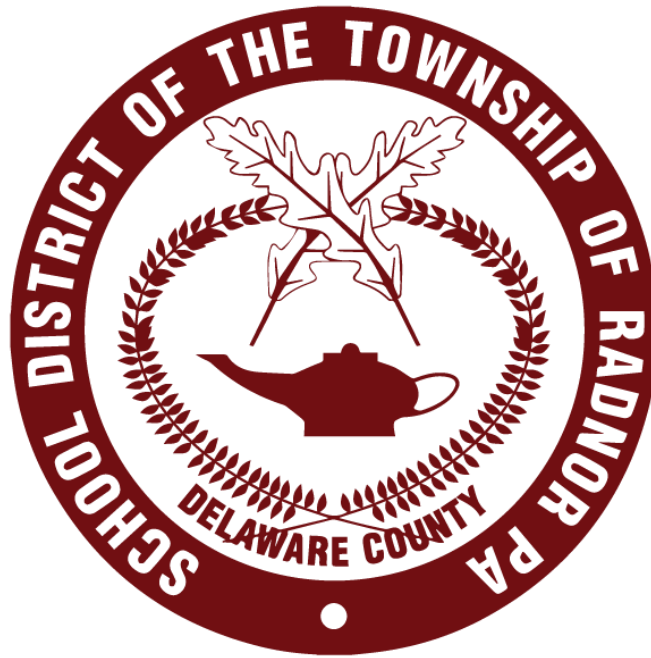


Radnor Township School District



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.

2023 - 2024 Elementary School Parent/Guardian Handbook

Radnor Township School District Elementary Schools

Assistant to the Superintendent - Teaching and Learning

Dr. Shawn Dutkiewicz
610-688-8100 x6141
shawn.dutkiewicz@rtsd.org

Ithan Elementary School

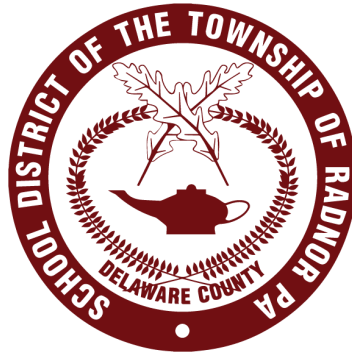
695 Clyde Road
Bryn Mawr, PA 19010
Phone: 610-527-1357
Principal: Dr. Tronya Boylan
Assistant Principal: Mr. John Wagner

Radnor Elementary School

20 Matsonford Road
Radnor, PA 19087
Phone: 610-788-9300
Principal: Dr. Nancy Young
Assistant Principal: Mr. John Wagner

Wayne Elementary School

651 West Wayne Avenue
Wayne, PA 19087
Phone: 610-687-8480
Principal: Mrs. Nancy Ferguson
Assistant Principal: Mr. Jon Smerecky



The elementary program of the Radnor Township School District is designed to provide your child(ren) with experiences and opportunities to meet their individual needs and stimulate learning in all developmental areas, including social, emotional, physical, and intellectual.

Please take the time to thoughtfully read through this handbook and review the components with your child(ren).

The intention of this handbook is to gather the various items and procedures the District believes will be helpful to you and your child(ren) as you engage with the Radnor Township School District elementary school program.

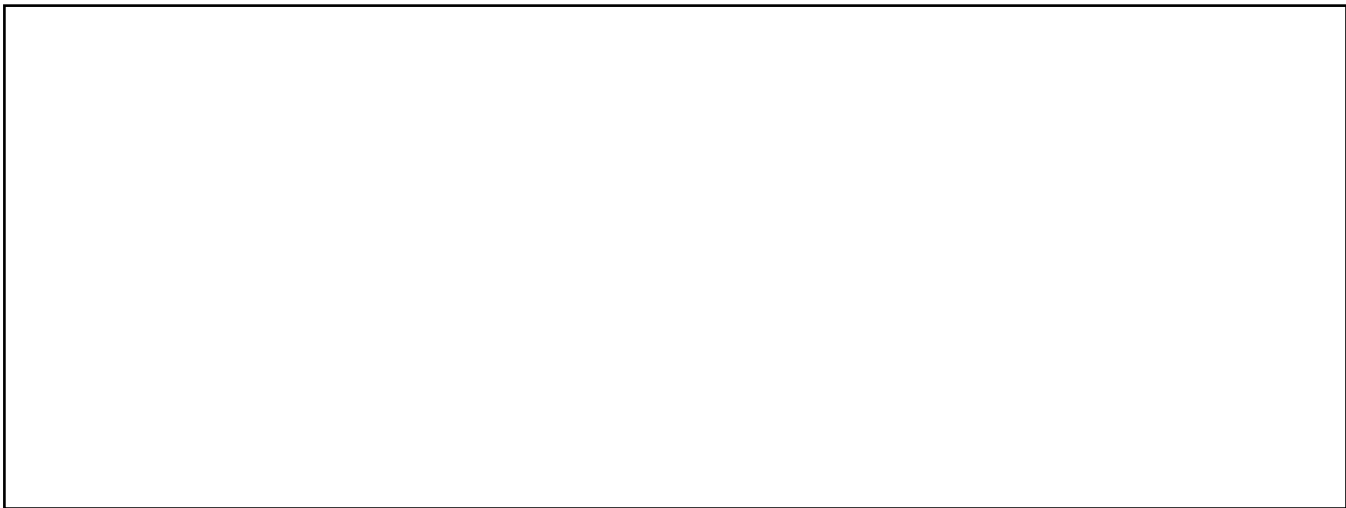
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PRIVACY NOTICE

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 2023-2024 school year, parents/guardians are notified that classes may be livestreamed and recorded. As such, families should not expect privacy in the area where virtual instruction is taking place. Should classes be livestreamed or recorded, only students in a particular class will have access to the livestreaming 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 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 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/reopeninggradnor/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 elementary social worker:

- Grades K-5: Marjorie Bates (Marjorie.Bates@rtsd.org)

SCHOOL SCHEDULE

Daily Schedule

The schedule is based on a six-day rotating cycle. The first day of school for students is DAY ONE followed sequentially by DAY TWO through SIX. The cycle is based on student days only: weekends, holidays and in-service days are not assigned a numbered day. The schedule will be posted on the school calendar which can be found on the District's website (www.rtsd.org). The numbered days WILL NOT change throughout the school year. If a school day is cancelled for any reason, that numbered day will be assigned as a make-up day at

the end of the school year. Attention to the daily schedule will be important so that students have the necessary items such as sneakers for gym, books for library, or instruments for lessons.

Please Note: All before-school and after-school clubs and activities will follow a Monday through Friday schedule.

School Hours

At 8:55 a.m. students are permitted to enter the building and at 9:05 a.m. instruction begins. The school day ends at 3:40 p.m. Buses arrive at school each morning between 8:45 and 9:05 a.m. Students being transported by parents/guardians should arrive no earlier than 8:45 a.m. Prior to that time no one is on duty to supervise children outside. The drop-off area varies by school so be sure to follow the posted signage. The driver may not park and leave the car in the drop-off area. Parents/guardians who need to enter the school for any reason must park in a designated space in the parking lot and enter through the main doors.

Late Arrivals

Students who arrive in their classroom after 9:05 a.m. are considered tardy. This is recorded on the student attendance sheet and entered into the record. Students who report to their classroom without first signing in at the office will be asked to return to the office for a “late slip.” After ten recorded late arrivals, parents/guardians will be contacted by mail and action may be taken if lateness becomes chronic. Parents/guardians must accompany their child to the main school entrance to sign their child (ren) in at the office and provide a reason for their late arrival.

