

RADNOR HIGH SCHOOL

Radnor, Pennsylvania 19087



Student Handbook 2024-2025

Principal
Associate Principal
Assistant Principal
Assistant Principal
Athletic Director

Dr. Joseph MacNamara
Dr. Judy Lee
Mr. Gabriel Presley
Ms. Eileen Rudisill
Mr. Mike Friel

Policy on Nondiscrimination

It is the policy of the Radnor Township School District not to discriminate on the basis of actual or perceived race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability in its educational and vocational programs or employment as required by Title IX, Section 504, the ADA and Title VI. Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons, and that the District provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights and grievance procedure, contact the Radnor Township School District at 135 South Wayne Avenue, Wayne, PA 19087, (610) 688-8100.

HIGH SCHOOL MAIN OFFICE:	610-293-0855
MAIN OFFICE FAX NUMBER:	610-989-9146
GUIDANCE OFFICE FAX NUMBER:	610-386-3307
EMERGENCY CLOSING NUMBER:	#457

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ADDENDUM

COVID 19- Statement

Dear Radnor High School Parents and Guardians:

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

Privacy Notice

The Radnor Township School District is committed to, and believes, that in-person learning is the best form of learning for our students. However, due to COVID-19 and other life events, we recognize that some of our students may require flexibility in their educational program. For the 2024-2025 school year, parents/guardians are notified that classes may be live streamed and recorded. As such, families should not expect privacy in the area where virtual instruction is taking place. Should classes be live streamed or recorded, only students in a particular class will have access to the live streaming or recorded sessions.

Expectations for Virtual Learning

Should virtual learning take place at any time during the 2024-2025 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.
 - Turn off your television, and put your phones and other electronic devices away during instruction.
- **Assessments:**
 - All cell phones and Smart devices should be put away during assessments.
 - If you are caught using your phone or another device during an assessment, you will automatically receive a zero.
 - Follow the RHS honor code.
 - Do not plagiarize the work of others and claim it as your own. If you are caught cheating on an assessment, **you will receive an automatic zero** and may face other disciplinary measures.
- **Schoology:**
 - Review the material each teacher has posted on their Schoology, specifically how materials are organized and how information is shared.
 - Be clear on your teacher's expectations.
 - If for some reason Schoology is not working, **it is the expectation that you will email any assignments to your teacher**.
- **Parents/guardians and students are prohibited from:**
 - Recording classes
 - Sharing or posting pictures or videos from class via any electronic means including social media platforms.
 - Sharing Zoom links, log-in information, and/or passwords in any forum, public or private.
 - Entering Zoom sessions for classes that you are not enrolled in.
 - Interrupting a teacher and disrupting class if there are concerns with the class
 - Any parent concerns should be addressed to the teacher via email after class has concluded; it is critical to allow the teacher to focus on instruction during class time.
- **Students and parents/guardians are encouraged to:**
 - Identify a comfortable, quiet space so you can work effectively and successfully.
 - Notify members of your household prior to joining a Zoom session.
 - Use headphones with a microphone to eliminate background noises.

- Set up your workspace so that the student is situated in front of a blank wall.
- Enable an appropriate Zoom background image to be visible in place of the student's actual background.
- Maintain the confidentiality of other students.

Protocol for Resolving Technical Issues

Please try all of these things before submitting a help ticket:

- First, make sure it is not a browser issue (e.g., Google Chrome), and try a different browser to see if this solves the problem. If so, then you need either to update your regular browser or clear its history, cookies, and cache.
- If after updating your browser or other browsers do not work, make sure it is not your computer. Restart your computer. If the error persists, try logging in from a different computer to see if you receive the same error message.
- Take a screenshot of any error messages, if possible, to illustrate the exact problem.
- Last, after someone (or you) fixes the problem, make sure you refresh/reload the Web page, as the system will remember and display the exact same page (with errors) you were looking at the last time you logged in.

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.

Families Experiencing Financial Hardship

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

- Reduced cost internet
- Access to meals
- Clothing and school supplies
- One-time assistance with utilities

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

- Grades K-8: Ceire Evans (ceire.evans@rtsd.org)
- Grades 9-12: Christine Kulp (christine.kulp@rtsd.org)

Netiquette

- Remember that behind every name there is a person.
- Respect the privacy of your classmates and what they share in class
- Avoid sweeping generalizations when commenting
- Understand that we may disagree
- Ask classmates for clarification if you find a posting offensive or difficult to understand
- Be respectful to each other
- ALL CAPITAL LETTERS indicates SHOUTING
- Respect the opinion of your classmates
- Be careful with humor and sarcasm. Both can easily be misunderstood.
- Don't overuse acronyms and emojis. 😊
- **Keep in mind that everything you write, indeed every click of your mouse, is recorded on the RTSD network server**
- On the internet there are no take backs!

- If you refer to something your classmate said earlier in a discussion, quote just a few key lines from their so that others won't have to go back and figure out which post you're referring to.
- Maintain boundaries with what you share
- Do not work in your bedroom, work in a space where you can concentrate away from distractions.
- Be on time for class.
- Don't walk around with your device.
- The same rules that apply in school apply online
- Consider how you dress, and dress as if you were in school
- **NO RECORDING**
- **NO BULLYING**
- Keep muted until you speak

Study Halls

Parents and students should note that if virtual learning takes place at any time during the 2024-2025 school year, study halls at Radnor High School will not be conducted in a virtual environment.

RADNOR TOWNSHIP SCHOOL DISTRICT BOARD POLICIES

The Radnor Township School District Board Policies and Administrative Regulations are located on-line under [BoardDocs](#). 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.

106 - Academic Honor Code	226 - Searches
204 - Attendance	227 - Controlled Substances/Paraphernalia
208 - Withdraw From School	233 - Suspension and Expulsion
210 - Use of Medications	235 - Student Rights/Surveys
216 - Student Records	247 - Anti-Hazing
217 - Graduation Requirements	248 - Harassment
218 - Student Discipline	249 - Bullying
218.1 - Weapons	272 - Student Wellness
218.2 - Terroristic Threats/Acts	806 - Reporting Child Abuse
218.3 - Code of Student Conduct	808 - Food Services (Meal Charge Policy)
220 - Student Expression/Distribution and Posting of Materials	815 - Acceptable Use of Technology
221 - Dress and Grooming	816 - District Social Media
222 - Use of Tobacco and Electronic Smoking Products	829 - Personal Electronic Communication Devices
223 - Use of Bicycles and Motor Vehicles	

SECTION I – PHILOSOPHY

STATEMENT OF PHILOSOPHY

The years spent at Radnor High School prepare students for the future and create an important part of their present. Education provides many opportunities for young adults as they begin to take their places in society. During the high school years, it is important for students to strike a balance while striving for academic excellence, living in a stimulating school society and participating in a wide variety of activities.

With its diverse talents and personalities, the staff of the high school contributes to the growth of students as individuals and as members of the school community. As role models of life-long learning, the staff members continue to grow as they study their chosen fields and associate with students and colleagues.

The school society provides challenges and opportunities for success for all its members, students and staff. It is our goal that each student receives an education at a level appropriate to their ability and has an equal opportunity to participate in the educational program.

Radnor High School staff and students expect and create an atmosphere of respect for all, regardless of ethnic background, religion or lifestyle. An appreciation of the diversity of life in its many forms provides an avenue for enriching dialogue and in-depth learning.

A Radnor education frequently inspires students to not only see immediate concerns but also to look beyond them. The experiences at Radnor High School help each student realize their potential for personal satisfaction and to make a positive contribution to society.

RADNOR TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

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

RADNOR TOWNSHIP SCHOOL DISTRICT VISION

- * Each student will demonstrate care by enhancing community through ongoing choice and action.
- * Each student will consistently demonstrate excitement and persistence by constructing knowledge and developing novel solutions.
- * All students will demonstrate dedication to the pursuit of their passions.

RADNOR TOWNSHIP SCHOOL DISTRICT CORE VALUES

- * Respecting and valuing diversity is essential for communities to thrive.
 - * Lifelong learning is essential to creating a better life and world.
 - * Nurturing is critical for individual and community growth.
 - * Faith in one's potential fosters confidence which motivates effort and ultimately leads to accomplishment.
 - * All people have worth and the capacity to grow and learn.
 - * The most powerful learning results from meaningful active engagement.
 - * There is a direct connection between the pursuit of one's passion and the joy of learning.
-
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RHS 2024-2025 STAFF DIRECTORY

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>Email</i>	<i>DEPARTMENT</i>
Alfonso	Alicia	Alicia.Alfonso@rtsd.org	World Language, Chair
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ATHLETIC OFFICE			
ATHLETIC TRAINER			
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NURSE - TREATMENT RM			
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Smith	Duncan	Duncan.Smith@rtsd.org	Custodial Supervisor

SOCIAL STUDIES DEPARTMENT			
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			College and Career Counselor
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WRITING CENTER			

RADNOR HIGH SCHOOL BELL SCHEDULE 2024-20245

8 Period Days (Mondays, Tuesdays, Fridays)

	<u>Begin</u>	<u>End</u>
Period 1	8:30 AM	9:11 AM
Period 2	9:15 AM	9:56 AM
Homeroom	10:00 AM	10:06 AM
Period 3	10:10 AM	10:51 AM
Period 4	10:55 AM	11:36 AM
A Lunch	11:40 AM	12:10 PM
Period 5	12:14 PM	12:21 PM
B Lunch	12:25 PM	12:55 PM
Period 6	12:59 PM	1:06 PM
C Lunch	1:10 PM	1:40 PM
Period 7	1:44 PM	2:25 PM
Period 8	2:29 PM	3:10 PM

A Lunch	Period A5	Period A5
Period 5B	B Lunch	Period B6
Period 6C	Period 6C	C Lunch

4 Block Days (Wednesdays, Thursdays) – Lunch & Learn

	<u>Begin</u>	<u>End</u>
Block 1 or 2	8:30 AM	9:50 AM
Homeroom	9:53 AM	9:59 AM
Block 3 or 4	10:02 AM	11:22 AM
Lunch 1 / Learn 1	11:24 AM	11:54 AM
Lunch 2 / Learn 2	11:54 AM	12:24 PM
Block 5 or 6	12:27 PM	1:47 PM
Block 7 or 8	1:50 PM	3:10 PM

Lunch and Learn is an extended period in the day from 11:24 – 12:24 PM. Lunch and Learn will provide students with multiple opportunities to eat lunch, meet with their clubs, and/or meet with teachers to receive academic assistance.

Learn 1 and Learn 2 signifies when teachers are available to meet with students:

- *First semester (September 3, 2024 – January 28, 2025): English, Health/PE, Math, World Language FACS/Music/Art teachers are assigned to Learn 1 (11:24-11:54)*
- *First semester (September, 2024 – January 28, 2025): Science, Special Education, Social Studies, Tech/Theatre/Business teachers are assigned to Learn 2 (11:54-12:24)*
- *Second semester (January 29, 2024 – June 11, 2025): Science, Special Education, Social Studies, Tech/Theatre/Business teachers are assigned to Learn 1 (11:24-11:54)*
- *Second semester (January 29, 2024 – June 11, 2025): English, Health/PE, Math, World Language FACS/Music/Art teachers are assigned to Learn 2 (11:54-12:24)*

RADNOR HIGH SCHOOL DELAYED OPENING BELL SCHEDULE

8 Period Days (Mondays, Tuesdays, Fridays) **1 HOUR DELAY**

	<u>Begin</u>	<u>End</u>
Period 1	9:30 AM	10:04 AM
Period 2	10:08 AM	10:42 AM
Homeroom	10:46 AM	10:52 AM
Period 3	10:56 AM	11:30 AM
Period 4	11:34 AM	12:08 PM
A Lunch	12:12 PM	12:42 PM
Period 5	12:44 PM	12:46 PM
B Lunch	12:48 PM	1:18 PM
Period 6	1:20 PM	1:22 PM
C Lunch	1:24 PM	1:54 PM
Period 7	1:58 PM	2:32 PM
Period 8	2:36 PM	3:10 PM

A Lunch	Period A5	Period A5
Period 5B	B Lunch	Period B6
Period 6C	Period 6C	C Lunch

4 Block Days (Wednesdays, Thursdays) **1 HOUR DELAY** – Lunch & Learn

	<u>Begin</u>	<u>End</u>
Period 1 or 2	9:30 AM	10:35 AM
Homeroom	10:38 AM	10:44 AM
Period 3 or 4	10:47 AM	11:52 AM
Lunch 1 / Learn 1	11:54 AM	12:24 PM
Lunch 2 / Learn 2	12:24 PM	12:54 PM
Period 5 or 6	12:57 PM	2:02 PM
Period 7 or 8	2:05 PM	3:10 PM

Learn 1 and Learn 2 signifies when teachers are available to meet with students:

- First semester (September 3, 2024 – January 28, 2025): First floor teachers are assigned to Learn 1 (11:24-11:54)
- First semester (September 3, 2024 – January 28, 2025): Ground & Second floor teachers are assigned to Learn 2 (11:54-12:24)
- Second semester (January 29, 2025 – June 11, 2025): Second floor teachers are assigned to Learn 1 (11:24-11:54)
- Second semester (January 29, 2025 – June 11, 2025): Ground & First floor teachers are assigned to Learn 2 (11:54-12:24)

RADNOR HIGH SCHOOL DELAY BELL SCHEDULE

8 Period Days (Mondays, Tuesdays, Fridays) **2 HOUR DELAY**

	<u>Begin</u>	<u>End</u>
Period 1	10:30 AM	10:56 AM
Period 2	10:59 AM	11:25 AM
Homeroom	11:27 AM	11:33 AM
Period 3	11:36 AM	12:02 PM
Period 4	12:05 PM	12:31 PM
A Lunch	12:34 PM	1:04 PM
Period 5	1:05 PM	1:07 PM
B Lunch	1:08 PM	1:38 PM
Period 6	1:39 PM	1:41 PM
C Lunch	1:42 PM	2:12 PM
Period 7	2:15 PM	2:41 PM
Period 8	2:44 PM	3:10 PM

A Lunch	Period A5	Period A5
Period 5B	B Lunch	Period B6
Period 6C	Period 6C	C Lunch

4 Block Days (Wednesdays, Thursdays) **2 HOUR DELAY** – Lunch & Learn

	<u>Begin</u>	<u>End</u>
Block 1 or 2	10:30 AM	11:20 AM
Homeroom	11:23 AM	11:29 AM
Block 3 or 4	11:32 AM	12:22 PM
Lunch 1 / Learn 1	12:24 PM	12:54 PM
Lunch 2 / Learn 2	12:54 PM	1:24 PM
Block 5 or 6	1:27 PM	2:17 PM
Block 7 or 8	2:20 PM	3:10 PM

