, socially, and emotionally.

To ensure a successful educational experience for Radnor students, it is encouraged that parents/guardians:

- Model appropriate behavior for their children.
- Be good listeners – to students, staff, administrators, and other parents/guardians.
- Stress the importance of honesty.
- Encourage children to keep open lines of communication with their parents/guardians and with school personnel, such as counselors, to share information which may be troublesome.
- Set up systems at home to foster student organization and responsibility for schoolwork.
- Ensure that students eat breakfast and arrive at school on time.
- Monitor children’s after-school activities to ensure a structured after-school environment.
- Continue to reinforce the social skills program taught in the elementary schools.
- Support the Radnor Middle School ban on profane language or derogatory language that targets religious, racial, or ethnic groups.
- Act to ensure that their children are helping to keep Radnor Township safe.
- Ensure that children dress in accordance with the Radnor Middle School dress code.
- Interact with their children in a manner consistent with school guidelines.
- Network with other grade-level parents/guardians.

- Keep an open mind when contacted regarding behavioral issues and be willing to work cooperatively with the school.
- Support the school staff in their efforts to help children learn more appropriate alternate behaviors.
- Monitor the child’s use of the Internet, telephone, and other electronic media.
- Develop consistent guidelines and expectations that are developmentally appropriate for their child and their friends.
- Sign a contract with the school indicating their support of this plan.

PARENTAL CONCERNS

Complaints concerning the District’s programs or operations should initially be directed to the staff member(s) or the administrator(s) immediately in charge of the area in which to complaint arises. Attempts to resolve the complaint shall begin withinformal, direct discussions among the affected parties. Only when these informal discussions fail to resolve the complaint shall more formal procedures be utilized. For more information regarding how to address individual complaints or concerns, please see Board Policy and Administrative Regulation 906 (Formal Complaints), which areavailable at: [RTSD Policy 906](#)

EMERGENCY SCHOOL CLOSINGS

Parental Responsibility in Emergency School Closings

When weather conditions appear to be such as to cause closing schools early, parents/guardians are urged to expect such action in order that they may be at home to receive the children when they arrive. In cases where this is not possible, alternative plans or arrangements should be made. If parents/guardians normally meet a child when they get offthe bus or have a long distance to walk at the end of the bus route, it is very important that parents/guardians make suitable plans for such a child in case of inclement weather.

If you wish to drive your child home, meet them at the bus stop. Please do not drive all the way to school, as both police and school officials will be concentrating their efforts on maintaining order and safety.

Hazardous Conditions Developing During the Day

When the weather conditions warrant doing so, the decision to close schools will be made as early as possible. The time the schools will close will depend on weather conditions. Bus drivers, teachers, and students will be notified immediately of the decision. Such a decision will be broadcast on local TV and radio stations and on the local cable system. The code for Radnor schools is 457. The Radnor Township School weather and emergency line is (610) 688-8104.

Hazardous Conditions Developing During the Night

Heavy snowfall or other serious weather conditions at night may make it necessary to close schools the following day or to delay the opening of schools by two hours. Call the school district weather and emergency line for updated school closings: (610) 688-8104 or listen to the local media. Additional information is also included on the school and district websites.

VISITORS

The District's Board Policy regarding school visitors is available for review (Board Policy and Administrative Regulation 907 – School Visitors) online at: [RTSD Policy 907](#)

All visitors are required to sign in at the school's main office and present a valid government-issued identification, which will be validated through a state database system. A visitor badge will be provided to the visitor, which must be worn in a visible manner for the duration of the visit. Upon completion of the visit, the individual must sign out in the main office and return the badge. The visitor badge is valid only for the duration of that visit. Any visitor on school property who has not registered at the school's main office is trespassing. The individual will be asked to return to the school's office to register or else will be asked to leave immediately. If any visitor refuses to leave school property when asked to do so or creates a disturbance, the principal or designee may request aid from law enforcement agencies to remove the individual.

Parents/guardians who wish to speak with or meet with a teacher, counselor or therapeutic staff member must call in advance for an appointment. Parents/guardians interested in visiting the school or attending classes must call the office in advance so that a schedule can be prepared, and teachers notified.

Students within the District or from other districts are not permitted to visit school unless the principal grants an advance request after agreement with teachers whose classes are to be visited. Requests must be in writing from the parent/guardian of the Radnor student, and they must have prior approval by the principal. There may be times when visitations may be inappropriate. No student visitors are permitted at school sponsored parties or dances.