Dismissals

All students are dismissed at 3:40 p.m. Buses depart at the end of school day starting at 3:45 p.m. so that students should arrive home between 4:05 p.m. and 4:30 p.m. Parents are encouraged to download the Here Comes the Bus app that provides real-time monitoring of buses. Parents/guardians should contact the Transportation Department directly at (610) 293-1947 with questions or concerns related to bus delays or timing.

If a student is not on the bus as expected, parents/guardians can contact the school office (before 4:30 p.m.) to see if an after-school activity is taking place. Occasionally a student may miss their bus. When this happens, we contact parents/guardians to either pick the child up at school or arrange for a friend or relative, who is indicated on the emergency card or has been authorized verbally by the parent/guardian to the appropriate school employee to pick up their child and provide transportation. Occasionally, students come to the office and try to arrange “play dates” near dismissal time. We cannot allow these last-minute changes in after-school plans.

Dismissal Changes

Written notification is required for all changes in a child’s regular dismissal schedule. This includes but is not limited to:

- car pickup instead of transportation by the bus;
- going home with another child (please note that a child may not ride a different bus to go home to another child’s house);
- being picked up by someone other than the custodial parent or guardian;

- attendance at an after-school activity;
- early dismissal (see below for further details).

Notes should include the child's grade, teacher's name, and requested dismissal change. Without a note, children will be expected to board the bus.

Early Dismissals

We appreciate parents'/guardians' efforts to schedule appointments outside the school day, though we recognize there are times when this may not be possible, and it is necessary for a child to leave school early. In such cases, the school must receive a note which includes the child's grade and teacher's name, the requested dismissal time, and reason. All children must be signed out at the office if they must leave school before the regular dismissal time. At the requested dismissal time a parent, guardian, or authorized adult must report to the office to meet the child. Please do not arrange with your child to have them meet you outside the school during the school day as they must leave directly from the main office.

Before and After School

For parents/guardians requiring childcare before 9:05 a.m. or after 3:40 p.m., there is an extended day program. This program is operated by Right At School.

<https://rightatschool.com/>

Right At School offers childcare for students in kindergarten through fifth grades before and after the school day. Transportation is the responsibility of parents/guardians. The before and after school program opens at 7:30 a.m. and extends to 6:00 p.m. after the close of the regular school day. Fees are charged for this childcare program, which includes both part-time and full-time arrangements to meet the needs of the families served. Call 855-287-2466 for details, fee information, and enrollment forms.

Remote/Flexible Instructional Days (FIDS)

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 with alternatives provided for households needing accommodations.

For more information, visit: <https://www.rtsd.org/our-district/remote-instructional-days>

SCHOOL ATTENDANCE

Attendance Policy (Refer to Policy No. 204)

Attendance regulations are governed by the School Code of Pennsylvania and Radnor Township School District Board Policy #204, which includes a number of 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 a 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.

- For the purpose of obtaining 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, with regard to 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.**

[Link to RTSD Family Trips/Non-School Educational Tours: https://www.rtsd.org/students-families/attendance/trips](https://www.rtsd.org/students-families/attendance/trips)

[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 Improvement Attendance 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 the magisterial district judge.

Additional information regarding attendance in Radnor Township School District can be found on the District website (<https://www.rtsd.org/domain/54>) and in School Board Policy and Administrative Regulation 204 (Attendance) , which can be found at: <http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=B63SM4734AF2>.

Safe Arrival Program

Please let us know each day your child will be absent by calling the school safe arrival service:

Ithan: 610-527-1357 press 3
Radnor: 610-788-9300 press 3
Wayne: 610-687-8480 press 3

This number is available 24 hours a day. Please leave a voice-mail message explaining the absence. This includes absences due to illness as well as vacations, appointments, and other plans. This system supports our safe arrival program. The safety and security of your children are very important to us. Please help us in this effort by leaving a recorded message at any time, day, or night. Calls can be made in advance as soon as the dates of absence are known. Parents/guardians who do not call to report an absence will be contacted at home or their place of work after 9:00 a.m. to verify the child's absence from school.

Weather-Related Attendance Issues

Decisions to close school or delay the opening are made by the Superintendent, in consultation with the Transportation Department and are based on the health and safety needs of our students. When school cannot be opened on time, or when school is dismissed early due to inclement weather, information regarding school closings can be accessed through the following media:

- KYW 1060AM
- WCAU 1210 FM
- WCOJ 1420FM
- www.kyw1060.com
- District Emergency Closing Line: (610) 688-8104
- District Website: www.rtsd.org
- School Messenger

If you do not see Radnor Township School District, please assume school is in session and operating on the regular schedule.

Emergency School Closing/Delayed Opening

Delayed Openings

In the event of a two-hour delayed opening, school will begin at 11:05 a.m. Parents/guardians are asked not to drop off students prior to 10:45 a.m. Lunches will be served at their regularly scheduled time. Any before-school activities such as instrumental practices, etc. will be cancelled on late-start days.

Before and After School Schedule

The extended-day program will also operate on a two-hour delay schedule. Since it usually opens at 7:30 a.m. on the regular schedule, it will be open to receive students at 9:30 a.m. on delayed-opening days.

Emergency Closings

We urge parents/guardians to make contingency plans for childcare on days when openings are delayed, or school is cancelled. It is imperative that your children know what to do and where to go should such an emergency occur. When school closes early, staff members will refer to the Emergency School Closing Form that parents/guardians complete online at the start of the year. This form lists all phone numbers (i.e., home, work, cell phone, etc.) where parents/guardians can be reached during the day. Also listed are the phone numbers of a trusted neighbor, friend, or relative who has been indicated on the emergency card to be contacted if we are unable to reach the parents/guardians.

Families are strongly urged to pick up their children from their assigned bus stop. Additional traffic around the school in weather emergencies may be hazardous and should be avoided.

Individual School Closing Due to Emergency Conditions

If emergency conditions warrant, a decision to close an individual school will be made during the normal school day. Because the safety of the children is paramount, students may be transported to a safe area, which will be one of the other RTSD schools or a building located near the school site. Staff will contact parents/guardians and ask them to pick up their children or arrange for transportation with a neighbor or friend. In these rare instances, students will be released to a designated adult when we are confident that it is in the best interest of the student. Otherwise, students will remain in the safe area and be dismissed at the normal time with regular bus transportation provided.

TRANSPORTATION

Bus

Bus transportation to and from school is provided for all elementary students who reside within the District's boundaries. Students are picked up at designated stops prior to 9:05 a.m. and returned to the same stops after 3:40 p.m. Families will receive notice near the end of the summer vacation announcing bus pick-up and drop-off times. The card will also list the designated bus stop. Should you have any problems with or concerns regarding transportation, please direct all inquiries to the **Transportation Office at (610) 293-1947** or by calling the District receptionist at (610) 688-8100 and asking for the Director of Transportation at extension 3365.

Information regarding the establishment of pick-up and drop-off locations is available on the District's website at <https://www.rtsd.org/Page/12245>. Students may only get on/off their assigned school vehicle at their assigned pick-up and drop-off location. Once established, changes to pick-up and drop-off locations will only be made upon approval of the Superintendent or designee. Parents/guardians may make such requests to change their child's transportation arrangements by filling out the appropriate form, which can be found on the District's website at: <https://www.rtsd.org/cms/lib/PA01000218/Centricity/Domain/1/StudentTransportationChangeRequestForm.pdf>.