Learn 1 and Learn 2 signifies when teachers are available to meet with students:

- First semester (September 3, 2024 – January 28, 2025): First floor teachers are assigned to Learn 1 (11:24-11:54)
- First semester (September 3, 2024 – January 28, 2025): Ground & Second floor teachers are assigned to Learn 2 (11:54-12:24)
- Second semester (January 29, 2025 – June 11, 2025): Second floor teachers are assigned to Learn 1 (11:24-11:54)
- Second semester (January 29, 2025 – June 11, 2025): Ground & First floor teachers are assigned to Learn 2 (11:54-12:24)

RHS 2024-2025 SCHOOL EVENTS CALENDAR

DATES	START TIME	END TIME	EVENT TITLE	LOCATION
9/3/24	8:30 AM	3:10 PM	Grades 9, 10, 12 Grade Health Screenings	Radnor High School Library
9/4/24	8:30 AM	3:10 PM	Grade 11 Health Screenings	Radnor High School Library
9/5/24	6:30 PM	8:00 PM	Senior Application Night	Radnor High School Auditorium
9/10/24	8:45 AM	9:15 AM	Counselor Chat	Zoom
9/12/24	7:00 PM	9:00 PM	Back to School Night	Radnor High School
9/12/24	6:00 PM	7:00 PM	9th Grade Parent Orientation	Radnor High School
9/12/24	3:40 PM	6:40 PM	Auditions: RHS Fall Production "You're a Good Man, Charlie Brown!"	Radnor High School Theatre Room
9/13/24	3:40 PM	6:40 PM	Callbacks: RHS Fall Production "You're a Good Man, Charlie Brown!"	Radnor High School Theatre Room
9/18/24	7:30 AM	9:30 AM	CommUNITY Breakfast Collaborative	Villanova
9/19/24	6:30 PM	8:00 PM	High School 101 - Freshman Parents	Radnor High School Auditorium
9/19/2024	Extended HR	Extended HR	RHS Activities Fair	Radnor High School
9/23/24	8:45 AM	9:15 AM	Student Government Freshman Fall Elections	Radnor High School Auditorium
10/5/24	6:30 AM	2:30 PM	SAT	Radnor High School 2 nd Floor
10/8/24	8:45 AM	9:15 AM	Counselor Chat	Zoom
10/11/24	9:00 AM	12:00 PM	Flu Clinic for Staff and Students	Black Box
10/16/24	8:30 AM	12:00 PM	PSAT	Radnor High School
10/23/24	6:30 PM	8:00 PM	FAFSA Completion Event	Radnor High School Library
10/29/24	TBD	TBD	SpeakUp!	Radnor High School
10/31/24	1:30 PM	3:30 PM	LM Rally Day	Radnor High School Main Gym
11/2/24	7:00 PM	10:00 PM	LM Dance	Radnor High School Main Gym
11/8/24	5:45 PM	7:45 PM	Monologue Night- Radnor Actors Workshop	Radnor High School Auditorium, Black Box, and Theatre Room
11/10/24	2:00 PM	6:00 PM	Empowerment Symposium: Empowering; Your Voice, Your Identity	Radnor High School Black Box
11/11/24	10:35 AM	11:22 AM	Veterans Day Assembly	Radnor High School Gymnasium
11/12/24	TBD	TBD	SpeakUp!	Radnor High School
11/12/24	8:45 AM	9:15 AM	Counselor Chat	Zoom
11/14/24	6:30 PM	8:00 PM	Finding Your Best College Fit	Radnor High School Auditorium
11/19/24	TBD	TBD	SpeakUp!	Radnor High School
11/20/24	5:30 PM	7:30 PM	Thanksgiving Dinner	Radnor High School Cafeteria
11/21/24-11/23/24	7:00 PM	9:00 PM	Performances: RHS Fall Production "You're a Good Man, Charlie Brown!"	Radnor High School Auditorium/Theatre Room
11/26/24	TBD	TBD	SpeakUp!	Radnor High School
11/29/24	TBD	TBD	SpeakUp!	Radnor High School
12/4/24	7:30 PM	9:00 PM	Winter Choral/Orchestra Concert	Radnor High School Auditorium
12/5/24	6:30 PM	8:00 PM	Financial Aid Night (Fran)	Zoom
12/10/24	5:30 PM	9:00 PM	Auditions- RHS Musical "Legally Blonde"	Radnor High School Auditorium, Chorus and Theatre Rooms
12/10/24	TBD	TBD	SpeakUp!	Radnor High School
12/10/24	8:45 AM	9:15 AM	Counselor Chat	Zoom
12/11/24	7:00 PM	9:00 PM	BSU Talent Show	Radnor High School Auditorium
12/13/24	4:00 PM	9:00 PM	Callbacks: RHS Musical "Legally Blonde"	Radnor High School Theatre Room

12/13/24	9:00 AM	10:00 AM	Prospective Open House	RHS School Counseling
12/18/24	7:30 PM	-----	Winter Band/Jazz Concert	Radnor High School Auditorium
1/7/25	10:00 AM	-----	Program of Studies Presentation (8th Grade)	Radnor High School
1/7/25	6:30 PM	-----	Program of Studies Presentation (8th Grade Parents)	Radnor High School
1/7/25	7:00 PM	-----	Program of Studies Presentation and Winterfest	Radnor High School
1/7/25	8:45 AM	9:15 AM	Counselor Chat	Zoom
1/8/25	8:30 AM	-----	Program of Studies Presentation (9th Grade)	Radnor High School
1/9/25	8:30 AM	-----	Program of Studies Presentation (10th and 11th Grade)	Radnor High School
1/10/25	9:00 AM	10:00 AM	Prospective Open House	RHS School Counseling
1/16/25	6:30 PM	8:00 PM	Standardized Testing Presentation w/ Compass Education Group	Zoom
1/24/25	5:45 PM	7:45 PM	Scenes Night- Radnor Actors Workshop	RHS Auditorium, Black Box, and Theatre Room
1/28/25	5:45 PM	7:45 PM	Musical Theatre Cabaret- Radnor Actors Workshop	RHS Auditorium, Black Box, and Theatre Room
2/3/25	TBD	TBD	Black History Month Kick Off Event: "The Black Thumbprint on American History"	Radnor High School
2/5/25-2/6/25	TBD	TBD	Black History Month Speaker Series	Radnor High School
2/7/25-2/19/25	-----	-----	Universal Orlando Trip	-----
2/11/25	8:45 AM	9:15 AM	Counselor Chat	Zoom
2/20/25	6:30 PM	8:00 PM	Career Exploration: Finding Your Why	Zoom
2/21/25	9:00 AM	10:00 AM	Prospective Open House	RHS School Counseling
2/27/25-3/1/25	7:00 PM	10:00 PM	Performances: RHS Musical "Legally Blonde"	RHS Auditorium and All Performing Arts Spaces and, Cafeteria
3/1/25	2:00 PM	5:00 PM	Performances: RHS Musical "Legally Blonde"	RHS Auditorium and All Performing Arts Spaces and, Cafeteria
3/6/25	6:30 PM	8:00 PM	College Admissions Panel	Radnor High School Auditorium
3/8/25	6:30 AM	2:30 PM	SAT	Radnor High School 2 nd Floor
3/11/25	8:45 AM	9:15 AM	Counselor Chat	Zoom
3/14/25	6:00 PM	8:00 PM	Schoolwide Multicultural Potluck	Radnor High School Cafeteria
3/19/25	6:30 PM	8:00 PM	Freshman Parent Transition Program	Radnor High School Auditorium
3/21/25	9:00 AM	10:00 AM	Prospective Open House	RHS School Counseling
4/4/25	5:45 PM	7:45 PM	Student Directed Scenes Night- Radnor Actors Workshop	RHS Auditorium, Black Box, and Theatre Room
4/8/25	8:45 AM	9:15 AM	Counselor Chat	Zoom
4/9/25	7:30 PM	-----	Spring Jazz Concert	Radnor High School Auditorium
4/10/25	6:30 PM	8:00 PM	College Admissions Case Study	TBD
4/23/25-4/24/25	3:40 PM	5:40 PM	Auditions: "Whose Line Is It, Anyway?"	Radnor High School Theatre Room
4/25/25	9:00 AM	10:00 AM	Prospective Open House	RHS School Counseling
4/28/25	7:00 PM	-----	Junior Awards	Radnor High School Library
4/30/25	7:30 PM	-----	Spring Band Concert	Radnor High School Auditorium
5/1/25	11:24	12:24	Civic Service Fair	RHS Lobby
5/5/25-5/9/25	8:00 AM	4:00 PM	AP Testing Week 1	Radnor High School
5/7/25	TBD	TBD	Black Mental Health Panel	TBD
5/9/25	7:00 PM	-----	All-District Jazz Concert	Radnor High School
5/12/25-5/16/25	8:00 AM	4:00 PM	AP Testing Week 2	Radnor High School
5/17/25	6:00 PM	11:00 PM	Class of 2025 Senior Prom	The Bellevue Hotel
5/20/25	8:45 AM	9:15 AM	Counselor Chat	Zoom

5/21/25	7:30 PM	9:00 PM	Spring Choral/Orchestra Concert	Radnor High School Auditorium
5/21/25	8:45 AM	9:15 AM	Executive Elections- Student Government	Radnor High School Auditorium
5/26/25	9:45 AM	-----	Memorial Day Parade	Wayne, PA
5/27/25	8:40 AM	9:25 AM	Class Officer Elections	9th grade (gym); 10th grade (cafeteria); 11th grade (auditorium)
5/29/25-5/31/25	7:00 PM	9:00 PM	Performance: "Whose Line Is It, Anyway?"	Radnor High School Auditorium; Theatre Room
5/31/25	4:00 PM	5:30 PM	Performance: "Whose Line Is It, Anyway? Junior"	Radnor High School Auditorium
6/4/25	5:45 PM	7:45 PM	"In My Life" - Radnor Actors Workshop	Radnor High School Auditorium, Black Box, and Theatre Room
6/5/25-6/7/25	7:00 PM	-----	RAW Production	Radnor High School
6/7/25	6:30 AM	2:30 PM	SAT	Radnor High School
6/8/25	2:00 PM	5:00 PM	BSU Family Meet and Greet	Spirit Gallery
6/11/25	4:00 PM	-----	Graduation	Villanova

Remote/Flexible Instructional Days (FIDS)

RTSD will use "**Flexible Instructional Days**" to deliver instruction to students remotely if circumstances warrant during the 2024-2025 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 2024-2025 school year if circumstances warrant. The district's FID program has been designed based on responses from families and teachers to previously held Remote Instructional Days. The program would be conducted online and alternatives provided for households needing accommodations. For more information regarding FIDS, [click here](#).

SECTION II – ACADEMICS

MARKING PERIOD CALENDAR FOR 2024-2025

MP 1	11/8/24
MP 2	1/28/25
MP 3	4/4/25
MP 4	6/11/25

PENNSYLVANIA GRADUATION REQUIREMENTS

Keystone Exams in Algebra I, Biology, and Literature **are a graduation requirement for the class of 2024 and beyond.** A proficient score of 1500 or higher is required for graduation in each of the tested areas. If a student is not successful on the Keystone exams, there are multiple pathways students can pursue to satisfy the Pennsylvania graduation requirement and to receive a Radnor High School diploma. Each pathway is explained below:

Pathway 1: Keystone Proficiency

Pass all 3 Keystone exams (Algebra I, Biology, and Literature) with a **1500 or higher.** **This is the pathway Radnor High School recommends for all students.**

Pathway 2: Keystone Composite Score

Earn a composite score of **4452** on all three Keystone exams while scoring at least proficient on one exam and no less than basic on the other two: *Algebra I, Biology, and Literature*. This is the alternate pathway that Radnor High School recommends.

Pathway 3: Alternative Assessment

Pass the Keystone course and earn a minimum score on an approved alternate assessment, which could include any of the following:

1. *The student pursues advanced coursework and achieves one of the following scores: AP level course (3) or dual enrollment course (IB - 4).*
2. *The student pursues an alternative assessment and achieves one the following scores: PSAT (970), SAT (1010), ACT (21), or ASVAB (minimum score for admittance to armed services).*
3. *The student achieves acceptance to an accredited four-year non-profit institution of higher education.*

Note: The PSAT, also known as the National Merit Scholarship Qualifying Test (NMSQT), is taken in 11th grade and is one the alternative assessments that would be accepted for pathway 3. Earning a passing score as a 9th grade student on the PSAT 8/9 or as a 10th grade student on the PSAT 10 **would not** qualify the student to meet the pathway 3 requirement as these are not the PSAT.

Pathway 4: Career and Technical Education

The student earns a locally established grade on the course associated with each Keystone exam and satisfactorily completes one of the following:

1. Demonstration of readiness for continued, meaningful engagement in a CTE concentrator program of study - *The National Occupational Competency Testing Institute (NOCTI).*
2. Demonstration of a high likelihood of success on approved industry-based competency assessment - *The National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.*

Pathway 5: Evidence-Based (Three Pieces of Evidence)

The student earns a locally established grade on the course associated with each Keystone exam and demonstrates readiness for post-secondary engagement through **three pieces of evidence** from the student's career portfolio aligned to the student goals and career plan. Examples include:

1. *Attainment of an established score on an SAT subject test*
2. *Attainment of an established score on an AP Exam consistent with the student's goals and career plans*
3. *Higher education acceptance*
4. *A community service project*
5. *Completion of an internship, externship, co-op, or receipt of a guarantee full-time employment*

Students are required to earn a total of 22.5 credits to graduate from Radnor High School (RTSD Board Policy #217). Among the 22.5 credits must be 4 credits in English, 3 credits in Social Studies, 3 credits in Mathematics, 3 credits in Science (Biology, Chemistry, and Physics), 2 credits in Arts and Humanities (1 of which will be earned in fine arts or practical arts, or both), ½ credit in Physical Education, 1 credit in Health, and ½ credit in Technology or Business. The Program of Studies should be reviewed for more detailed information.