HEALTH

ALL GRADE 6 STUDENTS ARE REQUIRED TO SUBMIT A PHYSICAL EXAM FORM WITH IMMUNIZATION RECORD

ALL GRADE 7 STUDENTS ARE REQUIRED TO SUBMIT ADENTAL FORM

The District's health policies and guidelines are developed in accordance with the school laws and regulations of Pennsylvania. The primary purpose of school health services is to advance the overall health and well-being of our students to support learning and academic success.

The office of the school nurse is located on the main floor (Room 107). The school nurse is available during the school day to provide routine and emergency health care. In case of illness or injury, students are to report to the Nurse's Office. If the nurse is not available, students should report to the Main Office.

Except in the case of an emergency, students must have a pass from a teacher to visit the school nurse. Students may not go to the nurse's office between classes. Students are to go to their scheduled class and ask that teacher for a pass to the nurse.

The nurse will schedule, supervise, and assist in various health examinations and tests as required by law. These include height, weight, vision, and scoliosis screenings. Referrals are provided for those students in need of further care or evaluation.

The nurse will dispense medication only when parents/guardians give signed permission on the standard emergency card. If students must take prescribed or over-the-counter medication, other than those listed on the emergency card, they should obtain a request form from the nurse or health services web page, have it completed by parents/guardians and physicians, return it to the nurse, and give the medication to the nurse in the original prescription container.

Students must report personal injury occurring at school to the nurse on the day of the injury.

IMMUNIZATIONS

MANDATED VACCINATION REQUIREMENTS

Proof of immunization means a written record showing the dates (month, day, year) your child was immunized. Information on required school immunizations/vaccinations can be found on the Pennsylvania Department of Health's website.

Information on exemptions from these requirements that may be available to students can be found in Board Policy and Administrative Regulation 203 (Communicable Diseases and Immunization), which can be found on the District's website at: [RTSD Policy 203](#)

If you have questions regarding immunization requirements, please talk to your school's certified school nurse.

ADMINISTRATION OF MEDICATION

Unless specifically authorized by Board Policy, students are not permitted to carry or self-administer medication at school, on school vehicles, or at school sponsored activities on or off school property. This includes both prescribed and over the counter medicines (Tylenol, Advil, etc.). Students who need to take medication during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity shall consult Board Policy and Administrative Regulation 210 (Use of Medications), which is available on the District's website. [RTSD Policy 210](#)

CHILD ABUSE

The reporting of suspected child abuse shall be in accordance with the procedures outlined in Board Policy and Administrative Regulation 806 (Reporting Child Abuse), which is available for review at [RTSD Policy 806](#)

FORGOTTEN ITEMS

Home procedures should be in place to support students in bringing all necessary items to school. A home "Launch Pad" for bookbags, projects, instruments and lunches may be useful so that everything is within reach as the student heads out the door for school each morning. **Delivery of misplaced or forgotten items should be a rare occurrence.** Items that **must** be delivered to school such as eyeglasses, contact lenses, or retainers, should be placed in a sealed envelope with your child's name and grade clearly displayed. Items may be placed in the vestibule of the Main Entrance at 150 Louella Avenue. **All medications must be given, by a parent/guardian, to the school nurse.** Lunch will be provided by the cafeteria staff to any student who forgot to bring lunch from home. **It is the responsibility of the student to come into the Main Office between classes to check for these items.**

For security reasons, stairways and classrooms are locked at the end of instructional day. Students will not be permitted to return to the building after school has been dismissed to retrieve forgotten items. Office and custodial staff are not permitted to admit individuals to classrooms after the school day. Please do not make requests to reenter buildings as this would constitute a violation of this security procedure.

LOST AND FOUND

Lost and found items, such as clothing and notebooks, are located just outside the Attendance Office. Fragile or valuable items are brought to the office where they may be identified and claimed. If not claimed, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink. Valuables and large amounts of money should not be brought to school.

VALUABLES

The school discourages students from bringing valuable items, such as expensive jewelry, electronic items, or money to school. If students choose to bring such items, they do so at their own risk. The school cannot guarantee or provide for the security of these types of items.

FIELD TRIPS

Teams, as well as elective classes, often plan educational activities away from the school campus. Costs for field trips are kept to a minimum, but should any hardship be posed by the monetary requirement, please contact your child's counselor. Students are expected to behave in an exemplary manner while on field trips. Denial of participation in a field trip or special program may result if the student cannot handle the unstructured nature of such activities. Repeated behavior referrals may result in an exclusion from a school trip or activity. Parents/guardians should contact the school nurse prior to the field trip if their child requires medication or has a medical need (Reference Board Policy # 121 (Curriculum-Related Field Trips) at: [RTSD Policy 121](#))

ANNUAL NOTIFICATION OF RIGHTS PERTAINING TO STUDENT RECORDS

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. Please refer to Board Policy and Administrative Regulation 216 (Student Records), which are accessible on the District's publicly accessible website at <https://www.rtsd.org/> or by contacting the District at the above address and phone number for specifics of the District's procedures including but not limited to the classification, maintenance, destruction, and disclosure of student records. A summary of these rights follows:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's right to privacy.