School Vehicle Conduct

Students are reminded that all school rules remain in effect when traveling on school vehicles and at pick-up and drop-off locations. Violations of such rules and/or the rules/regulations may lead to school-based discipline in accordance with Board Policy and the applicable student handbook which may include, but not be limited to, loss of riding privileges. Additionally, the following shall apply:

- Items such as gym bags, band instruments and school projects shall not be allowed on the school vehicle unless they can be held on the student's lap without endangering the safety of others.
- The following forms of activity on school vehicles will not be tolerated:
 - Fighting
 - Use of tobacco or electronic smoking products
 - Damaging property
 - Standing or walking while the school vehicle is in motion
 - Throwing items out of windows
 - Parts of the body hanging out of windows
 - Use of electronic devices in a way that is distracting or disruptive to the driver
 - Excessive noise
 - Profane language
 - Tampering with emergency door/safety equipment
 - Refusing to obey the driver
 - Misconduct at a pick-up or drop-off location which violates the property rights of people who reside at or near the stop or conduct which is hazardous to other students waiting for the school vehicle

- Riding a school vehicle other than the one to which assigned, without prior approval
- Any unfavorable conduct not specifically covered in the preceding regulations, but which is determined by the bus driver to be detrimental to the safe operation of the school vehicle
- Any conduct in violation of Board Policy, school rules or any applicable Student Code of Conduct

If a student violates the School Bus Regulations and the situation warrants, the bus driver will submit a Discipline Report on the incident. This report will be submitted to the school principal, who will investigate and take appropriate action in dealing with the matter. All questions and problems concerning student discipline should be referred to the principal of the appropriate school. It should be noted that if a student is to be disciplined for a violation of the rules and regulations more than once, the discipline for each incident will become progressively more severe, depending on the circumstances of each incident.

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 Policies and Administrative Regulations 709.1: Video Camera Surveillance and 810: Transportation, all of which can be found online at:

<http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=B62RMA6DCCCC>.

Here Comes the Bus App

Here Comes the Bus, a free mobile app supported by Radnor Township School District, allows for the real-time monitoring of the location of traveling District school buses from a smartphone, tablet or computer, meant to help students and parents/guardians get to the bus stop at the right time, every time.

Here Comes the Bus uses GPS technology to allow parents/guardians to track their child(ren)'s bus(es). Push notifications and email alerts are available to notify parents/guardians once the bus enters a predetermined radius. The app uses HTTPS, just like a bank, so all communications between a web browser and the site are encrypted and secure. Multiple students in the same household can be managed through one account.

<https://herecomesthebus.com/>

STUDENT and SCHOOL-RELATED PROCEDURES

Attendance Area Exceptions

Resident elementary students attend the elementary school designated for their area of residence. Requests of parents/guardians for a child to attend an elementary school in the District outside the attendance area must be submitted in writing to the Superintendent of Schools. If the request is granted, it will be with the understanding that the parent/guardian provides transportation to and from school. For additional information see Board Policy and Administrative Regulation 206. <https://go.boarddocs.com/pa/radn/Board.nsf/Public#>.

Assemblies and Concerts

In order to offer a quality experience, we ask our student audiences at concerts to show respect for the performances by observing the following:

- Enter the area quietly and sit in designated seating areas
- Remain quiet and seated during the performance
- Position in a manner that allows others to view
- Show appreciation with applause
- Wait for a signal to depart before standing and leaving

Due to space limitations in our entertainment space, we are unable to invite families to attend assemblies and programs unless specifically indicated for such special events. Of course, families and friends are welcome to attend the evening concerts/events presented by students. We ask audiences to observe the following important guidelines:

- Visitors must sign in at the main office (if during school hours)
- Do not enter or leave during a selection
- Please refrain from chatting during a musical selection with those seated near you
- Be polite in recording or photographing so as not to obstruct anyone's view
- Younger siblings are invited to any student concert held in the evening, however, they must remain with parents/guardians, seated and quiet during the performance
- Food and drink are not allowed in the cafeteria during a performance
- All cellular phones and pagers must be turned off or switched to a vibrating signal during a performance. Out of respect to the performers and the audience, individuals must go outside the performance space to conduct a conversation on a cellular phone

Mandated Reporting

School employees, independent contractors and school volunteers are mandated reporters of suspected child abuse/neglect. To ensure the safety and well-being of every child, whenever there is reasonable cause to suspect child abuse or neglect, teachers, administrators, and nurses are required by law to report to the appropriate county and/or local authorities. Reporting procedures are outlined in School Board Policy and Administrative Regulation 806 (Reporting

Child Abuse), which is available for review on the District's website at <http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=A3YVPJ68E23F>.

Dress Code

In accordance with Board 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, or 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.

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 a child comes to school in inappropriate attire, the following procedures will be followed:

- A student wearing a hat/shirt displaying inappropriate words or graphics will be required to take the hat off and/or turn the shirt inside out and informed not to wear it again to school
- For all other inappropriate dress, the student will be required to call home
- If the student returns to school again dressed inappropriately, parents/guardians will be asked to bring in a change of clothing
- If the parent/guardian is unable to come to school, the student will be given something appropriate from the nurse's office to wear so the child does not miss instructional time
- If the student wears inappropriate shoes, they will be told not to wear them to school again because of safety reasons

Students **must wear sneakers** on days when they go to physical education or wellness class.

Dress Guidelines for Outside Play

We encourage all children who are well enough to attend school to spend some time outdoors during scheduled recesses. Even when the playground is covered with snow, we will try to have some outdoor activity. Students are not given the option of remaining indoors while the class goes outside for recess. Therefore, all students must bring warm jackets, mittens or gloves, and a head covering, and be prepared to go outdoors. In severe weather conditions when temperatures or wind chill factors below 20° may present a hazard to the health and safety of our students, we will limit the time outdoors and/or schedule an abbreviated recess period.

We know that weather conditions can change frequently. A balmy day in January might be

followed by a blast of cold weather. Unseasonably warm weather brings out the shorts and light jackets that are not appropriate for the brutal days that follow. Please make sure that children are appropriately dressed for winter weather. Help your child monitor daily weather forecasts and conditions to make sure they are adequately dressed for the day's activities. If it is determined that a child is wearing attire that may be detrimental to their health, the child will not be permitted to go outside.

Electronic Communication Devices/Cell Phones

At the elementary level, it is recommended that students not bring any personal electronic communication devices (cell phones, electronic watches, iPods, mp3 players, and other mobile devices) to school. However, if they are brought to school, all phones or similar electronic devices must be turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. The school is not responsible for lost or stolen electronic devices. All devices are brought on campus at your own risk. Children have access to adults and the school office to communicate with parents/guardians. Please contact the school office if you have any need to communicate with your child. For further detail regarding personal electronic devices, please review Board Policy 829 (Personal Electronic Devices).

Emergency Information

It is imperative that each family submits emergency contact information at the beginning of each school year. This information tells us where parents/guardians can be reached in the event of an emergency. Families must also indicate a trusted neighbor or friend we can contact in the event that we cannot reach the parent/guardian. Please make sure you update the information should there be any changes during the school year. All information is kept on file in the school office.