These credits are in the following areas:

TOTAL MINIMUM CREDITS REQUIRED FOR GRADUATION22.5 credits

ENGLISH

Four Courses Minimum

- 9th Grade English or Integrated The American Experiment*1 credit
- World Literature or Global Issues*1 credit
- American Literature, AP English Lang and Comp, or Viewpoints*1 credit
- British/Modern Literature, AP English Lit, or Senior Seminar*1 credit

**Integrated The American Experiment, Global Issues, Viewpoints, and Senior Seminar each provide one Social Studies credit in addition to one English credit.*

SOCIAL STUDIES

Three Courses Minimum

- Government and Economics or Integrated The American Experiment (grade 9)....1 credit
- World Studies, AP World History, or Global Issues*(grade 10)1 credit
- American Studies, AP American History, or Viewpoints* (grade 11)1 credit

**Integrated The American Experiment, Global Issues, Viewpoints, and Senior Seminar each provide one Social Studies credit in addition to one English credit.*

MATHEMATICS

Three Courses Minimum

- Mathematics Courses3 credits

SCIENCE

Three Courses Minimum

- Science Courses (Biology, Chemistry, Physics)3 credits

HEALTH AND PHYSICAL EDUCATION

Two Health Courses and One PE course (minimum*).....1.5 or 1.75 credits

- PE 9.....0.5 credit
- Health (9th grade)0.5 credit
- *Beginner Swimming.....0.25 credit
- Health (10th grade)0.5 credit

*Swimming is a life skill. If a student cannot swim, they are required to take Beginner Swimming (0.25 credits) during their sophomore year.

TECHNOLOGY/BUSINESS

One Course Minimum0.5 credits

ARTS & HUMANITIES ELECTIVES

Arts & Humanities Electives.....2 credits total

ADDITIONAL ELECTIVES

Electives.....5.5 credits total
(.5 credits must be from one of the following departments Music, Art, Theatre, or FACS)

ANNUAL CREDIT REQUIREMENTS

All students are required to be enrolled in a minimum of courses to total 6.5 credits annually. Course credit loads between 7.0 and 7.5 credits are quite common, especially for students wishing to continue study after high school at competitive colleges and universities.

Seniors must enroll in enough courses during the senior year to meet requirements to acquire the 22.5 credits (*see note on previous page regarding the discussion of graduation requirements*) necessary for graduation.

COURSE LEVELING & EXPECTATIONS

Seminar/Integrated/Advanced Placement

Seminar, Integrated, and Advanced Placement courses follow an extremely rigorous curriculum prescribed by each department and develop higher-order thinking skills using an accelerated pace and enriched content. These courses prepare students in their progress toward meeting the challenges of extremely competitive college work. Students enrolled in a Seminar, Integrated, or Advanced Placement course undertake a very demanding workload that involves extensive reading, writing, problem solving, and critical thinking; they must consistently demonstrate independence and learn to think conceptually. Students receive weighted grades in Seminar, Integrated, or Advanced Placement courses. The designation of Seminar, Integrated or Advanced Placement will be reflected in the course title.

Honors (H)

Honors courses follow a rigorous curriculum prescribed by each department and develop higher-order thinking skills using a challenging pace and enriched content. These courses prepare students in their progress toward meeting the challenges of very competitive college work. Students enrolled in Honors courses undertake a demanding workload that involves extensive reading, writing, problem solving, and critical thinking; they must demonstrate independence and learn to think conceptually. Students receive weighted grades in Honors courses.

Advanced (A)

An Advanced course follows a demanding curriculum prescribed by each department to help students progress toward meeting the challenges of competitive college work. Advanced courses aim to develop higher-order thinking skills, using accelerated pace and content. Students enrolled in an Advanced course undertake a challenging workload that involves reading, writing, problem solving,

and critical thinking; they will continue to develop independence both inside and outside the classroom. Students receive an un-weighted grade in an Advanced course.

College Prep (CP)

A College Prep course follows a challenging curriculum prescribed by each department. College Prep courses prepare students to be ready for college level work. Students enrolled in College Prep courses learn through guided instruction that involves reading, writing, problem solving, and development of critical thinking skills. Students receive un-weighted grades in College Prep courses.

PARTICIPATION IN GRADUATION

Seniors must enroll in enough courses during the senior year to meet requirements to acquire 22.5 credits for graduation. Students must have all credits (22.5) in order to receive their diploma along with meeting all Act 158 requirements (see Pennsylvania Graduation Requirements on page 19 for more details). In addition to academic requirements, all financial and disciplinary obligations must be cleared in order for a student to receive their diploma.

EARLY GRADUATION

Applicants for early graduation (i.e. those who wish to accelerate and complete graduation requirements in less than four years) should make requests in writing to the chairperson of the School Counseling Department by the end of junior year or no later than first marking period of senior year. The student's individual Counselor and the Principal will consider the request and forward it to the Superintendent of Schools. Any student approved for early graduation may be placed in a senior homeroom, if he or she can complete all required credits for senior status by the end of his/her third year in high school.

GRANTING CREDIT

Any course completed at Radnor High School by a Radnor Middle School student **will not** be granted graduation credit. The grade **will not** appear on the student's high school transcript and **will not** be included in the GPA.

Any student taking a university course, for which they receive credit from that university, may also receive Radnor High School credit. The grade will not appear on the Radnor High School transcript and will not be counted in the GPA. The official university transcript will be attached to the RHS transcript.

Any course taken outside Radnor High School at an accredited high school will be granted credit, however, the grade will not appear on transcript, and will not be counted in the GPA. The accredited High School transcript, if available, will be attached to the RHS transcript.

University summer school courses for which college credit is granted may get high school credit only through the **prior approval of the course by the Principal**.

PARTIAL CREDITS

A course must be completed in its entirety before credit will be awarded (e.g., a student who successfully passes the first semester of a full-year course and subsequently withdraws from the course will not receive partial credit regardless of the reason for the withdrawal).

PROMOTION REQUIREMENTS AND HOMEROOMS

In order to be promoted and assigned to a homeroom in the next grade, a student must meet the following requirements:

<u>Promotion From</u>	<u>Minimum Requirements</u>
9 th to 10 th Grade	Must have 5.50 credits
10 th to 11 th Grade	Must have 11.50 credits
11 th to 12 th Grade	Must have 18.00 credits

Students who have not earned enough credits to be promoted will be notified by the school counseling department before the start of the subsequent school year. If students are able to successfully make up their credit deficiency, they may re-join their original class the following school year.

GRADING AND GRADE POINT AVERAGE (GPA)

Teachers determine the requirements for the grades awarded to students at the end of each marking period.

All courses at Radnor High School will use the following grade scale:

<u>GRADE</u>	<u>Numerical Range</u>	<u>Weighted GPA</u>	<u>Unweighted GPA</u>
A+	98.50% to 100%	4.6667	4.3333
A	92.50% to 98.49%	4.3333	4.0000
A-	89.50% to 92.49%	4.0000	3.6667
B+	86.50% to 89.49%	3.6667	3.3333
B	82.50% to 86.49%	3.3333	3.0000
B-	79.50% to 82.49%	3.0000	2.6667
C+	76.50% to 79.49%	2.6667	2.3333
C	72.50% to 76.49%	2.3333	2.0000
C-	69.50% to 72.49%	2.0000	1.6667
D+	66.50% to 69.49%	1.6667	1.3333
D	62.50% to 66.49%	1.3333	1.0000
D-	59.50% to 62.49%	1.0000	0.6667
F	0% to 59.49%	0.0	0.0

In the calculation of GPA, the following factors are considered:

1. All subjects are used in computing GPA, including grades earned by Radnor students studying via homebound instruction, by foreign exchange students attending Radnor, and through Special Education courses.
2. Courses taken Pass-Fail are not included in the GPA.
3. Courses taken at a college/university, abroad, or any other accredited high school will not be included in the GPA.
4. GPA is cumulative throughout high school, counting all courses taken in grades 9 to 12.
5. Radnor has a dual GPA system. The transcript of every Radnor student indicates a weighted and a non-weighted GPA.
6. Only grades in Advanced Placement, Seminar and Honors courses are weighted.
7. Withdrawn (WD) will be recorded on the transcript when a student is officially withdrawn from a course. The course will not be calculated in the GPA. A **WD** cannot be removed from the transcript.

Calculating grades for most year-long classes:

$$(Q1 \times 0.2) + (Q2 \times 0.2) + (\text{Midterm} \times 0.1) + (Q3 \times 0.2) + (Q4 \times 0.2) + (\text{Final} \times 0.1) = X$$

Calculating grades for most semester-long classes:

$$(Q1 \text{ or } Q3 \times 0.4) + (Q2 \text{ or } Q4 \times 0.4) + (\text{Midterm or Final} \times 0.2) = X$$

INCOMPLETE GRADES

Throughout the first three marking periods an incomplete grade must be made up **within twenty school days** after the marking period ends unless a documented medical condition does not allow for this. Incomplete grades will be recorded as failures if they are submitted at the end of the term.

Petitions for an extension of this period (or an exception to these rules) must be directed in writing to the Principal. Since report cards come out shortly past the end of a marking period, teachers would inform a student that they have received an (I) grade so that the student can begin to make up work and meet the deadline. Incomplete grades may only be carried into the summer for students with extenuating circumstances and with approval and consultation of the high school administration and teacher.

PASS-FAIL GRADES

A student carrying more than 6.5 credits may choose to be graded on a Pass-Fail basis in one or more of the courses above the 6.5 credit minimum. The student declaring their intention to be graded on a Pass-Fail basis must designate the course(s) to be graded by completing the Pass-Fail request form **at least two weeks** prior to the end of the first marking period. **Administrative approval is required before a student can be graded in any course on a Pass-Fail basis.** Should a course(s) be dropped, thereby reducing the student's load to 6.5 credits or fewer, the course(s) designated as Pass-Fail will then revert to the grading policy used by the teacher for students taking the same course for a more traditional grade. In those areas where specific academic levels of proficiency are required for continued study, the teacher required to grade on a Pass-Fail basis will provide a written statement regarding the student's ability to pursue a higher-level course. Pass-Fail grading is acceptable for summer enrichment course(s) (but not remedial courses) provided that the grading decision is announced before the summer course begins. Pass-Fail courses are not included in GPA. **Courses required for graduation may not be taken on a Pass-Fail basis.**

The teacher being asked to grade on a Pass-Fail basis will use the same grading scale that is used for students being graded in a more traditional manner. However, a teacher grade of A, B, C or D will be entered as a P (Pass). A grade of F using the traditional scale will be recorded as an F for students who have elected to be graded Pass-Fail. It is understood that a staff member who has concerns about a student's request to be graded on a Pass-Fail may ask for a conference with the student and their parents/guardians. This conference will be held prior to beginning Pass-Fail grading.

MEDICAL GRADES

A "Medical" ("M") is a temporary non-grade. It indicates that the student was incapable of completing work or that the work had to be modified to accommodate a documented medical condition. An "M" is not counted in the GPA; credit is not awarded for the course if the final grade is "M".

To ensure that all affected parties act in accordance with the aforementioned philosophy, the following expectations must be fulfilled when an "M" is issued:

Expectations of the student/family:

1. Students who are requesting a Medical (“M”) for a marking period, a semester or final exam, or the final grade must provide documentation from a doctor. The specifics of this documentation are listed below, under “Expectations of the medical professional.”
2. During the Medical period, the student cannot be involved in any extracurricular activities (i.e. any RHS-sponsored activities, including athletics, trips, academic and club competitions, etc.) until they are also cleared to complete all academic work.

Expectations of the medical professional:

The doctor or mental health professional (referred to hereafter in this section as “doctor”) must provide a note specifically stating the following:

1. The medical reason for the request;
2. The skills affected by the medical condition (e.g., “Cannot use a computer screen,” “Cannot read for more than 15 minutes without a break”)
3. The length of time during which a student may need to have work modified and/or during which they may not be able to complete specific academic assignments.

RHS asks the doctor to identify actions the student is or is not able to do during the time of healing, while not indicating specific instructional accommodations. For example, we rely on the doctor to indicate that a concussed student cannot read for more than 15 minutes without a break or fill in the small bubbles on a Scan Tron sheet. We ask the doctor to refrain from suggesting instructional accommodations, such as that the student be excused from a final exam or be given credit without having completed work for a course.

Expectations of the teacher, administrators, and other school-based professionals:

1. The teacher, administrators, and other school-based professionals will develop accommodations based on the doctor’s recommendation.
2. Teachers will provide a list of essential work that must be completed in order for the student to demonstrate mastery of the essential content. Once this work is completed, the “M” will be replaced by the grade earned by the student on their academic record.

While the accommodations developed by RHS may include the waiving of assessments and other non-essential work for a particular marking period, the “M” does not eliminate the need for the student to master material that is essential for the class.

Provisions of the Medical Policy:

- The medical period ends when the student completes and submits the necessary and essential work.
- An “M” cannot be given retroactively. Once a grading period has closed, RHS will not change a grade based on medical documentation submitted after the final, marking period, semester, or exam grade has been issued by the teacher.

Radnor High School Philosophy of the “M”:

Accommodations if needed, will be developed based on these two priorities, in this order (but not separable from each other):

- 1) Healing the child;
- 2) Maintaining the integrity of the school and its programs.

The purpose of any designed accommodation will be to facilitate the student's progress toward the academic goal of earning credit without compromising either the primary immediate goal of promoting the child's healing or the ongoing goal of maintaining the academic integrity of the school and its programs. Accordingly, RHS does not deem it appropriate to prioritize time factors in the resolution of the "M", as is more common in the case of an "Incomplete" ("I"). It should be also noted that an "M" no longer stands alone in place of a grade. An "M" is a placeholder for an extended period of time for students with a documented medical condition.

AUDITS

Students may audit a class they may be interested in taking. Audits must be preapproved by the teacher of the class and are limited to two class audits per school year. There is an application process. Students can pick up a form in either the main office or the school counseling office.

Conditions of approval for a class audit:

1. A class audit **may not** take place on a day when an assessment is scheduled or **the day before** a scheduled assessment.
2. A class audit **may not** take place the two weeks prior to midterms and finals.
3. Audits **must be preapproved** by the teacher of the class and are limited to two audits in a school year

GRADES (CORRECTING MECHANICAL ERRORS)

Students, who believe that they have received an incorrect grade, should speak to their teachers. If the grade is found to be incorrect, it is the teacher's responsibility to complete a grade change form and submit it to Ms. Nadine McDevitt in the main office. Once the form is submitted, the grade will be corrected and a new report card will be issued. Only teachers may change grades.

REPORT CARDS

Report cards are issued to each student four times each year, shortly after the end of each quarter. All report cards are posted on HAC (Home Access Center). End of year report cards **will not** be mailed home.

UPDATING OF GRADES

Classroom teachers will update HAC every two weeks to notify parents/guardians on student progress. Parents/guardians and students are encouraged to check HAC to stay up to date on student grades. A new feature in HAC is the ability to receive email updates when grades are entered. Parents/guardians need to enable this feature in HAC by clicking the alert box on the classes page under the classwork tab. Students and parents/guardians are encouraged to reach out to their teacher if the student's grades begin to slip in a particular class.

SEMESTER AVERAGES AND YEAR AVERAGES

First quarter and second quarter grades combine with the mid-term exam to determine the first semester average. Grades from all quarters and both the midterm and final exams determine the overall (or final) grade for the course.