Parents or eligible students may ask the District to amend a record that they believe inaccurate, misleading, or in violation of the student's right to privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's right to privacy.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a Board member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing their tasks.

A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

The District discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer upon conditions as specified in FERPA and in District regulation. A student is considered to attend an agency or institution if the student is either enrolled in or receives services from the agency or institution.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Directory Information

FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated information (known as "directory information") without your written consent, unless you notify the District in writing within 20 days of the date you receive this notice that you do not want any or all of this information about the student designated as directory information. Directory information includes the following information relating to a student: the student's family members' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee. A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

EDUCATION FOR HOMELESS YOUTH

Under the McKinney-Vento Homeless Assistance Act, schools must identify children and youth in homeless situations and provide appropriate services, including immediate enrollment in school, even when students lack paperwork normally required for enrollment.

The goal of the federal Law, McKinney-Vento, is to assure continuity of education despite circumstances that may result in a family experiencing homelessness. The specific definition in the law for the purposes of continued enrollment in a school district is as follows: Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which includes, but not limited to, the following conditions: sharing the housing of other persons due to loss of housing or economic hardship; living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations; or living in emergency, transitional or domestic shelters.

For more information, please visit the following link on the District's website: [RTSD Policy 251](#)

Please contact the RTSD homeless liaison or social workers if you have any questions.

RTSD Homeless Liaison

PT Kevgas

Panatoya.Kevgas@rtsd.org

610-788-9300 x2360

Social Workers

Marjorie Bates

Grades K-5

marjoriebates@rtsd.org

610-688-8100 x5220

Ceire Evans

Grades 6-8

ceire.evans@rtsd.org

610-688-8100 x5220

Christine Kulp

Grades 9-12

christine.kulp@rtsd.org

610-688-8100 x3823

Radnor Township School District



135 S. Wayne Avenue
Wayne, PA 19087-4117
610.688.8100
www.rtsd.org

Annual Notice of Special Education Services

The Annual Notice of Special Education Services is posted in the *Delaware County Daily Times* prior to the beginning of each school year in August. A full copy of this posting, also called the Child Find Notice, is available in the front foyer of the Radnor Township School District Administration Building and the Office of Student Services at 610-688-8100, x6071.

The Radnor Township School District provides – without cost to parents – screenings, evaluations, appropriate programs, and services to all students thought to be exceptional and in need of specially designed instruction, from age 5 through the end of the school year that the student turns age 21. These programs and services are made available to children who meet the qualifications of being a student with mental retardation, hearing impairments, including deafness, speech or language impairments, visual impairments, including blindness, emotional disturbance, multiple disabilities, orthopedic impairments, autism, traumatic brain injury, other health impairments, and specific learning disability.

School-age children who do not meet the eligibility criteria outlined above may be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities under the Americans with Disabilities Act. Children are entitled to such protections, adaptations, and/or accommodations if they have a diagnosed mental or physical disability that substantially limits or prohibits participation in or access to an aspect(s) of the school program.

Public schools must educate children to the maximum extent appropriate in the regular education setting, and the children must receive instruction that conforms as much as possible to the instruction received by non-disabled students. Depending on the nature and severity of the disability, Radnor Township School District can provide programs and services beginning in the least restrictive environment to the most restrictive setting; in the one of the following.

- The public school the child would attend if not disabled
- An alternative regular public school, either in- or outside of the district
- A special education program or center operated by a public-school entity
- An approved private school or other private facility licensed to serve children with disabilities
- A residential school
- An approved out-of-state program
- In the home

The school district has established procedures to search out children who may qualify for special services. These procedures are to identify children with disabilities to provide them with a free, appropriate public education, and include ongoing group and individual student screenings, parent referrals, teacher referrals, and school team referrals. Information about students with disabilities is collected and maintained by the school district. However, personally identifiable information on all children is confidential and protected by the school district's Policy and Procedure on Student Records.

Screening activities conducted by the District may include, but are not limited to:

- Ongoing analysis of the student's response to instruction and to statewide and district-wide assessments
- Team-based baseline assessment and analysis of the child's response to individualized academic or behavioral intervention over a period of up to 60 days in response to a request by the child's teacher, parent, or other concerned school personnel.
- Health screenings

Special education services are provided according to the primary educational needs of the child and not the category of disability. The type of educational services available include:

- Learning support
- Life skills support
- Emotional support
- Deaf or hearing-impaired support, blind, or visually impaired support, physical support, autistic support
- Multiple disabilities support
- Related services, such as speech and language support, occupational therapy, physical therapy, nursing services, audiologist services, counseling, and family training.