Curriculum-based Field Trips (Refer to Policy No. 121)

Throughout the school year, students take a variety of field trips. These trips are coordinated by teachers and team leaders by grade level. Field trips relate to our curriculum by taking students to places that they have learned about in the classroom. We recognize that learning can occur both in and out of school.

Teachers spend a great deal of time planning and coordinating a quality experience for the class. Students who choose not to participate in field trips must still attend school. During the time of the field trip, they will be placed in another classroom with appropriate class work. Unless the student is ill, staying home during a field trip does not constitute an excused absence.

Prior to each trip, parents/guardians must sign permission slips. Fees are collected to offset the cost of transportation and admission charges. Parents/guardians often accompany their children's classes on field trips at the request of the classroom teacher. Parents/guardians are responsible for their own admission charges. At times the number of parents/guardians who wish to participate is more than we can accommodate on our buses or at the field trip site. When that situation occurs, teachers will choose from among the volunteers to limit the size of the group. We reserve the right to determine who and how many will accompany the class. Many teachers ask for volunteers and then select from a pool of submitted names. Other times there is no limit to the number of parents/guardians who can participate. We make the best educational decision we can, given the nature and purpose of the activity.

For parents/guardians choosing to volunteer time as a chaperone on a field trip, they must comply with Board Policy No. 916 (Volunteers) in obtaining the required clearances dictated by state and federal law, based on the type of field trip.

The role of parents/guardians during these outings is vital to the success of the field trip. Parents/guardians serve as chaperones and must supervise a small group of children throughout the day. The responsibilities of chaperones include accompanying children to restrooms, assisting with activities, pointing out information, maintaining discipline, and other duties as requested by the classroom teacher.

Due to these responsibilities parents/guardians who agree to chaperone are not permitted to bring younger children with them on the trip. The classroom teacher is in charge of coordinating details such as schedules, organization of groups, observing rules and regulations, and directing parent/guardian volunteers. The safety and security of children is our utmost concern, and we value the support of parent/guardian volunteers who will assist us in this mission.

Food Service Program (Refer to Policy and Administrative Regulations No. 808)

Menus

Our school cafeteria provides a multitude of choices for a healthy breakfast and lunch. Under the guidance of the District's registered dietitian, well-balanced, nutritional weekly menus are developed for students wishing to purchase hot meals. Pizza days are always a favorite! Breakfast and lunch menus can be found on the District and school website. A la carte items will be available based on updated guidelines from the Division of Food and Nutrition. Students also have the option of bringing lunch from home and supplementing their meal with milk or juice drinks. Snacks such as pretzels and frozen treats can also be purchased at the end of the meal.

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.

Information on the food service program, including menus, can be found on the District's Food Services webpage at <https://www.rtsd.org/domain/45>. 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.

Bag Lunches

Many children choose to bring a bag lunch from home. Please remember that beverages in glass containers are prohibited.

Birthday Celebrations, Treats, and Snacks

Students are permitted to bring a healthy snack to class. Many teachers give students a snack break either in the mid-morning or mid-afternoon. Many students also keep water bottles at their desks.

As a result of the increasing number of students with severe food allergies and in an effort to ensure that all of our students remain healthy in our school setting, we ask that you support each school's birthday program. We are pleased to introduce an opportunity for each family to contribute a book rather than food treats on the day your child celebrates their birthday at school. The children will still celebrate with traditional activities such as birthday crowns, songs and other special opportunities provided by the teachers.

Forgotten Items

Students will not be permitted to return to their classrooms after school has been dismissed to retrieve forgotten items. All classroom doors are locked. The custodians and the night cleaning crew have been instructed NOT to admit children to the classrooms during the evening hours to retrieve forgotten items, schoolbooks, or homework assignments. Please do not make requests to reenter buildings, as this would constitute a violation of this security procedure. Labeling students' personal items can assist in properly identifying forgotten items.

Homeroom Placement

Student placement is a critical educational process based on set criteria serving educational purposes. Students are assigned to homerooms to achieve a heterogeneous balance. The professionals involved in the school setting, out of concern for the total school program, maintain the right and the responsibility for placement. Although request for specific teachers will not be considered, parents/guardians may provide additional pertinent information about their child, in writing, to the principal for placement consideration no later than April 30th. Submissions will not be accepted after the April 30th deadline. Please know that the best judgment of the professionals involved will be the primary consideration in student placement.

Homework (Refer to Policy/AR No. 130)

1. Average daily time expectations*/** are as follows:
 - a. Kindergarten homework may be assigned occasionally, but should not exceed 5-10 minutes per night*
 - b. Grade 1: average of 5-15 minutes of homework per school night
 - c. Grade 2: average of 20-30 minutes of homework per school night
 - d. Grade 3: average of 30-40 minutes of homework per school night
 - e. Grade 4: average of 40-50 minutes of homework per school night
 - f. Grade 5: average of 50-60 minutes of homework per school night

**This includes but is not limited to independent reading (either independent or with parent(s)/guardian(s), math practice, writing or other activities related classwork.*

***If the amount of recommended time for students to complete assigned homework is exceeding the above listed averages, it is important for the teacher to help identify needs of a student to be successful.*

2. Elementary performance indicators reflecting a student's quality of homework will be addressed through the "Qualities of a Learner" portion of the report card.

3. Expectations for long-term assignments should be balanced with expectations for daily assignments to remain within the parameters of the average daily time expectations.
4. The teacher should use discretion regarding the amount of screen time assigned to the student for homework considering the students may have experienced screen time during the regular school day.
5. In rare circumstances, students having difficulty completing assigned homework may need to complete the work during recess. If a pattern of missed recess occurs, the teacher or school will establish communication between home and school to address the situation.
6. Although not required, reminders of homework assignments may be posted electronically as assigned to the class to which it relates.
7. It is the teacher's option to offer summer practice and the parent's/guardian's option to have the child complete it. Authentic reading/writing/mathematics practice opportunities are encouraged on a regular basis.
8. Long-term assignments are not expected to be completed during non-instructional days
9. Non-instructional days are intended to be for restorative purposes.

Homework and Student Absences

When a student is absent due to illness, their main concern should be getting better. Therefore, if a child is ill for one or two days, teachers will hold any homework for the student to complete when they return.

If a student is absent three consecutive days or more, parents/guardians may request homework to be sent home. Parents/guardians are asked to call the main office to request homework. Let the office know if the homework will be picked up, or if it is to be sent home with another child. Teachers would appreciate 24-hour notice to gather the necessary materials and to write the appropriate directions for that work. The assignments should be completed when the child returns to school after their illness.

Lost and Found

Lost Books

The school furnishes books to all students for instruction. Students are expected to take care of these books. Lost or damaged books must be paid for by the end of June. This also applies to library books.

Lost But Not Found

As the school year progresses, we accumulate a significant number of lost articles. It is always a good idea to label all jackets, book bags, sweaters, sweatshirts, hats, boots, mittens, etc. Lost items can be claimed in our lost and found area, which is in a corner of the lunchroom. Periodically, items in good condition, which are not claimed, will be donated to a local charity or homeless shelter.

Mandated Vaccination Requirements (Refer to Policy No. 203)

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 at <https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>.

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.

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

Media Release Forms

We require a signed release form indicating that your child's image or classroom work may be photographed or videotaped when involved in educational activities as part of the school program. The release form that families are asked to sign includes the following statement:

I hereby grant RTSD the right and permission to publish/use photograph, video and/or audio tapes of my child, and schoolwork created by my child, to promote my child, school and district through the District's own media productions and platforms or through external media.