HAC reports a running calculation of a student's grades. Therefore, it often reports an inaccurate final semester or year averages since it does not take into account the weighting of the marking periods and exams. The accurate percentage and grade is on the report card; not on the class assignment page.

HONOR ROLL (ACADEMIC RECOGNITION)

Radnor High School gives recognition for academic excellence through honor rolls computed on **quarterly grades only**. The requirements are listed below:

1. Distinguished Honor Roll
 - a. The student must carry a **minimum load of five major subjects and earn a grade point average (GPA) of 3.7 or better in all subjects.**
 - b. Those who receive an incomplete mark or no mark at all in any course are excluded from honor roll.
2. Honor Roll
 - a. The student must **carry a minimum load of five major subjects and earn a grade point average (GPA) of 3.2 or better in those subjects.**
 - b. Those who receive an incomplete mark or no mark at all in any subject are excluded from the honor roll.

MIDYEAR AND FINAL EXAMS

A midyear exam and/or final exam is required in all English, World Language, Mathematics, Science and Social Studies classes. These are to be administered according to a published schedule. **Midyear or final exams may be taken early ONLY with written permission from the Principal. The Principal may grant permission for a student to take an "incomplete" and make up an exam at a time, not to exceed two weeks, following the original exam date.** General information regarding exams is as follows:

1. All students must take final exams in all courses where they are expected to, regardless of their semester or year average in those courses. (*see AP final exam guidelines)
2. Typically, exam grades for full-year courses will be worth 10% of the final grade. Thus, the mid-term and final exams will count towards a total of 20%.
3. Makeup exams will be given during scheduled make-up periods only.
4. Any student, who refuses to take an exam or does not make a good faith effort in a timely manner, within a 2 week period, will receive a zero for the exam.

TEST TAKING GUIDELINES

The following procedure should be followed for all tests administered at Radnor High School.

Students should:

- Listen to, read, and follow all directions given.
- Ask questions if they do not understand the directions.
- All cellphones, smart watches, and other electronic devices must be placed in their book bag and bags should be placed in the location to be determined by the proctor/teacher.
- Keep their eyes on their own test.
- Report any suspected cheating to their proctor/teacher.

Students should not (unless instructed to do so by the teacher):

- Bring notes with them to the test.
- Have any electronic devices (e.g., cell phones, smart phones, smart watches, etc.) unless otherwise instructed by the teacher.
- Talk with others about questions on the test during or after the test.
- Take notes about the test to share with others.
- Leave a test session without permission from the proctor or teacher.

STUDENT RESPONSIBILITY FOR MAKE-UP WORK

1. Sometimes students miss class because of illness, death in the immediate family, etc., and prior arrangements cannot be made. In the case of such an excused absence, students will be permitted two (2) school days for each day of excused absence to make-up schoolwork (i.e. homework, test, quizzes, class activities or assignments) missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers.
2. In all instances, the student shall: be responsible for initiating the makeup of the work, secure and recopy notes, get assignments and make arrangements for taking tests, as appropriate. **Students should be aware of teacher expectations when missing days tests are given, presentations are given or projects are due.**
3. At times students miss class for reasons for which **prior arrangements can be made** (e.g. field trips, college visits, doctors or dentist appointments, meetings, rehearsals, family trips, etc.). A student should always inform their teachers and submit an Anticipated Absence Form to the Attendance Office before the absence occurs.
4. They should also assume that normal classroom activity would occur on the day of the absence. It is the responsibility of the student to make up work missed and to come into class the following day with the work completed, regardless of the reason for the absence.
5. **Course work or any work for credit missed due to an illegal/unexcused absence may NOT be made up.**

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 by clicking [here](#) 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 in order 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's family members' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee. A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Notice Regarding 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 regarding the McKenney-Vento Homeless Assistance Act, please click [Here](#).

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

RTSD Homeless Liaison:

Jenny LeSage
Director of Student Services
610-688-8100

Social Workers:

Marjorie Bates
Grades K-5
majorie.bates@rtsd.org
610-842-2835

Ceire Evans
Grades 6-8
ceire.evans@rtsd.org
484-614-7587

Christine Kulp
Grades 9-12
christine.kulp@rtsd.org
484-614-6819

GIFTED SERVICES

The goal of Radnor Township School District's academic programming for gifted and advanced learners is to provide extended curriculum, services, and opportunities to students who have demonstrated the need for learning experiences which are both above grade level and are presented at a more rapid rate and pace.

Students may be referred for a gifted evaluation by a teacher, Principal, or parent/guardian. Parents/guardians who believe their child may qualify for GIEP identification according to PA Chapter 16 guidelines and wish to request a gifted evaluation should begin the process with a written request to their child's Principal asking that their child be formally evaluated. Please see School Board Policy and Administrative Regulation No. 114 – [Gifted Education](#).

HOMEBOUND INSTRUCTION

Parents/guardians/students who are applying for homebound instruction must contact their school counselor first to begin the application process. Homebound is typically for students with severe documented medical circumstances which impede them from attending school for a temporary time. A student who applies and is approved for homebound instruction may not be able to fulfill all academic requirements and not every course on a student's schedule will be considered or available through homebound. Each circumstance and schedule is individual, so a meeting with the student's school counselor is imperative to determine which courses can be offered.

During the time any student is on homebound, they generally may not be involved in any extra-curricular activities until the time they are no longer on homebound instruction.

OVERRIDES

Any student who wishes to override a teacher recommendation may do so with their parent's/guardian's approval. An Override Form must be obtained from the school counseling department. The override to a non-recommended course will not be changed in the student's schedule until the form is signed and returned to the school counselor. If a student and family decide to override a teacher's professional recommendation based on the student's completed work, grade earned, and demonstrated work ethic, should the student choose to drop the non-recommended course after the school year has begun, it will result in a WD on the student's transcript.

SCHEDULE CHANGES

All course requests are due **Friday, April 18, 2025**. Please read carefully below as the timeline to change a course/request was revised.

April 19th through the release of schedules in August

No changes to courses/requests will be honored between April 18, 2025 and the release of the schedules in August. The only schedule changes that will be permitted include: students newly admitted to RHS, scheduling errors, academic misplacements by the teacher, counselor or administration. Academic misplacements include, but are not necessarily limited to, failure to meet prerequisites or an improper level placement. Requests to change courses of this nature will be handled by the School Counseling Department.

Schedule release date and changes from August through August 30, 2025

Changes to course requests will be honored during this period. Students should reach out to their school counselor via email, as counselors are only in the building intermittently throughout the summer. Counselors will do their best to honor change requests made during this period, but these requests are not guaranteed as they will be dependent on availability of seats in the requested class(es) and the ability to fit the requested course(s) in the student's schedule.

September 3rd through September 16, 2024

No changes to course requests will be honored between September 3, 2024 through September 16, 2024.

September 17, 2024 until the end of the first quarter

Schedule changes are permitted as long as the student follows the steps and rules outlined below.

The following rules apply to all change requests:

- Preferential changes (one elective for another or moving a class from one period to another) are not permitted.
- Parallel changes (teacher preference) are not permitted under any circumstances.
- A high school administrator must approve all schedule changes. During this time, changes will be contingent upon space availability and the opportunity for the student to make up work missed in the new class.
- **A student may not apply for a withdrawal until after the first 15 class meetings and no withdrawals will be honored after the first marking period for first semester and after the first semester for year-long courses. Only teacher-initiated withdrawals will be considered after Thanksgiving recess.**
- **Second semester courses will not be considered for withdrawal until after 15 class meetings and no withdrawal from a second semester course will be honored after the third marking period. Only teacher-initiated withdrawals will be considered after the third marking period for second semester courses.**

INDEPENDENT STUDY

1. Independent Study is only offered to students in 11th and 12th grades and the student must be carrying 6.5 credits to be considered making the Independent Study an additional .5 or 1 credit.
2. A Faculty member who is certified in the discipline area of the chosen Independent Study must sponsor a student. The Faculty Sponsor is responsible for all grading and monitoring of student progress.
3. An Independent Study proposal cannot include a currently offered Radnor High School course.
4. The proposal must include the following:
 - a. The objective of the Independent Study
 - b. Clearly outlined and detailed benchmarks as defined by the Faculty Sponsor to monitor progress of student. Two benchmarks are required for a semester Independent Study and four benchmarks are required for a full year Independent Study.
 - c. A final summative assessment which is to be graded by the Faculty Sponsor is to be submitted with the initial proposal.

Independent Study will be awarded credit based on length. A semester Independent Study will be awarded 0.5 credit and a full-year Independent Study will be awarded 1.0 credit. The length of the Independent Study will be determined by the Faculty Sponsor.

ADVANCED PLACEMENT (AP) TEST POLICY

An AP course follows the college-board goals, and challenges students with college-level work in both rigor and expectations, and prepares students to take the AP exam. Students enrolled in an AP course undertake a rigorous workload that involves extensive reading, writing, problem solving and critical thinking. Essential to success in these courses is the ability to learn independently outside the classroom. Students receive a weighted grade in Advanced Placement courses.

All students enrolled in an Advanced Placement (AP) course are required to take the AP exam for the course at the end of the school year. If a student chooses not to take the AP exam, the AP designation will be removed from the transcript/report card, and the course will be designated as Honors.

(*Example: AP World History will be listed as World History H.*) If a student decides in May not to take the chosen AP Exams, then the AP designation will be removed from the final transcript.

Information for pre-registering for each exam will be disclosed by September 2024 when College Board makes the announcement. When the date for pre-registering has been announced, students can pay for the exam by making checks payable to **Radnor High School**. Students may also pay using Total Registration.

Students with financial hardship may apply for a fee waiver through College Board. Your school counselor can assist with the fee waiver process.

Final Exam Opt Out for Advanced Placement Courses

The goal of an Advanced Placement (AP) course is to prepare students to be successful on the AP exam in May. Throughout the course of a year, a significant amount of work is put forth by teachers and students to prepare for these exams. Students enrolled in AP courses are expected to take the exams in May. AP exams are cumulative course exams.

It is the responsibility of Radnor High School to put our students in a position to be successful on these “high stakes” tests. In order to reduce the burden of over testing, students will be eligible to opt out of the final exam for a particular AP course if they meet the following criteria:

1. Must earn a B+ or better for all 4 quarters for the course in question
2. Must sit for the AP exam in question
3. May not have an “M” for any of the quarter grades or midterm exam for the course
4. Must have all incompletes (I’s) resolved for all courses by June 1, and may not use an “I” for the course in question for the 4th quarter.

During the weeks leading up to the AP and Keystone exams, all teachers are asked to be cognizant of the amount of work they are assigning. Effective preparation for the AP exams is crucial to a student’s success. To ensure a student’s workload is balanced, the two weeks prior to the AP exams will be designated for practice exams and review. Based on the College Board’s order of exams, teachers have the ability to assign practice exams, projects, homework and other activities to assist their classes in preparing for the AP exams. If they choose to assign this type of graded review work, teachers must give their course specific practice exams or review assignments during their designated week.

More information regarding AP exam window will be shared as the 2024-2025` school year gets underway. Students should also stay in close communication with their AP teacher for test related information.

*Note – Although all AP exams are listed, not all courses are offered at RHS.

The aggregate value of all projects, practice exams and quizzes for any given AP course during the AP study week period will not be capped this year. It is the expectation of the administration that final exams are given for all courses during the final exam window. It is also the expectation of the administration that all teachers, AP and non-AP teachers, will be cognizant of the amount of work being given to their students leading up to and during the May testing window.

All students who do not qualify to opt out of the final exam for one or more of their Advanced Placement courses must take the course final exam during the designated final exam window at the end of the school year.

Students may elect to take a final exam that they have the option to opt out of. All final exams for AP courses must be given during the designated finals windows in June. Students who waive their final exam will receive a No Grade (NG) on their report card. Once finals have been administered for the course no opportunity to opt out will be granted. Likewise, students who choose to opt out may not elect to take the final after it has been administered. Grades for the year will be calculated as follows if students opt out of a final exam:

$$(Q1 \times 0.2) + (Q2 \times 0.2) + (\text{Midterm} \times 0.1) + (Q3 \times 0.2) + (Q4 \times 0.2) = X \text{ Final grade for the course} = X/0.9$$

This procedure was created in collaboration with AP teachers, RHS and RTSD administration, and RHS student government leaders. The spirit of these guidelines is an attempt to balance the workload for our students leading up to the AP exams, provide equity for teachers in scheduling necessary review activities, incentivize students to excel on the AP exam and in AP courses throughout the course of a year, and reduce over-testing of our student body.

The following courses require an AP Exam:

Art:

AP Art History
AP Studio Art

English:

AP English Language and Composition
AP English Literature and Composition
Viewpoints on Modern America/AP English Language

Math:

AP Calculus AB
AP Calculus BC
AP Computer Science A
AP Statistics

Music:

AP Music Theory

Science:

AP Biology
AP Chemistry
AP Environmental Science
AP Physics 1
AP Physics 2
AP Physics C: Mechanics
AP Physics C: Electricity and Magnetism

Social Studies:

AP Macroeconomics
AP European History
AP U.S. Government and Politics
AP Psychology
AP U.S. History
AP World History

World Languages:

AP German Language and Culture
AP Spanish Language and Culture
AP French Language and Culture
AP Latin

Advanced Placement exam dates can be found at this [website](#).

SECTION III – EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS

Extracurricular activities, clubs, and athletics are considered a vital part of Radnor High School's program. Research supports that the quality of a high school student's life and their academic success improves when there is some positive involvement beyond the regular school day. The expectation of all participants in extracurricular activities, clubs, and athletics is that they adhere to the eligibility requirements listed below.

1. Attendance / Lateness to School – It is school policy that students may participate in school activities including practices, games, performances, activities, and/or clubs, only if the students have been in attendance in school since 10:30 am. A note from the doctor's office is required if a student needs to leave school in the middle of the day or if they come after 10:30 am. The note must be presented to the attendance office by 3:00 pm on the day of the appointment. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed excuse from the doctor, on the physician's letterhead, regarding the absence. A note from a parent/guardian who is a physician for illness in which the parent/guardian was the primary doctor will be acceptable but must be on letterhead from the parent/guardian's practice.
2. Early Dismissal – For a student to participate in any extra-curricular activity, they must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, they are expected to follow the early dismissal policy outlined in the student handbook. It is expected that the time students are out of the building will not exceed half of a day. The Building Principal or Athletic Director may make exceptions to this policy when a student has extenuating circumstances.
3. Suspension: Suspended students are prohibited from participation during the term of the suspension. This also includes away contests. A student who is suspended for reasons of alcohol or other drug use will be suspended from participation in any sport or activity for an additional period of 10 calendar days. Additionally, the student will be referred to the Student Assistance Program. A second violation will cause suspension from all activities for 90 calendar days. For a full description of this procedure and consequences see the section *Drug Abuse and Alcoholic Beverages of the Student Code of Conduct* below.
4. Grades – School administration will run a grade report every Monday morning starting the second week of September. If a student is failing more than one class, they will be ineligible until the next grade report is run. If at the end of a marking period, a student is failing more than one credit, the student will be ineligible for the first 15 school days of the following marking period. In determining eligibility for the first marking period, a student's final grades for the preceding year will be used. Deficiencies made up at an approved summer school will be considered.
5. Debts – Students must resolve all debts to be eligible to participate in any activity or athletic event. These debts must be paid prior to participation, unless such debts are waived pursuant to Board Policy.