Children of preschool age (ages 3 to 5) are served by the Delaware County Intermediate Unit (610-938-9000) in a variety of home- and school-based programs that consider the chronological and developmental age and primary needs of the child. As with school-age programs, preschool programs must ensure that, to the maximum extent appropriate, children with disabilities are educated with non-disabled peers.

For further information regarding the Child Find process and related parent rights and protections, or other student services or special education information, please contact the Director of Special Education of the Radnor Township School District at 610-688-8100, x6071.

COVID 19- Statement

Dear Radnor Middle School Parents and Guardians:

Due to the continuously evolving and changing circumstances related to the COVID-19 pandemic, policies and procedures outlined in this Student Handbook are subject to change based on the provisions of the RTSD Health and Safety Plan. Any individual questions specific to the building should be directed to your child's building administration. A link to RTSD Health and Safety Plan may be found here: [RTSD Health and Safety Plan](#)

Privacy Notice

The Radnor Township School District is committed to, and believes, that in-person learning is the best form of learning for our students. However, due to COVID-19 and other life events, we recognize that some of our students may require flexibility in their educational program. For the 2022-2023 school year, parents/guardians are notified that classes may be live streamed and recorded. As such, families should not expect privacy in the area where virtual instruction is taking place. Should classes be live streamed or recorded, only students in a particular class will have access to the live streaming or recorded sessions.

Expectations for Virtual Learning

Should virtual learning take place at any time during the 2023-2024 school year the following guidelines will be in place for students during virtual learning sessions:

- District settings and teacher practice:
 - Participants are not able to join a meeting prior to the teacher so that all meetings are supervised
 - A waiting room will be enabled for all meetings
 - Screen sharing will be disabled as a preset
 - Teachers will remove disruptive students from a meeting at any time
 - End the meeting for all participants once a session is finished
- Students must:
 - Be in attendance for homeroom and all classes
 - Have your camera on and participate in live sessions
 - Engaging and contributing to class discussions are critical to the learning process
 - Students must stay logged in for the duration of their class period unless otherwise directed by their teacher
 - Mute the microphone when you are not speaking
 - Have your full first and last name set as your screen name prior to joining a Zoom

- Ensure that all communication, written or spoken, complies with Board policies and the expectations set forth in the Student Handbook; inappropriate, offensive, or threatening comments, misrepresentation of identity, and/or disruptive behavior will not be tolerated
 - In short, be polite and respectful at all times
- Wear appropriate attire as if you were in school
- Leave the Zoom meeting after class is concluded
- Adhere to the academic honor code expectations and not engage in plagiarism or cheating
- Turn off your television, and put your phones and other electronic devices away during instruction
- Parents/guardians and students are prohibited from:
 - Recording classes
 - Sharing or posting pictures or videos from class via any electronic means including social media platforms
 - Sharing Zoom links, log-in information, and/or passwords in any forum, public or private
 - Entering Zoom sessions for classes that you are not enrolled in
 - Interrupting a teacher and disrupting class if there are concerns with the class
 - Any parent concerns should be addressed to the teacher via email after class has concluded; it is critical to allow the teacher to focus on instruction during class time
- Students and parents/guardians are encouraged to:
 - Identify a comfortable, quiet space so you can work effectively and successfully
 - Notify members of your household prior to joining a Zoom session
 - Use headphones with a microphone to eliminate background noises
 - Set up your workspace so that the student is situated in front of a blank wall
 - Enable an appropriate Zoom background image to be visible in place of the student's actual background
 - Maintain the confidentiality of other students

Technical Assistance

RTSD provides technical support to students and parents/guardians who need assistance with Schoology or their school issued device. Assistance can be found here: <https://sites.google.com/rtsd.org/reopeningradnor/technology-access/guides-resources>

Families Experiencing Financial Hardship

RTSD empathizes with families who are experiencing financial hardship. There are programs available to support your children that include:

- Reduced cost internet
- Access to meals

- Clothing and school supplies
- One-time assistance with utilities

Any family who needs support due to significant financial distress should reach out to the RTSD social workers:

- Grades K-5: Marjorie Bates (marjorie.bates@rtsd.org)
- Grades 6-8: Ceire Evans (ceire.evans@rtsd.org)
- Grades 9-12: Christine Kulp (christine.kulp@rtsd.org)