In addition, I accept responsibility, knowing that this release form is on file for the extent of my child's career in RTSD. If I deem it necessary to remove such consent, I shall notify the school district in writing of my intent.

*Please note: If your child(ren)'s school(s) does not receive a completed and returned Media Release form for your child(ren), the school(s) will recognize this as your implied consent to allow RTSD to include your child(ren)'s image, audio/visual, and or writing in internal and external media.

New Student Registration

Students entering kindergarten must be five years of age on or before September 1st and are required to present proof of age for admission.

To register, parents/guardians must complete registration online for each student joining the District and schedule an appointment with the Central Registrar to complete the registration process: <https://www.rtsd.org/Register>

Registration is BY APPOINTMENT ONLY. The online registration must be completed in its entirety before your scheduled appointment.

Required Documents

To enroll in school, please gather the following documentation:

1. Immunization record
2. Proof of age such as an original birth certificate or passport
3. Proof of residence in the township such as a deed, agreement of sale for your home, sewer bill, tax number, copy of a rental lease or agreement
4. A physical examination regardless of grade (students new to Pennsylvania only). Parents/guardians are urged to take their children to their own physician. If it should

prove a hardship to have an examination by your private physician, contact the school nurse and an appointment will be made with a school-designated doctor. Special forms are available in the school office for use by the family physician, but many local doctors elect to use their own forms, which we are happy to accept. Any physical examination completed within six months prior to the opening of school will be acceptable, provided the results are recorded on the proper form.

Out of School Activities

The school has no authority or responsibility for activities scheduled by families outside the school day. Consistent with this policy, we ask that invitations for private parties NOT be distributed at school.

Pets

Pets are not permitted on the school grounds or in the buildings at any time. The risk of unexpected behavior by any animal and allergic reactions for our students makes pet visitations prohibitive.

Service Animals (Refer to Policy No. 718)

Service animals are to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities, and services.

Procedure and Addressing Concerns

Whenever parents/guardians have a concern or questions regarding any educational matter, they should address that concern first with the teacher closest to the situation. Most questions can be addressed quickly by contacting the teacher for clarification if handled immediately. If parents/guardians wish to pursue the matter after first discussing it with the teacher, they may contact the principal. Further information can be found in Board Policy 906.

Safety and Security

Fire Drills

Fire escape routes are posted near the door of every classroom throughout the building. Check these maps to determine the fastest and safest escape route. Monthly fire drills for students and staff are conducted as required by state law. When an alarm is sounded, students must listen for teacher instructions, follow directions, and quietly leave the building in orderly lines. Any visitors present in the school at the time of a fire drill must exit the building quickly and quietly and maintain a position at a safe distance from the building until the all-clear signal is issued indicating that it is safe to re-enter the school.

Lock Down Drills

In some types of crises, it may be necessary to implement a temporary “Lock Down” to protect students and staff. Each school has Lock Down drills as recommended by RTSD Office of Operations. Lockout 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 and students are to remain in their classrooms for a designated period of time.

Money and Valuables

The school will not be responsible for any money or valuable items lost, stolen, or damaged at school, on the school buses, or during a school-sponsored activity or field trip.

At the elementary level, it is recommended that students do not bring any portable electronic devices to school. Repeated problems will result in the parent/guardian being responsible to pick up the device at school. If a student brings a portable electronic device to school, **DURING THE SCHOOL DAY, ALL DEVICES MUST BE TURNED OFF AND KEPT IN THE STUDENT'S BOOKBAG.** As with all other valuables, the school is not responsible for lost or stolen property.

Many teachers establish a policy limiting the amount of money students may take on field trips in order to buy snack items or souvenirs. Nevertheless, responsibility for any cash or valuable items rests solely with the student and their family.

Security

For the safety of our students and staff, all parents/guardians and guests are required to sign in at the office when school is in session, present a valid government ID to be checked against the District's RAPTOR system and wear a special badge during their time on campus. Any person not wearing the necessary identification will be asked to report to the office to sign in and secure a badge. Parents/guardians may not proceed to a playground area or any part of the building without first stopping at the office. This policy applies to our many volunteers, as well as families attending meetings during the school day. All visitors must enter through the main doors.

School Calendar

The District calendar is prepared in the spring prior to the beginning of the school year and is posted on the District website when approved by the School Board. Updated calendars are available on the website. The calendar includes the dates for the beginning and end of the school year, as well as scheduled school and District holidays, staff development days, early dismissals, and parent/guardian conferences.

Telephone Use

Each classroom is equipped with a telephone with an outside line. These phones are available for teachers and may not be used by students without express permission of the teacher. To help students develop responsibility, we discourage them from calling home for forgotten lunches, musical instruments, or homework. In addition, students may not call home at the end of the school day to make arrangements for after-school activities or visits with friends. We respectfully request that parents/guardians limit messages to students during the school day. We recognize that emergencies will occur, and plans will change, but we ask your cooperation in limiting these messages. Certainly, if parents/guardians bring forgotten items to school for their children, then students may come to the office to retrieve them.

Teachers are unable to receive phone calls during the school day. Parents/guardians who wish to speak to a teacher will be directed to the voice mail system where they can leave a message. **Parents/guardians must not leave messages on the voice mail system regarding a change in pick-up plans. These calls must be directed to the office staff, who will forward the message to the teacher.**

Use of Facilities

Applications for the use of the school facilities are made in accordance with policies established by the Board of School Directors. Anyone or any group wishing to use a part of the school building or school grounds must complete an application (which can be found on the District's website) and submit it for review to the Building Secretary. Applicants will be notified of the District's response in writing. Anyone granted permission to use the facilities must remove all litter and debris at the conclusion of the activity and must restrict activities to the designated area cited in the application.

Visiting the School

Scheduled Visitations

Dates and times for these special visits are announced in advance. These visits enable parents/guardians to see their children in a classroom setting and to learn more about what and how we teach. Visitors must understand that since the purpose of the visit is simply to observe, they must refrain from interacting with the teacher, their child, or the other students in any way that would detract from the instructional program or interrupt the classroom activities. In the event that there are two or more visitors in the classroom at one time, we respectfully ask that visitors not chat with each other. Visitors are requested to make alternate childcare arrangements for younger siblings and to turn cell phones off or on vibrate while visiting. Visitations at times other than these scheduled periods must be arranged in advance with the classroom teacher.

Signing In and Signing Out

When school is in session, all visitors must enter the main doors and provide a license to print a visitor's badge before proceeding to a classroom, the playground, or any other area of the building or campus. This policy applies to all families, friends, volunteers, student teachers, and all other visitors. Anyone attending a meeting while school is in session or participating in volunteer work must report to the office to sign in before proceeding to the meeting or classroom area.

Visitor Badge

All visitors to school must wear a self-adhesive Visitor Badge while on campus. Visitor badges will be issued once the visitor's valid driver's license has been scanned using the RAPTOR verification process.

Withdrawals and Transfers

Parents/guardians of students withdrawing from school should notify the school to complete the required process. Records will be mailed upon receipt of a request from the new school. No records will be released without a parent's/guardian's signature of consent. Contact the office to request this portfolio which will be presented to the student or their parents/guardians.