* Pennsylvania Interscholastic Athletic Association (PIAA), which governs high school sports in Pennsylvania, has issued rules affecting student eligibility for sport teams.

BEHAVIOR AT SCHOOL SPONSORED ACTIVITIES

Student behavior problems which occur at or while traveling to/from extracurricular, school-sponsored activities, regardless of whether the activities take place on or off school property, will be acted upon as if the situation occurred during the school day. Participation in future events may be limited or prohibited and other consequences may be imposed and will be determined on a case-by-case basis.

RADNOR HIGH SCHOOL ATHLETIC DEPARTMENT: GUIDELINES FOR SPECTATORS

At RHS sporting contests we take pride in creating a positive environment for all spectators and athletes. It is of utmost importance that ALL members in attendance promote good behavior and sportsmanship. Our goal is to provide an atmosphere conducive to development of citizenship, inclusiveness, positive recognition and equitable opportunities for learning while maximizing the achievement of educational and extra-curricular goals.

Radnor joins the PIAA and Central Athletic League in promoting good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, derogatory comments related to an individual's protected characteristic(s), or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for immediate removal from the site of competition. We thank everyone who comes out to support our students and our school, and look forward to another great year at Radnor High School. Go Raptors!

DO:

- Understand your attendance is a privilege that provides an opportunity to observe an athletic contest, not to berate players, coaches, or officials.
- Cheer for your team.
- Encourage sportsmanship by supporting and respecting all players, coaches and officials
- Demand that others treat players, coaches, officials and other spectators with respect regardless of ethnicity, race, gender, age, sexual orientation, or ability.
- Support decisions of coaches and officials.
- Appreciate the efforts of players, coaches and officials.
- Be generous when we win, gracious when we lose.

DON'T (Grounds for immediate removal from contest and future contests):

- Ridicule or berate players, coaches, officials, or other spectators.
- Engage in any unsportsmanlike conduct with officials, coaches, players or parents. This includes inappropriate comments including taunting, profanity, or gestures.
- Participate in any behavior endangering the health or well-being of a participant.
- Humiliate, denigrate, or intimidate, in any way, any participant or attendee. This includes chants about underclassmen.
- Ridicule any participant for making a mistake.
- Attempt to coach from the stands/sidelines or grandstand.
- Confront coaches, officials, opposing fans or participants in an antagonistic manner before, during or after contest.
- Throw ANY object onto the court/field of play.
- Rush the field/court in protest or celebration after a contest.

1. Prohibited Items:

- Tobacco, electronic smoking and vaping products, alcohol, illegal or other controlled substances as defined in Board Policy and by federal, state or local law, including look-alike drugs and

anabolic steroids, or paraphernalia which may be used to consume the same are expressly prohibited and law enforcement will be contacted if illegal activity is suspected.

- Attire should be appropriate and follow school dress code per RHS Student Handbook. No body suits, covering of face and head, disruptive costumes or inappropriate clothing is allowed.
 - Drones and pets are prohibited on campus at any time, including during sporting contests and at after school events, unless expressly permitted by Board Policy or approved in advance by the Superintendent or designee.
 - Per the PIAA: The presence and/or the use of balloons, banners, laser pointers, noisemakers, pom-poms (by spectators), shakers, signs, sirens, strips of material, towels, whistles, and/or portable listening devices (without earphones) are prohibited.
2. Guidelines for Seating – Students need to be seated in the designated student area. Student seating is always on our bench side- either behind or directly across from the team. No movement of seating for the purpose of taunting the opponent is permitted.
 3. Theme Nights – Theme nights give our school the opportunity to come together in spirit to support our sports teams. Theme nights, (white outs/ black outs/ senior recognition) will be permitted as long as the theme is appropriate for the specific game and has been approved by administration. Theme nights are meant to bring the school together in a positive and fun way.
 4. Posters – While the PIAA does not permit signs or posters at sporting events, “Fatheads” of our players are acceptable if they are used to cheer on the team appropriately.
 5. RHS Student Handbook – All rules outlined in the RHS Student Handbook are in full effect when students attend a contest or event as a participant or spectator. Violations of the RHS Code of Conduct will be treated as if they occurred during the school day.

GUIDELINES FOR CLUB SPORTS

These guidelines were written for club sports, which are School Board approved clubs that are athletic in nature. Varsity club sports (Crew, Ice Hockey, Squash and Ultimate Frisbee) and varsity sports (PIAA sports) all abide by these rules, and also have additional guidelines prescribed by RTSD, and the PIAA and/or governing body. Club sports in good standing may apply to become a varsity club sport after three years.

Membership and Participation

1. Club sports are open to all students regardless of skill level, with no cuts based on ability.
2. Regular attendance at practices and meetings is required for continued membership.

Safety and Equipment

1. Clubs must adhere to school safety guidelines and ensure that all equipment is safe and properly maintained.
2. Students are responsible for providing their own personal equipment (e.g., shoes, uniforms).

Practice and Game Schedules

1. Practice times must not conflict with academic classes.
2. Competitions should be coordinated with the school calendar to avoid conflicts with academics.

Conduct and Sportsmanship

1. Members are expected to display good sportsmanship, respect for teammates, opponents, and officials, and abide by the rules of the game.
2. Any form of bullying, harassment, or unsportsmanlike conduct is grounds for disciplinary action.

3. Students participating in a club sport are representing Radnor High School and are subject to School Board Policy and the rules outlined in the RHS Student Handbook.

Travel and Off-Campus Activities

1. Adequate adult supervision must be ensured for all activities. For practices and competitions, as well as any before or after school or off-site activities, the club sponsor(s) must be present.

Funding and Expenses

1. Clubs may conduct fundraising activities with prior approval from the school administration.

Conflict Resolution

1. Any conflicts within the club should first be addressed by the club advisor.
2. Persistent or serious issues should be brought to the attention of the school administration.

TRANSFER OF STATUS FROM CLUB SPORT TO VARSITY SPORT

Radnor High School recognizes that approved club sports can provide a valuable experience for many students. There is no requirement that a club sport change to a varsity sport. However, if a particular club sport does wish to be afforded the status of a varsity sport, the following requirements must be met prior to requesting the change.

Requirements:

1. The club sport must have been functioning a minimum of three years as a club sport and have been in good standing throughout that period.
2. The club sport, through its club president, shall submit a club application to the Athletic Director for transfer of status. The request shall be made on or before November 30th of the year preceding the school year in which the request change is desired. The request shall detail the reasons for the change of status and the proposed effective date of such change.
3. Pending the process of consideration of the application for such change, the club sport shall fulfill all responsibilities and obligations of the club sport as set forth in the Radnor High School Club Sports Policy.
4. Upon receipt of the club sport application, the Athletic Director shall consider the application, request any additional information, and make a recommendation to the Radnor High School Principal.
5. Upon receipt of the recommendation from the Athletic Director, the Radnor High School Principal shall consider the application and make a recommendation to the Radnor School District Superintendent for review and ultimate decision by the School Board on approval.
6. Factors that may be considered by any of the above individuals during the review process can include, but are not limited to, the following:
 - a. Length of time of the existence of the club sport
 - b. Extent of participation in the sport by Radnor High School students
 - c. Any history of non-compliance by the club sport with rules applicable to club sports
 - d. Any objections raised by anyone in response to the request
 - e. The ability of the club sport to generate a legitimate schedule. Consideration shall be given as to whether the sport is mostly a club or varsity sport at other surrounding schools.

- f. Ability of the club sport to comply with applicable PIAA and/or other governing bodies' requirements on such issues as length of season.
 - g. Projected costs, impact upon playing facilities, and potential liability concerns.
 - h. Whether the sport is educationally sound in that participation would be consistent with the educational mission of Radnor High School.
 - i. Any pertinent gender equity issues.
7. Assuming approval is granted for the change from club sport to varsity status, the approval date will be as established by the School Board.
 8. Once approved, the club sport becoming a varsity sport is expected to comply with all requirements, obligations, etc., of varsity sports as established by the PIAA, Radnor High School Administration, and other appropriate governing bodies.
 9. In the event a club sport is refused varsity status, the club may reapply, but no sooner than two years from the date of official notification of denial.

RADNOR HIGH SCHOOL DANCE POLICY

Along with the guidelines below each student attending a dance must submit a completed dance contract prior to the purchase of tickets. Each dance will require a new contract. A copy of the contract is on the next page.

General Guidelines

1. All dances in the Radnor High School building will begin at 7:30 pm and end at 10:00 pm
2. **PRIOR TO PURCHASING TICKETS A DANCE CONTRACT MUST BE COMPLETED.**
3. All students must arrive at the dance prior to 8:00 pm. Students arriving after this time will not be permitted to attend the dance.
4. Students may leave a dance 30 minutes prior to its scheduled end time. Requests to leave earlier will only be granted if an administrator communicates directly with the parent or guardian.
5. Students are not permitted to leave the dance and return.
6. Chaperones have the right to search any handbags, book bags, or large parcels. Students are encouraged **NOT** to bring these items to a dance.
7. School rules apply at all dances, including those involving appropriate dress.
8. School authorities maintain the right to prohibit music that is not consistent with the mission of the District.
9. For all school dances, tickets will be sold in advance of the dance. Tickets will **NOT** be sold at the door.
10. Students **must present their ticket and proper ID to gain entrance** into the dance.
11. Students may be sent home for inappropriate dancing or behavior.
12. The school is not responsible for articles lost or stolen at a dance.
13. If there is reasonable suspicion that a student or guest of a student is under the influence of alcohol, the Administration may require the student to take a breathalyzer test to determine if the suspicion is accurate (RTSD Policy #227).

Drug and Alcohol Policy*

2. The use, possession, transportation or distribution of tobacco or any narcotic or controlled substance (drug) as defined by federal, state or local law, including look-alike drugs and anabolic steroids, paraphernalia which may be used to consume the same or alcoholic intoxicants (alcohol) on school property, or in connection with a school sponsored activity at which students are present, are prohibited (RTSD Policy #227).
3. When a chaperone or security officer suspects a student to be in violation of Policy #227, it will be reported to the administrator or dance supervisor immediately.
 - a. If the student is found not to be in violation of Policy #227, that student will be returned to the dance.
 - b. If the student is found to be in violation of the drug and alcohol policy, they will be treated under the guidelines of Policy #227. A parent/guardian may be called to come to the dance to escort their child home.
 - c. Students who have been questioned by school authorities and maintain they are not in violation of the policy but are still under suspicion, will be turned over to the Radnor Township Police for further investigation and appropriate action. Students found by the police not to be in violation of drug and/or alcohol use will be returned to the dance. A student found to be “under the influence” of drugs and/or alcohol will be treated by Policy #227 as well as face appropriate legal action.

*Non-Radnor students suspected of drug and alcohol violations will be turned over immediately to the Radnor Township Police in accordance with Policy #227.

Guests

1. No guests will be permitted to attend all-school fall dances.
2. Guests will only be permitted to attend spring “class” semi-formals and proms.
3. Each student may sponsor one guest.
4. Each guest will need to complete the guest portion of the dance contract.

Chaperones

1. There will be a minimum of ten (10) high school staff members and/or several parents/guardians for each dance in order to create a 20:1 student to adult ratio.
2. Names of these individuals must be submitted to the office by Friday one week prior to the dance. Failure to obtain the minimum number of chaperones will result in the cancellation of the activity.
3. An administrator will be in attendance at each dance.
4. Chaperones should make a commitment to attend the entire dance; those needing to leave early should make prior arrangements with the dance sponsors.

Security

1. A Radnor Township School District security officer will be in attendance at all school dances.
2. A Radnor Township Police officer may be in attendance at any school dances. It will be the responsibility of the dance sponsor(s) to bear these additional security costs.
3. At least two additional security officers will be required at each dance. It will be the responsibility of the dance sponsor(s) to bear these additional security costs. These officers will be arranged by the RTSD director of security.

**Radnor High School
Dance Contract**

This form must be completed prior to the purchase of tickets. Please refer to the student handbook for the full list of guidelines and regulations for dances.

Expectations for School Dances including Semi-Formals and Proms:

- Dances begin at 7:30 pm and end at 10:00 pm. Students will not be permitted entrance to a dance after 8:30 pm without prior approval from an administrator.
- Students and guests must have a photo ID and ticket to enter the dance.
NO ID or NO TICKET = NO ADMISSION
- All students and guests may be subject to a breathalyzer test upon entering the dance. Students or guests found under the influence of alcohol or drugs will be subject to the disciplinary consequences as outlined in the student handbook. Police and parents will be notified.
- No bags should be brought to dances. Any bags brought to a dance will be searched upon entry and made unavailable until the conclusion of the dance.
- Radnor High School is not responsible for lost or stolen items. Personal items of significant value should not be brought to the dance.
- Students and guests are not permitted to leave the dance before its conclusion without administrative approval.
- All school rules apply during the dance.
- **Sexually suggestive dancing will not be tolerated. Individuals that do not conform to the items listed below will be removed from the dance (w/o refund), parents will be notified and the student will be unable to attend any other dances for the remainder of the school year. Additional disciplinary consequences may also be imposed.**
 - **Every dancer must remain in the vertical position. Students are not permitted to bend over and hands may not rest on the knees or be placed on the floor.**
 - **“Grinding”, “Freaking” or any mimicking of sexual acts is not permitted.**
 - **Front-to-back touching or grinding of genital areas to buttocks is not permitted.**
 - **Students are not permitted to straddle legs or hips.**
 - **Hands should be visible at all times and should remain on shoulders or waists only.**

We trust that the expectations as outlined above will be successfully met by the students. However, in the event the group behaviors at a dance are deemed inappropriate, the administration reserves the right to end the dance and send students home without refund

Radnor High School Student

Your signature below indicates that you agree that you are responsible for following all dance rules and guidelines, including those noted above, and follow the direction of all chaperones.

Printed Student’s Name: _____

Signature _____ Grade: _____

RADNOR HIGH SCHOOL SPORTS

Note: (B) = Boys and (G) = Girls

FALL

- Cheerleading Varsity, JV
- Cross Country (B) Varsity, JV
- Cross Country (G) Varsity, JV
- Field Hockey Varsity, JV, Freshmen/JV "B"
- Football Varsity, JV, Freshmen
- Golf (B & G) Varsity
- Soccer (B) Varsity, JV, Freshmen
- Soccer (G) Varsity, JV
- Tennis (G) Varsity, JV
- Volleyball (G) Varsity, JV Freshmen

WINTER

- Basketball (B) Varsity, JV, Freshmen
- Basketball (G) Varsity, JV, Freshmen
- Cheerleading Varsity, JV
- Club Ice Hockey (B) Varsity, JV
- Club Ice Hockey (G) Varsity, JV
- Club Squash Varsity, JV
- Swimming and Diving (B) Varsity
- Swimming and Diving (G) Varsity
- Winter Track (B) Varsity
- Winter Track (G) Varsity
- Wrestling Varsity, JV

SPRING

- Baseball Varsity, JV, Freshmen
- Club Crew (B) Varsity, JV
- Club Crew (G) Varsity, JV
- Lacrosse (B) Varsity, JV, JV "B"
- Lacrosse (G) Varsity, JV, JV "B"
- Softball Varsity, JV
- Tennis (B) Varsity, JV
- Track and Field (B) Varsity
- Track and Field (G) Varsity
- Club Ultimate Frisbee (B & G) Varsity, JV

Radnor High School Student Clubs/Activities

Below is a list of clubs that have been approved by the Radnor Township School Board. All clubs listed are running, or are eligible to run. Students should check the Activities tab on the Radnor High School webpage for more information about each club.

<u><i>CLUB/ACTIVITY Name:</i></u>	<i>SPONSOR</i>		<u><i>Email:</i></u>
	<u><i>First Name</i></u>	<u><i>Last Name</i></u>	
3D Modeling Club	Steve	Burns	Steve.Burns@rtsd.org
A Second Set of Hands	Alexis	Swinehart	Alexis.Swinehart@rtsd.org
ACS Chem Club	Kasey	LaMon	Kasey.Lamon@rtsd.org
Action Earth	Karen	Trozzo	Karen.Trozzo@rtsd.org
Activism for Student Equity	Golaleh	Daryoush	Golaleh.Daryoush@rtsd.org
Advocate for Animals	Angelique	DiRocco	Angelique.Dirocco@rtsd.org
African Education Experience	Robert	King	Robert.King@rtsd.org
Ancient Greek Club	Donal	McGay	Donal.McGay@rtsd.org
Annenberg Science Symposium	Jeffrey	Thomas	Jeffrey.Thomas@rtsd.org
Art Club	TBD	TBD	TBD
Asian Culture Club	Yen-Whei	Shih	Yen-Whei.Shih@rtsd.org
ASL Club	Tatyana	Oksyuk	Tatyana.Oksyuk@rtsd.org
Band Council	Dan	Drew	Daniel.Drew@rtsd.org
Battle of the Books (RHS Reading Olympics)	Alexis	Swinehart	Alexis.Swinehart@rtsd.org
Best Buddies	Maureen	Ertle	Maureen.Ertle@rtsd.org
	Melisa	Civitella	Melisa.Civitella@rtsd.org
Black Student Union	Keturah	Duncan	Katurah.Duncan@rtsd.org
Blankets for Brotherly Love	Danielle	Staiber	Danielle.Staiber@rtsd.org
B-Sharps (Men's Ensemble)	TBD	TBD	TBD
Caged Dove Project at Radnor High School	Aaron	Kim	Aaron.Kim@rtsd.org
Cards That Care	Jessica	Verguldi-Scott	Jessica.Verguldi-Scott@rtsd.org
Care 4 Cancer	Robert	King	Robert.King@rtsd.org
Children's Heart Club	Ed	Ruby	Ed.Ruby@rtsd.org
Color Guard/Indoor Guard	Maria	Drew	Maria.Drew@rtsd.org
CommUNITY	TBD	TBD	Daniel.Drew@rtsd.org
Cradles to Crayons	Jessica	Richter	Jessica.Richter@rtsd.org
Cupcakes for a Cause	Aracelis	Perez	Aracelis.Perez@rtsd.org
Cure SMA Club	TJ	Neary	Thomas.Neary@rtsd.org
Dance Team	TBD	TBD	TBD
Dream Leadership Academy	TBD	TBD	TBD
Drum Line	Dan	Drew	Daniel.Drew@rtsd.org
Ethics Bowl	Carl	Rosin	Carl.Rosin@rtsd.org
Euterpe Musicians Club	Donal	McGay	Donal.McGay@rtsd.org
FACETS	Aaron	Kim	Aaron.Kim@rtsd.org
Fellowship of Christian Athletes (FCA)	Drew	Krupp	Drew.Krupp@rtsd.org
Finance and Venture Capital Club	Todd	Miller	Todd.Miller@rtsd.org
French Club	Corinna	Segal	Corinna.Segal@rtsd.org
Future Business Leaders of America (FBLA)	Charles	Horner	Charles.Horner@rtsd.org
Girls Who Code	Claudia	Silverman	Claudia.Silverman@rtsd.org

Greener Partners Penn Farm	Carl	Rosin	Carl.Rosin@rtsd.org
Grub for Pups	Kathleen	Pearsall	Kathy.Pearsall@rtsd.org
Hi-Q	Bob	Spear	Robert.Spear@rtsd.org
Intl Youth Neuroscience Assn Radnor Group	Jennifer	O'Rourke	Jennifer.O'Rourke@rtsd.org
Jewish Student Association	Drew	Krupp	Drew.Krupp@rtsd.org
Kits for Kindness	Wendy	Greenawalt	Wendy.Greenawalt@rtsd.org
Knitting Club	TBD	TBD	TBD
Latin Club	Donal	McGay	Donal.McGay@rtsd.org
Latin X Club	Aracelis	Perez	Aracelis.Perez@rtsd.org
League of Women Voters	Ed	Ruby	Ed.Ruby@rtsd.org
Leukemia and Lymphoma Society	Kasey	LaMon	Kasey.Lamon@rtsd.org
Madrigals (Women's Ensemble)	TBD	TBD	TBD
Math Club	Tara	Delaney	Tara.Daley@rtsd.org
MedAfford	Ed	Ruby	Ed.Ruby@rtsd.org
Medical Club	Joe	Funk	Joseph.Funk@rtsd.org
Model Congress	Joe	Capone	Joseph.Capone@rtsd.org
	Lexie	Katz	Alexandra.Katz@rtsd.org
Model UN	Rick	Dunbar	Richard.Dunbar@rtsd.org
	Bob	Spear	Robert.Spear@rtsd.org
Mountain Bike Club	Rick	Dunbar	Richard.Dunbar@rtsd.org
Multicultural Club	Charlene	Mastro	Charlene.Mastro@rtsd.org
	Kristen	Mihaly	Kristen.Mihaly@rtsd.org
Muslim Culture Club (MCC)	Ed	Ruby	Ed.Ruby@rtsd.org
Note in a Tote	Jordan	Fink	Jordan.Fink@rtsd.org
Operation Smile	Jennifer	O'Rourke	Jennifer.ORourke@rtsd.org
Orchestra Club	Tatyana	Oksyuk	Tatyana.Oksyuk@rtsd.org
Peer Tutoring	TBD	TBD	TBD
Ping Pong Club	Michael	Busza	Michael.Busza@rtsd.org
Pro-Musica (Mixed Ensemble)	TBD	TBD	TBD
Project Happiness	Ed	Ruby	Ed.Ruby@rtsd.org
Radnor Actors Workshop (Stage Club)	Brian	Dietzler	Brian.Dietzler@rtsd.org
Radnor APP Team	Kenneth	Delaney	J.Kenneth.Delaney@rtsd.org
Radnor Capital	Todd	Miller	Todd.Miller@rtsd.org
Radnor Community Musicians	Dan	Drew	Daniel.Drew@rtsd.org
Radnor Entrepreneurship Club	Todd	Miller	Todd.Miller@rtsd.org
Radnor Interact Club	Angelique	DiRocco	Angelique.Dirocco@rtsd.org
Radnor Investment Group (RIG)	Chris	Monahan	chris.monahan@rtsd.org
Radnor Paddle Club	Katie	Mcguire	Katelyn.Maguire@rtsd.org
Radnor Robotics	Ken	Delaney	J.Kenneth.Delaney@rtsd.org
	Drew	Krupp	Drew.Krupp@rtsd.org
Radnor Ski and Snowboarding Club	Molly	Fuhr	Molly.Fuhr@rtsd.org
Radnorite	TBD	TBD	TBD
RadTV	TBD	TBD	TBD
Rock Climbing Club	Drew	Krupp	Drew.Krupp@rtsd.org
SeaPerch	TBD	TBD	TBD
Sexuality & Gender Alliance (SAGA)	TBD	TBD	TBD
Spanish Service Club	Alicia	Alfonso	Alicia.Alfonso@rtsd.org

Speak Up! Club	Alicia	Alfonso	Alicia.Alfonso@rtsd.org
Sports to Home	Amy	Roseland	Amy.Roseland@rtsd.org
Squash Club	Paul	Wright	Paul.Wright@rtsd.org
Student Ambassadors	TBD	TBD	TBD
Student Government	Kathy	Pearsall	Kathy.Pearsall@rtsd.org
Students Helping Students	Michelle	Wetzel	Michelle.Wetzel@rtsd.org
Student Technology Ambassador	Edna	Simon	Edna.Simon@rtsd.org
	Jed	Palmer	Jed.Palmer@rtsd.org
Tomorrows Cure	Jordan	Fink	Jordan.Fink@rtsd.org
Travis Manion Foundation Club	Amy	Wess	Amy.Wess@rtsd.org
Tri-M Music Honor Society	Tatyana	Oksyuk	Tatyana.Oksyuk@rtsd.org
Ukraine Relief Club	Robert	King	Robert.King@rtsd.org
USABO (Biology Olympiad)	Joseph	MacNamara	Joseph.MacNamara@rtsd.org
USA PhO (Radnor-USA Physics Olympiad)	Meridyth	Tyson	Meridyth.Tyson@rtsd.org
Women's Empowerment Group	TBD	TBD	TBD
Yearbook (RHS)	Todd	Miller	Todd.Miller@rtsd.org
	Drew	Krupp	Drew.Krupp@rtsd.org
Young Democrats (RHS)	TBD	TBD	TBD
Young Republicans (RHS)	Todd	Miller	Todd.Miller@rtsd.org

RADNOR HIGH SCHOOL PARENT-TEACHER-STUDENT ASSOCIATION

Meeting times and locations will be announced through the school newsletter and E-minders. Additional information about PTSA can be found on the district website.

The 2024-2025 Executive Board are:

President:	Oksana Coyle
Vice President:	(Vacant)
Vice-President of Communications:	Kate Quinn
Secretary:	Angela Chen
Treasurer:	Roopa Reedy
Asst. Treasurer:	(vacant)
VP Fundraising:	Kristen Mangler & Tejal Patel
Welcome Committee:	Sara Whitehead & Anna Smallwood

Among other activities, the PTSA sponsors the student directory, Open House, Winterfest, and a faculty appreciation breakfast. The online student directory (Membership toolkit) contains names, addresses, and telephone numbers of all Radnor Township School District students and will be available for online purchase shortly.

Radnor High School Student Affairs

Student Government Officers 2024-2025

Student Affairs Sponsor – Mrs. Kathy Pearsall

Executive Director of Student Affairs: Howard Feng

Executive Vice-President: Veer Gaur

Student Representatives to the Board of School Directors: Sofie Jubelirer (12th) and Nikolas Bryant (11th)

Seniors – Class of 2025

President: Amelia Hilbert

Vice-President: Sumin Oh

Secretary: Meera Singh

Treasurer: Juwon Yoo

Senators: Charles Yang and Sebastian Fitzgerald

Juniors – Class of 2026

President: Isabella Bucci

Vice-President: Haeun Cho

Secretary: Ana LaVine

Treasurer: Shivani Kuber

Senators: Ali Jubelirer and Arav Gaddameedi

Sophomores – Class of 2027

President: Natalie Tyburski

Vice-President: Alice Zeng

Secretary: Ani Harper

Treasurer: Isabella Pruett

Senators: Addison Buckley and Kayla Tilghman

Administrative Assistant: Eli Knight

Freshman – Class of 2028

Elections will take place in September

Class Sponsors:

Class of 2025: Amber Isernia and Jordan Fink

Class of 2026: Amy Wildey and Michelle Wetzel

Class of 2027: Mr. Gaiser & Mr. Eagles

Class of 2028: Alexis Swinehart & Gavin Brezski

SECTION IV
ATTENDANCE AND DISCIPLINE POLICIES
STATEMENT OF PURPOSE

The goal of Radnor High School's attendance and discipline policies is to ensure an optimum learning climate, and to provide a structure that will allow all Radnor High School students to develop the self-discipline necessary to assume a positive place in society. To accomplish these tasks, active and positive participation by students, staff, and parents/guardians is necessary.

Students should assume responsibility for their behavior. Students and their parents/guardians should become thoroughly familiar with the student management sections of the Student Handbook. Parents/guardians are asked to review the discipline and attendance information with their children. Radnor High School staff will strive to administer the attendance and discipline policies consistently and fairly. Radnor Township School District [School Board Policy #204](#) addresses **Attendance**, and [School Board Policy #218](#) addresses **Student Discipline**.

ATTENDANCE

Consistent attendance is important to success in all learning. Most learning occurs in a sequential order; therefore, consistent attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline, and good work habits. It is essential if students are to derive maximum benefits from their education and reach their fullest potential. Additional information regarding attendance in Radnor Township School District can be found on the [district website](#) and in School Board Policy and Administrative Regulation 204 (Attendance).

**School lateness and absences (excused and unexcused) are shown on Home Access Center (HAC) and will appear on report cards.