STUDENT and SCHOOL-RELATED POLICIES

Please Note: Parents/guardians are required to sign a form confirming they have read the below Acceptable Use Agreement and reviewed the content of this handbook with their child(ren) then return the signed form to their school. This form is included in the

“Welcome Back Packet” sent home at the beginning of each school year.

Acceptable Use Agreement (Refer to Policy No. 815)

Purpose - Radnor Township School District provides employees, students, and guests with access to the District’s electronic communications systems and network. This access may include internal Radnor hosted applications as well as Internet access, whether wired or wireless, or by any other means. The Board supports the use of the Internet, computer networks, and other technologies in the District’s instructional and operational programs to facilitate learning, teaching, and daily operations through interpersonal communications, access to information, research and collaboration.

Digital Responsibility - thinking critically, behaving safely, and participating responsibly and legally in a digital world. This includes:

1. Refraining from sharing personal information about oneself and/or others.
2. Respecting and protecting the rights and privacy of other individuals using the system.
3. Refraining from the fraudulent use of identity with the intent to deceive others.
4. Using network accounts by the authorized account owners.
5. Refraining from quoting personal communications in a public forum or mass email or other digital means, without the original author’s prior consent.
6. Not using the network for distribution of hate mail, discriminating remarks, offensive, inflammatory communication, pornography, or any material considered inappropriate or harmful to minors.

Personal Electronic Communication Devices (Refer to Policy No. 829)

The District does not allow elementary students to use personal electronic devices during the school day or while in before- and after-school activities. Students are also not permitted to use personal electronic communication devices while on District school buses. These devices include, but are not limited to; netbooks, tablets, eReaders, and cell phones. **DURING THE SCHOOL DAY, THESE DEVICES MUST BE TURNED OFF AND KEPT IN STUDENTS’ BOOKBAGS.**

As with all other valuables, the District is not liable for the loss, theft, damage, or unauthorized use of personal electronic devices.

Students who violate this policy will have their device confiscated and returned at the end of the day. Repeat problems will result in a parent/guardian being responsible to pick up the device at school.

Children have access to adults and the school office to communicate with parents/guardians. Please contact the school office if you have any need to communicate with your child.

Social Media (Refer to Policy No. 815.1)

Radnor Township School District (RTSD) realizes that part of 21st century learning is adapting to the changing methods of communication. The District also recognizes the value of teacher, employee and student inquiry, investigation, and innovation when using new technology tools to enhance the educational experience. It is the District’s obligation to teach and promote responsible and safe use of these technologies with an understanding that teachers and students

engaging, collaborating, learning, and sharing in these digital environments is an important part of 21st century learning.

The purpose of the RTSD Social Media Employee and Student Use Policy and Administrative Regulation is to provide rules and guidelines for employees and students who currently use or would like to use social media personally or as a tool to enhance instruction. For more detailed guidelines on appropriate use for instructional purposes, please refer to AR 815.1. For more information on the Social Media Policy and additional resources, visit <http://bit.ly/rtsdsocialmedia>.

[Anti-Hazing \(Refer to Policy No. 247\)](#)

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 at:

<http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=BA3QSL4CEB05>.

[Bullying \(Refer to Policy No. 249\)](#)

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 prohibited at all times. 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:

<http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=BKVPVE663FCC>

[Unlawful Harassment \(Refer to Policy No. 248\)](#)

In order to provide a safe, positive learning climate for students, it is the policy of the District to maintain an educational environment in which harassment in any form is not tolerated. Parents/guardians and students are asked to review and familiarize themselves with the requirements of Board Policy 248 (Unlawful Harassment), which can be found online at:

<http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=9X58R61F8216>

[Terroristic Acts/Threats \(Refer to Policy No. 218.2\)](#)

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff, and the community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Any statement issued by a student that constitutes a threat to another person or to property will be taken seriously and will be investigated. Parents/guardians will be contacted, and appropriate agencies may necessarily become involved if the threat poses an imminent danger to people or property. Students and families must understand that even though a student may have issued a comment in jest or in a joking manner, we must still investigate these statements until we are convinced that no malice was intended. Because it is extremely difficult for us to determine intent on the part of the speaker, we are required to treat such comments as threats.

Weapons (Refer to Policy No. 218.1)

Students may not bring any weapon onto school property, school transportation, or to a school sponsored activity. For the purpose of this policy, weapons include but are not limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, any look-alike weapon and any other tool, instrument, or implement capable of inflicting serious bodily injury. Violation of this policy may result in expulsion for a period of not less than one year.

Student Wellness (Refer to Policy No. 272)

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 <http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=B68SPC6CD2C8>. 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.

Administration of Medication (Refer to Policy No. 210)

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 at <http://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=B68N9P5ED0C2>.

Use of Video Surveillance Cameras (Refer to Policy No. 709.1)

Video surveillance may occur on school property and on school buses to protect school property and the health, safety and welfare of the students and employees. Video recordings may be used as a basis for any disciplinary action for any violation of law and/or school rules. Further, video recordings may be furnished to police in accordance with applicable laws and regulations.

School buses may be equipped with video and audio recording devices which provide video and audio surveillance for safety, security, and disciplinary purposes. Students, their parents/guardians, and, where applicable, school bus drivers and passengers will be notified as to the presence and possible activation of any video and audio recording devices.

The purpose of surveillance monitoring on school buses is to provide a safe environment for students, school personnel and contracted personnel. Surveillance monitoring will assist as a

deterrent to misconduct which jeopardizes the safety of students and other permitted occupants of school buses, however it does not ensure the elimination of misconduct and cannot guarantee the absolute safety of those on board.

STUDENT ASSESSMENT

Student Progress

Elementary Standards-Based Progress Reports are issued in November, March, and June for all students in kindergarten through fifth grade. For elementary students, a Progress Report provides information to parents/guardians on a student's continual advancement towards mastery of grade level content and skills. Since standards are supported by classroom instruction using standards-based texts and standards-based lessons, standards-based progress reports inform parents/guardians specifically about what students know and are able to do and align more closely to our curriculum materials, instructional practices, and assessment systems.

Parents/guardians will be able to use Home Access Center (HAC) using a password-protected system to review their child(ren)'s Progress Report during a period of time just prior to each trimester.

For additional information please visit www.rtsd.org and under Our District tab, click on Teaching and Learning.

Standardized Testing Program

Data helps us make decisions about instruction, strategies, materials, and appropriate interventions for students. We use the phrase "data-informed decision-making" to describe this practice that is being used by schools all over the country.

Your child will participate in several opportunities to show us what they know and can do throughout their time in school. This begins as early as kindergarten when we evaluate a student's awareness of the sounds and letters that make up our language. It continues through a series of group and/or individually administered standardized assessments in subsequent years.

In first through fifth grade, students will participate in the STAR Assessment, a computerized adaptive test in reading and math throughout the year.

In third, fourth, and fifth grades our students participate in the state-mandated testing program known as the Pennsylvania System of School Assessment (PSSA). This consists of assessments used to determine the strength of our curriculum and educational programs in English Language Arts and Mathematics. These tests also help us identify students who need additional support to help them achieve. Every child is required to take these state-mandated tests. Students in fourth grade are also required to take the PSSA Science exam.

It is very important that parents/guardians check the District's website and school calendars to review the full assessment calendar. It is critical that families avoid scheduling appointments or making travel plans which would result in an unexcused absence during the testing administration period.