Excused Absences

Attendance regulations are governed by the School Code of Pennsylvania and Radnor Township School District Board Policy #204, which includes specific reasons for which a student may be excused from school for all or part of a school day. A student is considered excused under the following circumstances and when the student is prevented from attendance for mental, physical, or other urgent reasons. These include:

- Illness
- Quarantine
- 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. No more than five (5) school days per student will be approved for educational trip/tour requests in any school year. Special requests with unusual circumstances or exceptional opportunities for learning beyond 5 days, but limited to 10 days,

should be discussed personally with the building principal well in advance of the requested dates for absence. Any requests for travel in this category greater than 10 days require approval from the Superintendent or designee. Unless there are unusual or emergency circumstances, such requests will NOT be approved for the first ten (10) school days of the year, during periods of standardized assessments, when a student has accumulated an excessive number of unexcused absences, or when a student is in academic jeopardy. Please consult the district website, school calendar, or contact your building principal for specific assessment dates. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school. Failure to complete schoolwork will result in a lack of evidence toward learning targets and will negatively impact a student's characteristics of a successful learner/citizenship/employability skills score. Days that are not approved for an educational trip are unexcused and may therefore result in any or all of the following actions: 1. First legal notice 2. School Attendance Improvement and Truancy plan 3. Citation from district court. **Be advised that if the family trip combined with the total number of absences to date exceeds 10 days, you will be required to provide a doctor's note for each subsequent absence. This Educational Trip Request Form must be submitted to the Principal a minimum of ten (10) school days prior to the trip (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied. Requests will be approved only if it can be determined that the trip/tour is of educational value to the student. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools.

- 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.
- For circumstances related to homelessness or placement in foster care.
- 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, which is considered an excused early dismissal.
- For 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, 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 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
- Employment, working (job)
- Participating in private hobbies or lessons
- Studying for an examination or preparing a term paper
- Family vacations, college visitations, non-educational tours, or trips that are not pre-approved – Educational Trip Request Form must be completed, signed by a parent/guardian, and submitted to the Principal for administrator approval and signature, a minimum of 10 days prior to the trip (except in an emergency).
- Unauthorized family vacations, college visitations, non-educational tours, or trips – Educational Trip Request Form must be completed, signed by a parent/guardian, and submitted a minimum of 10 school days prior to the trip (except in an emergency) otherwise the absence will be coded as unexcused until the Attendance Office is receipt of the form with approval and signature by the Principal.

Students who are absent have **three (3) school days** after their return to school to submit a written or electronic 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 and the student will NOT be permitted to receive credit for tests, quizzes, or work missed due to the unexcused absence.**

State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal. Students or parents/guardians must submit a written or an electronic absence excuse note within the three-day period.

All submitted absence excuse notes, late arrival notes, and early dismissal notes must include the following information:

- First and Last Name of the Student;
- Student grade level;
- The date(s) of the absence, late arrival or early dismissal;
- The reason for the absence; late arrival or early dismissal, and
- A parent or legal guardian’s signature, and
- A phone number of the parent/guardian who signed the note.

To assist parents/guardians, RTSD accepts electronic excuse notes. To submit an electronic excuse note parents may send an email to RHS_absence@rtsd.org with the following information:

- Child’s full first and last name
- The date of the absence
- The reason for the absence
- The parent/guardian’s full first and last name

For excused late arrivals, students are expected to be sent in with a written and signed note by a parent/guardian or a medical/dental note from their appointment and present the note to the attendance office at the time of the late arrival and student sign in.

For planned early dismissals, students are expected to be sent in with a written and signed note by a parent/guardian with the student presenting the note to the attendance Office prior to 8:30 am in exchange for an early dismissal pass.

For absence excuse notes, students are expected to bring in a written and signed absent excuse note by a parent/guardian or a medical/dental note for any absence dates within three (3) days of their return to school after the absence and drop it off at the Attendance Office

For electronic excuse notes, parents/guardians may send an email to RHS_absence@rtsd.org or reply to an absence email received from the RHS_absence@rtsd.org email account within three (3) days of the student's return to school after the absence.

For Educational Trip Request Forms, as outlined on page one of the form, parents/guardians are expected to complete, sign, and submit the trip form a minimum of ten (10) school days prior to the trip (except in an emergency), to the Principal for administrator approval and signature.

Ten Consecutive Absences & Cumulative Lawful Absences for Illness

Students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the excuse is legal or the school is pursuing compulsory attendance prosecution. Should the student subsequently return to the school, they will not be guaranteed placement in the same classroom as the one left before the withdrawal from attendance.

A maximum of ten days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. All absences for illness beyond ten cumulative days per school year shall require an excuse from a treating physician or medical provider of the child who shall not be the child's parent/guardian.

MAKE-UP WORK

1. During absences, students will be permitted to make-up work missed during periods of excused absences only. Students should make prior arrangements with teachers prior to field trips.
2. Students will be permitted two (2) school days for each day of excused absence to make-up schoolwork missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers.
3. Students who do not make-up work in the approved time period, shall forfeit the right to receive academic credit for work missed during the period of absence.
4. Any student whose absence is unexcused or who cuts a class shall have no opportunity to make-up the schoolwork missed.

Procedure for collection of homework for student due to absence: Homework will be collected for a student who has been absent for more than three days, or who anticipates an excused absence, which will exceed three days (e.g. hospitalization, surgery, etc.) by the School Counselor. The student or parent should call the School Counseling Office with the request. Parents/Guardians may also email or call teachers. Requests for homework should be filled within 48 hours.

- School absences and school lateness (excused and unexcused) will appear on report cards.

NOTE: Based upon the content of an attendance note or trip, one of the following ten (10) designations/attendance codes will be issued:

- Excused Absence (AE) -Received absence note within three days
- Unexcused Absence (AU)
- Illegal Absence (AI)

- Excused Lateness (TE)
- Unexcused Lateness (TU)
- Excused Early Dismissal (DE)
- Unexcused Early Dismissal (DU)
- Absent Excused – Late (AEL) – Received absent note after three days
- Trip <= 5 days (E02)
- College Visit <= 3days (E05)

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 Pennsylvania law to take certain actions when students are truant

Truant shall mean having incurred three(3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually Truant shall mean having incurred six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

First & Second Unexcused Absence: The school principal, assistant principal or designee shall send a notice of unexcused absence to the student’s parent/guardian, which describes the consequences of a child violating compulsory school attendance requirements. In addition, the name and telephone number of a designated school official shall be included so that parents/guardians are able to contact a specific person to request assistance in resolving the child’s absenteeism.

Third Unexcused Absence: Within ten (10) school days of a child’s third unexcused absence, the school principal, assistant principal or designee shall send an Official Notice of Truancy. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the parent in parental relation to the child.

Continued Absenteeism: If the child continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then offer by advance written notice a school attendance improvement conference to the child and the person in parental relation to the child, unless a conference was previously held following the Official Notice of Truancy.

School attendance improvement conference shall mean a conference where the child’s absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child’s person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child’s absences. The term may include an educational assessment in an alternative education program, provided the program does not include a program for disruptive youth.

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.

Late Arrival

Each day upon arriving to school, every student who is arriving late during homeroom (after 8:30 a.m. **but** before 8:35 am) without a note will report directly to homeroom. Unexcused tardiness (TU) will be recorded in homeroom noting the time of arrival. Any student arriving after 8:35 AM without a note

should sign in at the Attendance Office. Students reporting late to school with a note from the parent/guardian or from a medical or dental appointment with a valid reason for the tardiness should report directly to the Attendance Office to sign in and receive a pass to class. Excused tardiness (TE) will be recorded.

For the late arrival to be excused, a written explanation or medical/dental note must be submitted to the Attendance Administrative Assistant at the time of the late arrival. Specific reasons for which a student may be excused tardy are the same as excused absences. Examples of reasons that will result in a lateness being coded as Tardy Unexcused (TU) are previously listed for an unexcused absence or lateness. Absence Excuse Cards, Electronic Excuse Notes, Late Arrival Notes, and Early Dismissal Notes listing the acceptable and valid reason, date, first and last name of the student, grade level, and signature of a parent or guardian should be turned in at the Attendance Office. As per RTSD Board policy, *“The mere fact that a parent/guardian has written an excuse does not mean the absence is excused. Reasons for absence of a doubtful nature are subject to administrative review.”* The student may receive an excused absence pass, upon request, to present to their teachers. This note will give them permission to make up missed work. Students may be subject to assigned detentions for chronic lateness. Students may be subjected to assigned detentions for chronic lateness by an administrator.

Students who do not sign in late may be subject to disciplinary action.

Classes missed for unexcused lateness upon late arrival to school will be treated as a class cut.

Athletic Participation/Extracurricular Activities Arrival Time Notation: Students who participate in Radnor High School athletics (practices or contests) and/or extracurricular activities must be in attendance at school by 10:30 AM and remain in school for the remainder of that school day. Any student that is marked with an unexcused absence may not participate in after school extracurricular activities that same day.

Excessive Lateness

Unexcused Lateness:

1. After three (3) unexcused lateness the student may be subject to disciplinary action.
 - a. Disciplinary action may include:
 - Conference with student
 - Parent/guardian contact
 - Detention(s)
 - Denial of privileges/open campus
 - Referral for counseling
 - SAP referral
2. After the ninth (9) unexcused lateness, the student may be subject to disciplinary action and a parent/guardian conference with an administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.
 - a. Disciplinary action may include any actions listed above and:
 - Loss of parking permit
 - Suspension from extra-curricular activities
3. After the twentieth (20) unexcused lateness, the student will receive disciplinary action and a parent/guardian conference with an administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.

4. Unexcused late arrivals that extend beyond homeroom and into instructional time may be coded as an **illegal class absence (cut)** and could impact a student's grade.
5. An accumulation of unexcused late arrivals could result in a notice of unlawful absence if a student is of compulsory school age.

Early Dismissal Procedures

Students requesting a planned early dismissal must present an early dismissal note to the Attendance Office prior to 8:30 a.m. for a pass to show their teachers and then sign out in the Attendance Office when leaving the building. Each student will be issued an early dismissal pass to show the Security Office at the main entrance. If the student returns to school that day, they are expected to sign back in at the Attendance Office upon returning to school and receive a pass to class. **Students are required to communicate with their teachers if missing classes.** For last minute early dismissals for medical/dental appointments or emergencies, contact the Attendance Office by phone at 610-293-0855 ext. 3536 or email the Attendance Administrative Assistant directly.

If a student is dismissed from the Health Office with an Excused Pass from the Nurse's Office for health-related reasons by a certified school nurse, registered nurse, or a licensed practical nurse, this is an excused early dismissal. The student is expected to sign out at the Attendance Office after leaving the Health Office and prior to leaving the building. The student must provide the Attendance Office with the white copy of the note and keep the yellow copy of the note to show Security as they exit the building from the main entrance. Students are required to communicate with their teachers if missing classes or a parent/guardian may reach out to teachers if the student is excused from the nurse's office. If the student returns to school that day, they are expected to sign back in at the Attendance Office and may be provided with a pass to class.

If a student signs in after a test it is the student's responsibility to see the teacher at some point that day to set up a time to make up the assessment. If possible, the expectation is for the student to make up the test on the same day. The same holds true for signing out before a test. If missing a test or exam for a medical or dental appointment, the student may be asked to provide a doctor's note to attendance to verify the absence and communicate with the teacher when missing a scheduled assessment. Students should make every attempt to take exams on the date they are given. If a test was missed for a legitimate late arrival or early dismissal, it is the student's responsibility to communicate with the teacher and promptly take the exam.

Students are encouraged to frequently check their attendance on HAC for accuracy and updated attendance data. IF students have any questions, they may stop by the Attendance Office or reach out via email or Schoology.

CLASSROOM ATTENDANCE PROCEDURES:

Class work missed due to an illegal class absence (cut) or an unexcused school absence, may not be made up for credit. The student is still responsible for covering material missed for future assessments. **IN ADDITION, THERE WILL BE A 4% REDUCTION IN THEIR QUARTER GRADE FOR EACH ILLEGAL ABSENCE.** Students who miss class or homeroom for a meeting with a school counselor or a teacher or other staff member *must notify the classroom teacher BEFORE the meeting occurs.* If this does not occur, a detention may be assigned.

Section V – Student Discipline

Student Code of Conduct

In order to reach the primary goal of quality education for all students, a positive learning climate must be evident. To support the Radnor High School community in creating this climate, a comprehensive system of discipline exists to be effective in reducing discipline problems. The Radnor High School Code of Conduct contains reasonable rules aligned with Radnor Township School Board Policies.

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

DESCRIPTION OF BEHAVIORS AND PROCEDURES FOR RESPONSE

LEVEL I VIOLATIONS

A level one (1) violation is a behavior, which disrupts or negatively affects the **classroom's** learning environment. Individual staff members, using a range of teacher-determined consequences, usually handle these infractions.

EXAMPLES OF LEVEL I VIOLATIONS THAT IMPACT THE CLASSROOM ENVIRONMENT:

Behaviors which impede orderly classroom procedure include, but are not limited to, the following examples:

- a. Classroom lateness
- b. Dishonesty
- c. Inappropriate and/or excessive talking
- d. Leaving desk or seat without authorization
- e. Eating in class/hallway
- f. Failure to cooperate or act in a respectful manner
- g. Failure to follow directions or refusing a reasonable request
- h. Failure to do assigned work
- i. Any other form of disruptive class behavior (ex. wearing sunglasses in school or during class, unauthorized use of electronic devices, sleeping, shouting, and/or throwing objects)
- j. Failure to serve teacher detention
- k. Leaving class and being gone for an extended period of time with no rational explanation or documentation
- l. Missing class to meet with school counselor or support staff without communicating with the classroom teacher

Response by School for Level I Violations: The teacher will implement two or more of the following:

- Conference with student
- Verbal reprimand
- Special assignments
- Teacher detention
- Parent/guardian contact
- School counselor contact

- Referral to the Student Assistance Program (SAP)

EXAMPLES OF LEVEL I VIOLATIONS THAT IMPACT THE OVERALL SCHOOL ENVIRONMENT:

Behaviors which interfere with the orderly operation of the school which include, but are not limited to, the following examples:

- a. Shouting and/or running in the hallways
- b. Loitering
- c. Out of class without permission
- d. Leaving class without permission
- e. Littering
- f. Lateness to school – see attendance section of student handbook
- g. Possession of or use of personal electronic equipment during the school day in unapproved areas or in unauthorized ways
- h. Wandering the hallways or campus
- i. Eating in areas other than the designated/approved areas of the building
- j. Cafeteria violations:
 - The use of the cafeteria is a PRIVILEGE, NOT A RIGHT.
 - Students are responsible for maintaining cleanliness in the area in which they are eating.
 - All eating is expected to be confined to the cafeteria, cafeteria courtyard, or other approved dining areas.
- k. Riding or possession of skateboards on school property including school buses
- l. Inappropriate display of affection.
- m. Use of personal electronic equipment during instructional time or in unapproved areas of the building. See description below.

Personal Electronic Equipment includes but is not limited to: cell phones, iPods/MP3 players.

The use of personal electronic equipment is only permitted in approved areas. These devices are not permitted in classrooms, gymnasiums, the auditorium, or the black box. When in the aforementioned areas devices *must be turned off and concealed at all times unless otherwise instructed by a teacher, administrator, or when an Individualized Educational Plan or 504 Plan requires usage.* Any student caught using these devices in unapproved areas will be asked to cease using the device and may be subject to disciplinary consequences. Students need to be aware that refusal to follow a reasonable request could be considered insubordination and may constitute a Level I-III offense depending on the facts and circumstances surrounding such behavior.