The District encourages all students who are eligible to participate in these assessments and do their best. If, for religious reasons, any parent/guardian wishes to exempt their child(ren) from a state assessment, we ask you please follow the guidelines set forth by the Pennsylvania Department of Education and outlined on the RTSD website. Under state law, the District is unable to grant any other request to exempt a child from taking the PSSA or Keystone assessment.

ELEMENTARY SCHOOL STRUCTURE

Administration

Principal

Each elementary school is led by a full-time administrator responsible for the day-to-day operation of the building, policies, programs, and personnel. The principal oversees a varied staff including teachers, support staff, clerical personnel, and building maintenance workers. Our principal works year-round to plan and implement instructional programs, manage the budget, maintain the physical plant, interview, and hire new staff members, and meet with parents/guardians and other community members.

The principal is ultimately responsible for the smooth operation of the entire building and our educational program. Parents/Guardians who have questions about the school's policies, programs, and procedures, and want to discuss those questions with the principal must schedule an appointment in advance and indicate the nature of the request for a meeting. If it has been determined that another person closer to the issue can best respond to the question, the caller may be directed to that individual.

Assistant Principal

The Assistant Principal provides support to the building principal in conducting the day-to-day activities of the school. The Elementary Assistant Principal helps to create a safe and caring place for children to learn and grow.

Professional staff

Classroom Teachers

Each student is assigned to a homeroom class. The homeroom teacher is primarily responsible for the basic subjects of language arts, math, science, and social studies. The average class size ranges up to 21 students per homeroom in grade K-3 and 25 students in grades 4 and 5 per homeroom. The typical teacher holds an advanced degree or its equivalent and is an experienced teacher. Annual staff development activities provide a variety of opportunities for ongoing professional development and training in new teaching methods and the use of new materials. Our teachers regularly attend conferences and seminars, design and develop new curricula, and spend a great deal of their time outside of school enhancing the instructional experiences of our students.

Students who do not show mastery of upcoming content are instructed at grade-level instruction as well as provided reinforcement activities to make sure that essential learning is not missed. Students who demonstrate mastery of grade-level material will be provided opportunities for extensions.

Specialists

Special subject areas such as art, music, library, computer science/STEM and physical education/wellness are taught by certified teachers in these disciplines. Students attend these special classes, which meet for 50 minutes once every six days, with their homeroom group.

Student Services

Professional staff members are available to collaborate with parents/guardians and teachers in order to support students to attain academic success. These include: Special Education teachers, Gifted Education teachers, English Language Development teachers, the school's Multi-Tiered System of Support (MTSS), reading specialists, school counselor, school nurse, occupational and/or physical therapists, a speech and language clinician and school psychologists. Below are descriptions of the roles and responsibilities of these integral members of our professional staff.

Special Education

Our special education services offer support to students in the regular classroom and/or an alternative learning environment when students' needs cannot be met in general education classroom. Services are related to the basic instructional areas—reading, writing, and math. As a result of the instructional support team process, additional testing might be recommended. Once data is compiled, the team meets with parents/guardians to determine if the student requires learning support. Parents/Guardians serve as integral members of the team to determine the need for intervention as well as to help design the Individualized Education Plan (IEP). The IEP lists broad and short-term goals and is reviewed annually to determine the child's progress toward the goals. Meetings are scheduled to monitor progress and determine the need for continued services and the most appropriate placement.

To the greatest extent appropriate, RTSD elementary schools practice inclusion. Inclusion is the practice of educating students with disabilities with their typical peers in general education classrooms in their neighborhood schools. Inclusion simply means that a climate of acceptance is created. We focus on everyone's abilities and possibilities rather than disabilities and limitations.

The decision to include a student and the degree of inclusion is made on a case-by-case basis. It is a decision that is made as part of the IEP process involving parents/guardians, teachers, specialists, and administrators. At the IEP planning meeting, the people involved will discuss the continuum of options that are available to meet the varying needs of students. This process is required by law and is designed to protect all students. For additional information on inclusion, please contact the principal, the Director of Special Education, or your child's classroom teacher.

Gifted Services

The Radnor Township School District offers an array of services to meet students' academic and intellectual needs. All children deserve to be taught at their instructional level; however, there are some students whose needs are so compelling that they are determined to require a gifted education plan. In order for an individual plan to be created, documentation of a child's need must be established as defined by Chapter 16 of the Pennsylvania School Code. Mentally gifted is defined in the PA School Code as "Outstanding intellectual and creative ability, the development of which requires specially designed programs or support services or both, not ordinarily provided in the regular education program" (22 PA Code § 16.1). This need can only be determined through an evaluation conducted by a school psychologist trained to measure cognitive functioning and intellectual ability. There are three possible results that can occur from the evaluation:

- the student is not gifted and therefore is NOT ELIGIBLE for gifted placement and programming; OR
- the student is gifted but does not need specially designed instruction, and therefore is NOT ELIGIBLE for gifted placement and programming; OR
- the student is gifted AND needs specially designed instruction, and therefore IS ELIGIBLE for gifted placement and programming.

Once a student has been determined to require a Gifted Individualized Education Plan (GIEP) the team, which includes parents/guardians, teachers, administrators, or designee(s), and the student, if appropriate, determines the extent and nature of gifted support guided by the identified strengths of the student. The GIEP document is reviewed annually to accommodate the changing needs of the learner.

It is important to remember that gifted education is a PLAN, not a program; a SERVICE, not a place. Students do not need to go to a designated place to have their gifted needs met. Any teacher of a gifted student may have responsibility for the student's gifted educational goals and plan.

English Learners (EL)

All students new to the District, who speak a language other than English in the home, are required to complete a Home Language Survey to determine eligibility for EL services. The program's major goal is to extend students' English language skills in the areas of reading, writing, speaking, and listening. The EL teacher works collaboratively with classroom teachers to differentiate the core curriculum so students can reach proficiency in the core subjects.

Student Resource Team (SRT)

MTSS is a methodology that was developed to help maximize individual student success in the regular classroom. MTSS is a positive, success-oriented resource which uses specific assessment and intervention techniques to help students achieve their potential in the school setting.

In our schools, each team is comprised of the principal, a counselor, a school psychologist, a reading specialist, and teacher volunteers, as well as District support staff as needed. The MTSS facilitator/Instructional Coach facilitates this process.

The MTSS method involves a four-step approach:

1. Identifying a student's need for academic or behavioral support
2. Determining the strategies needed to assist the student;
3. Implementing intervention strategies through a continuum of services;
4. Collecting and reviewing ongoing progress monitoring data

The strategies are evaluated by the team. If the teacher reports a positive change, then the strategies are continued. Additional interventions may be added to help the student continue to maintain a proper level of success in the classroom.

The MTSS process is a problem-solving model. MTSS maximizes the teaching resources

within schools by incorporating the best of regular, special, and gifted education in a systematic search for what works.

MTSS Facilitator / Instructional Coach

Each elementary building has a designated MTSS Facilitator and Coach. The primary responsibilities of the facilitator and coach is the implementation of the MTSS program and its related assessments, data, and professional development of the building staff. Facilitators work closely with classroom teachers and building administration to monitor students' progress in the areas of mathematics, literacy, and social-emotional wellness.

Reading Specialist

Each elementary building has a designated PA-certified reading specialist who is highly skilled in reading diagnostics and the remediation of reading difficulties. The reading specialist provides direct instruction to targeted small groups of students who need remediation. In addition to working with student groups, the reading specialist orders and manages building literacy materials and resources, portfolios, and annual assessments. The reading specialist is also a vital member of the building's MTSS team and supports teachers with literacy instruction and assessment.

School Counseling Department

The Counselor serves as an *advocate* for students, supporting them with the challenges that occur in and out of school. This is accomplished by:

- ❖ Counseling students individually, in small groups, and in the classroom
- ❖ Consulting with teachers, parents/guardians, administrators and support staff, and outside mental health professionals and agencies
- ❖ Coordinating school and family efforts to help students

Classroom lessons may include developmental issues common to all students such as social skills, problem solving, decision making, and getting along with others. Small groups may be formed to discuss topics such as moving to a new school, changing families, and making good choices. Individual students may meet with the counselor to discuss concerns such as being overwhelmed, fears, loss, and working through individual friendship problems.

The Counselor works closely with teachers and parents/guardians to help create a successful school experience for all students. This can occur through a phone conversation, an appointment to meet in person, or the sharing of information on a variety of topics. Do not hesitate to call with your questions and concerns.

Occupation and Physical Therapy

Our physical and occupational therapists help children with physical limitations access and adapt to their school environment so they can get the most benefit from their educational experiences. Therapists also consult with teachers regarding modifications in the classroom to accommodate the physical needs of students. This related service is provided through Pediatric Therapeutic Services. For additional information, please contact the school office.

Speech and Language Clinician

Children with speech and language needs may be referred for evaluation of communication skills. Students who require specially designed instruction may be enrolled in ongoing individual

or small group sessions under the direction of a speech and language clinician. The need for these services is determined at a meeting of the instructional support team, which parents/guardians are invited to attend.

Psychological Services

School psychologists are available to observe student behavior, administer individual evaluations to students, make recommendations to teachers and the principal, and meet with parents/guardians to discuss the findings. With parent/guardian permission, one of our psychologists will administer appropriate tests to gather additional data in planning educational programs for students of all abilities.

Requests for psychological testing and other services are often submitted by teachers, the principal, or the MTSS team, and must be arranged through the Director of Special Education. Parents/guardians may also request in writing a multi-disciplinary evaluation for their child, or may request it verbally, but it must be followed up in writing.

PARENTS/GUARDIANS AS PARTNERS

Parent/guardian-Teacher Conferences

Parent/guardian-Teacher conferences are held twice each year in conjunction with student progress summaries. These scheduled conference dates appear on the school calendar. Please note that school is not in session for students during these conference days. In addition to conferences with the regular classroom teacher, families may request a conference with a specialist (i.e., art, music, physical education, learning support, gifted support, etc.).

Parents/guardians will be contacted prior to the scheduled conference days indicating the date and time for the conference. Many teachers ask parents/guardians to indicate preferred conference times during the annual open house in the fall. Our teachers will make every effort to schedule conferences at a time convenient for parents/guardians. A few early morning or late afternoon times are made available, but these time slots are limited. We urge families to make arrangements with their employer to have some time during the workday for these important meetings, which are held twice each year.

The conference is an opportunity for the teacher and parents/guardians to discuss a child's academic progress and personal and social development. At the conference parents/guardians will have the opportunity to review samples of their child's work. These samples are housed in the student's portfolio. Requests for conferences with the child's teacher or other specialist teachers (i.e., art, music, physical education, etc.) at times during the year other than the scheduled times should be made directly with the teacher. This includes both individual appointments and phone conferences.

Parent-Teacher Organization (PTO)

Every parent/guardian and teacher are automatically a member of the PTO. Meetings are held periodically during the school year where all business is conducted, all committee reports are presented, and information is presented about programs and events. Guest speakers are often invited to discuss current school and District issues.

Volunteers and Homeroom Parents/Guardians

Please refer to the Radnor Township District website for detailed information referring to volunteers and homeroom parents/guardians. The address of the website is:
<http://www.rtsd.org/Domain/1299>

Younger Siblings

In order to maintain an instructional atmosphere, we ask that parents/guardians who are visiting or volunteering in classrooms not bring younger siblings, infants, or preschoolers. Please make appropriate childcare arrangements.

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 make arrangements 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 those types of information about the student designated as directory information. Directory information includes the following information relating to a student: the student/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.

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/guardians – 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 21. These programs and services are made available to children who meet the qualifications of being a student with intellectually disabled (at times referred to as 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 they 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 and public education and include ongoing group and individual student screenings, parent/guardian 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 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/guardian, 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. 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 (age 3 to 5) are served by the Delaware County Intermediate Unit (610-938-9000) in a variety of home and school-based programs that take into account 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/guardian rights and protections, or other student services or special education information, please contact the Director of Student Services and Special Education of the Radnor Township School District at 610-688-8100 x6071.

PARENT/GUARDIAN NOTIFICATION REGARDING FEDERAL FUNDING

Wayne Elementary School receives federal funds under Title I. To learn more about Title I funding, student qualification to receive Title I services and parent/guardian engagement activities offered through Title I, please visit the following link:

<https://www.rtsd.org/domain/1239>

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 see the McKinney-Vento Homeless Assistance Act under the Director of Special Education/Student Services tab on our website.

<https://www.rtsd.org/Page/22366>

Please also see School Board Policy and Administrative Regulation No. 251 – [Students Experiencing Homelessness, Foster Care, and Other Educational Instability](#)

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

RTSD Homeless Liaison

Marjorie Bates
Grades K-5 Social Worker
Marjorie.bates@rtsd.org
(610) 688-8100 x5220

Social Workers

Marjorie Bates

Grades K-5

Marjorie.bates@rtsd.org

(610) 688-8100 x5220

Ciere Evans

Grades 6-8

Ciere.evans@rtsd.org

(610) 688-8100 x5137

Christine Kulp

Grades 9-12

christine.kulp@rtsd.org

610-688-8100 x3823

See District Policy No. 251 – Homeless

Students at

<https://www.rtsd.org/cms/lib/PA01000218/Centricity/Domain/808/251%20Revised%204-3-18.Rpdf.pdf>

APPENDICES

Radnor Township School District School Board Policies

The Radnor Township School District Board Policies and Administrative Regulations are located on-line: <https://go.boarddocs.com/pa/radn/Board.nsf/goto?open&id=B59Q36674B4D>. Students are required to adhere to all Board Policies and Administrative Regulations applicable to students. Some of the most commonly referred to Board Policies and Administrative Regulations applicable to students are listed below.

- 203 - Communicable Diseases and Immunization
- 204 - Attendance
- 210 - Use of Medications
- 216 - Student Records
- 218 - Student Discipline
 - 218.1 - Weapons
 - 218.2 - Terroristic Threats/Acts
 - 218.3 - Code of Student Conduct
- 220 - Student Expression/Distribution and Posting of Materials
- 221 - Dress and Grooming
- 222 - Use of Tobacco and Electronic Smoking Products
- 223 - Use of Bicycles and Motor Vehicles
- 226 - Searches
- 227 - Controlled Substances/Paraphernalia
- 233 - Suspension and Expulsion
- 235 - Student Rights/Surveys
- 247 - Anti-Hazing
- 248 - Unlawful Harassment
- 249 - Bullying
- 272 – Student Wellness
- 806 - Reporting Child Abuse
- 808 - Food Services (Meal Charge Policy)
- 810 - Transportation
- 815 - Acceptable Use of Internet and Network Resources
 - 815.1 - Social Media – Employee and Student Use
- 829 - Personal Electronic Communication Devices