Response by School for Level I Violations: The administration will implement at least one of the following:

- Verbal reprimand
- Conference with student
- Special assignments
- Confiscation
- Morning, lunch or after school detention(s)
- Saturday detention(s)
- Parental/Guardian contact
- Restorative meeting with peer or staff member
- Referral for counseling
- Referral to SAP
- Behavioral contract

- Suspension from extra-curricular activities
- Community service

All employees of the Radnor Township School District have a responsibility to promptly refer any suspected or confirmed conduct, which could constitute a level I violation to the appropriate administrator.

LEVEL II VIOLATIONS

Level two (2) violations are chronic level one behaviors or a behavior of a serious nature, which tends to disrupt the school's learning environment. Administrators generally handle these infractions.

EXAMPLES OF LEVEL II VIOLATIONS

Behaviors whose frequency or seriousness disrupts the learning climate of the school include, but are not limited to, the following examples:

- a. Continuation of level I behaviors
- b. Class cutting including study hall
- c. Lying/forging or possession of forged notes
- d. Parking violations
- e. Refusal to serve detention
- f. Motor vehicle code violations
- g. Minor Altercation
- h. Refusal to show ID
- i. Throwing objects (including snowballs)
- j. Bus misconduct
- k. Cut administrative detention
- l. Possession of a lighter
- m. Profanity
- n. Leaving school grounds without permission
- o. Trespassing
- p. Dissemination of unauthorized materials (see School Board Policy #220 and #235)
- q. Gambling
- r. Tampering with instructional materials
- s. Being in an unauthorized area of the building/campus
- t. Selling goods to raise money for a club or school sponsored event without proper authorization
- u. Selling goods for personal gain

****If there are a significant number of detention cuts or a refusal to attend, the administration will pursue suspension****

Response by School for Level II Violations: The administration will implement at least one of the following:

- Conference with student
- Verbal reprimand
- Parental/guardian contact
- Parent/guardian meeting with administration
- Restorative meeting with peer or staff member
- Special assignments
- Confiscation
- Morning, lunch or after school detention(s)

- Saturday detention(s)
- Referral for counseling
- Teacher detention
- Loss of free period(s), gold card, and open campus if applicable
- Loss of parking privilege
- Suspension from extra-curricular activities
- Behavior contract
- SAP Referral
- Community service
- Cessation course
- Suspension from bus riding privileges
- Suspension from extra-curricular activities
- In-school suspension
- Out-of-school suspension

*For students who consistently cut class, the teacher may impose an academic consequence (grade reduction). Grade reductions may be 4% (1st offense), 8% (2nd offense), 12% (3rd offense), 16% or higher (4th or more offense). A class cut is considered an illegal class absence and no credit is given for any assigned work missed. Additionally, students who have free periods may lose this privilege and be placed in a study hall. Loss of free periods may include five (5) school days (1st offense), ten (10) school days (2nd offense), fifteen (15) school days (3rd offense), twenty (20) school days or higher (4th or more offense).

Additional Level II Violations:

- **Possession or use of all cigarettes, electronic smoking products or devices, (including vaporizers (vapes), e-cigarettes, liquids, etc.) or tobacco products on school grounds, on school vehicles, or at school-sponsored activities, regardless of whether such activities take place on or away from school property.**

Possible responses by School for possession and/or use of cigarettes, electronic smoking products or devices including vaporizers, e-cigarettes, liquids, etc., or tobacco products are as follows:

- Fine of \$50.00
- Cessation course
- Saturday detention(s)
- Loss of free periods, gold card, and open campus if applicable
- Student will be placed in study hall for a minimum of twenty days (20) days if applicable
- Tobacco products including vaporizers, e-cigarettes will not be returned
- Parent/guardian conference with administration (continued possession and/or use)
- Loss of privileges (continued possession and/or use)
- Out-of-school suspension (continued possession and/or use)

All employees of Radnor Township School District have a responsibility to promptly refer any suspected or confirmed conduct which could constitute a level II violation to the appropriate administrator.

LEVEL III VIOLATIONS

A level three (3) violation is any repeated level two behaviors or behavior which involve **acts against persons or property** which do not seriously endanger the health or safety of others in school.

EXAMPLES OF LEVEL III VIOLATIONS

Acts directed against persons or property whose consequences may endanger the health, safety or welfare of others in the school, include but are not limited to the following examples:

- a. Continuation of level II behaviors
- b. Fighting and/or instigating a fight
- c. Burglary
- d. Vandalism (Board Policy #224)
- e. Cheating – Academic dishonesty (Board Policy #106)
- f. Possession of illegal substance paraphernalia (Board Policy #227)
- g. Bullying (Board Policy #249)
- h. Acceptable Use of Technology Policy violation (Board Policy #815)
- i. Stealing
- j. Extortion
- k. Threats of bodily harm which do not rise to the level of terroristic threats
- l. Insubordination
- m. Throwing objects from school building or from school bus windows
- n. Any act on a school bus which jeopardizes the safety, health, or welfare of other passengers, the driver, pedestrians, and/or drivers of other vehicles
- o. Possession or sale of stolen goods
- p. Tampering with fire extinguishers, hoses, or other fire-fighting equipment
- q. Breaking and entering into any school building, room, closet, or locker
- r. Possession or setting off any incendiary device(s)
- s. Violation of suspension rules
- t. Abusive or vulgar language towards peers, staff, and/or parents/guardians
- u. Verbal assault of staff member
- v. Bringing unauthorized visitors on campus
- w. Possession of laser pointers
- x. Hazing (Board Policy #247)
- y. Possession of unauthorized medication (Board Policy #210)
- z. Trespassing on school grounds
- aa. Recording a student/staff member without their express consent
- bb. Engaging in consensual sexual conduct or activities on school property or during school sponsored activities or events.
- cc. Activities, language (written or oral), pictures, gestures, or touching that, in any way, disparages a person's dignity, an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion is not acceptable. (Board Policy #248)

Response by School for Level III Violations: The administration will do at least three of the following:

- Conference with student
- Parent/guardian contact
- SAP referral
- Behavioral contract
- Suspension of bus riding privileges
- Loss of privileges such as gold card or open campus

- Lunch detention and/or after school B detention(s)
- Saturday detention(s)
- Withdrawal from class (WD)
- Confiscation
- Loss of parking privilege
- Parent/guardian meeting with administration
- Restorative meeting with peer or staff member
- Suspension from extra-curricular activities
- Community service
- In-school suspension
- Out-of-school suspension
- Alternative school placement
- Contact law enforcement authorities
- Criminal prosecution
- Conference with superintendent, possible recommendation for expulsion

All employees of Radnor Township School District have a responsibility to promptly refer any suspected or confirmed conduct which could constitute a level III violation to the appropriate administrator.

LEVEL IV VIOLATIONS

A level four (4) violation is repeated level three behaviors involving acts which result in **violence toward another person or property** or which pose a direct threat to the safety of others in the school. A meeting attended by the student, parent/guardian, Associate Principal, Assistant Principal, Principal, and/or Superintendent must occur before the student may attend classes. Police or the district justice may be contacted. The student will be immediately removed from school grounds.

EXAMPLES OF LEVEL IV VIOLATIONS

Acts which result in violence to another's person or property, or which pose a direct threat to the health, safety or welfare of others in the school include, but are not limited to, the following examples:

- a. Terroristic threats, including bomb or weapon threats (Board Policy #218.2)
- b. Possession and/or use of a weapon on school property, on the way to or from school, or at any school event. This includes look-alike weapons, whether or not they are capable of inflicting serious bodily injury or are sold as toys. Please review Board Policy #218.1 for further details.
- c. Arson
- d. Inciting a riot
- e. Violation of substance abuse guidelines. This rule pertains to actions on school grounds, at any school activity, function or event, or in any vehicle designated or used by the school for student transport, including public transportation or while traveling to or from school. (Board Policy #227)
- f. Physical assault of a staff member or a student
- g. Causing a false alarm
- h. Indecent exposure, sexual assault (indecent or aggravated), or any other form of sexual abuse or harassment.

The following sections of the Pennsylvania Criminal Law Code apply to students: (Section 4905) "A person who knowingly causes a false alarm of fire or other emergency to be transmitted...commits a misdemeanor of the first degree (Section 1101) Fine...\$10,000 when the conviction is of a misdemeanor of the first degree (Section 1104). A person who has been convicted of a misdemeanor may be sentenced to imprisonment...of not more than five years in the case of a misdemeanor of the first degree."

Response by School for Level IV Violations: The Principal, in consultation with the superintendent, will do three or more of the following:

- Parent/guardian contact
- Conference with student
- Suspension of all privileges and extra-curricular activities
- Out-of-school suspension
- Conference with superintendent
- Alternative school placement
- Expulsion (requires school board action)
- Contact law enforcement authorities
- Criminal prosecution

All employees of the Radnor Township School District have a responsibility to promptly refer any suspected or confirmed conduct, which could constitute a level IV violation to any administrator. In extreme circumstances it may be necessary for an employee to call 911 to request additional help.

DRUG DETECTION DOGS

In accordance with School Board Policy 226, Radnor High School uses certified drug detection dogs to ensure our campus is drug and alcohol free. Unannounced visits by certified drug detection dogs will occur a minimum of once per marking period. This measure aims to ensure our students are safe and our campus is drug and alcohol free.

LUNCH DETENTIONS

Students assigned a lunch detention should get their lunch and immediately report to the main office. Once at the main office, students must sign in and remain in the main office waiting area for the duration of the scheduled detention. Lunch detentions run 25 minutes over a student's assigned lunch period. Students must clean up after they are finished eating. Students may complete work, but sleeping, use of electronic devices or communicating with other students is not permitted.

AFTER SCHOOL DETENTIONS

All detentions will be served on the day of assignment or on the following day if there is an acceptable and valid reason verified by the appropriate administrator. Any student who does not attend an assigned detention without a valid excuse will be subject to additional consequences which could include loss of privileges and possibly suspension. After school detentions will be held **3:15 – 4:15 PM on Monday through Thursday** in a designated classroom.

Students must follow the detention rules and must bring appropriate reading materials and/or schoolwork to the assigned area. These rules include:

1. Detention begins at 3:15 PM **Any student arriving after 3:15 PM will not be admitted into detention.** This action will be considered a detention cut.
2. Students must bring study materials or reading materials to detention.
3. There is no talking, sleeping, eating, use of electronic devices or communicating with other students permitted.
4. Students **MUST** work independently.
5. Students may not leave the room to go to their lockers.
6. Students should go to their lockers and the rest room before detention.
7. Violations of the rules will result in a dismissal from detention subsequently being considered a detention "cut".

NOTE: Teacher detentions have priority over school detentions. If a teacher assigns a detention for a day when a student already has a school detention, the student should serve the teacher detention and bring a note from the teacher to the Associate or Assistant Principal. The school detention will be rescheduled upon receipt of the note.

OUT-OF-SCHOOL SUSPENSION (OSS)

Radnor Township School District Board Policy #233 addresses student suspensions. Students assigned to this suspension will be required to stay in the home during regular school hours and should be monitored by a parent or guardian. Students will be required to make up all schoolwork presented during the suspension period. These students will not be allowed on school premises at any time during the suspension period. The student may not return to classes until a conference is held with an administrative committee.

- Parents/guardians may be required to meet with an administrative committee before the student may re-enter school.
- Students who are suspended are required to meet with their school counselor within five days of the incident.
- A student is permitted two days for every excused day of absence to make up all class work, quizzes, or tests. Absences due to suspension are **excused**.
- Suspended students are prohibited from attending an activity or athletic event either as a participant or spectator during the term of the suspension.
- Students suspended over final or mid-term exams are required to come after school on the days they are suspended to take their final exams. Busing will not be provided, and students are required to find their own transportation to and from school. Students who do not make up their final exams before the end of the school year will receive an incomplete (I).

EXPULSIONS

In accordance with Radnor Township School District Policy #233, which is included as an appendix to this handbook, students may be recommended for expulsion proceedings for:

1. Any level three (3) or four (4) behavior
2. Repeated out-of-school suspensions

SCHOOL COUNSELING SERVICES

In the 2024-2025 school year, the Radnor High School Counseling office was re-structured. The new structure included a **dedicated ninth grade counselor, three traditional school counselors and three college and career counselors**. The ninth grade school counselor supports all ninth-grade students with academic planning, course scheduling, career exploration, and social emotional needs as they transition to the high school. The ninth grade school counselor helps students access additional supports in the building as needed. Students in tenth through twelfth grades are split into three groups, by alphabet, each group assigned to a two-person team consisting of a traditional school counselor and a college and career counselor. This two-person team shares responsibilities for supporting each student in their alphabet band.

The traditional school counselor supports their assigned students with academic planning and social-emotional needs. They meet with students each year for course selection and make sure that their schedule reflects their short- and long-term academic plan and goals. They also support students' social emotional journey through high school, providing individual help and support when necessary, connecting with internal resources, counseling, and support, and serving as a liaison with community supports.

College and career counselors assist students with career exploration and post-secondary planning, whether they are headed to a 2 or 4 year college, trade or technical school, the military or directly to the work force. These counselors work with each student individually and in small groups. The college and career counselor develop a post-secondary plan with the student, providing support and structure in the development of this individualized plan.

The 2024-2025 counseling assignments are as follows:

Class of 2028 (9 th Grade)	
Alphabetical Breakdown by Last Name	School Counselor
A - Z	Mrs. Semar

Class of 2027 (10 th Grade)		
School Counselor	Alphabetical Breakdown by Last Name	College/Career Counselor
Mrs. Calaman	A - Ga	Mrs. McGavin-Wiedlich
Mrs. Wess	Ge - Mo	Mrs. Pace
Mr. Lemon	Mu - Z	Mrs. Gough

Class of 2026 (11 th Grade)		
School Counselor	Alphabetical Breakdown by Last Name	College/Career Counselor
Mrs. Calaman	A - Ge	Mrs. McGavin-Wiedlich
Mrs. Wess	Gi - Mo	Mrs. Pace
Mr. Lemon	Mu - Z	Mrs. Gough

Class of 2025 (12 th Grade)		
School Counselor	Alphabetical Breakdown by Last Name	College/Career Counselor
Mrs. Calaman	A - Go	Mrs. McGavin-Wiedlich
Mrs. Wess	Gr - N	Mrs. Pace
Mr. Lemon	O - Z	Mrs. Gough

PROCESS FOR ADDRESSING CONCERNS ABOUT A PERSON OR PROCEDURE

If a student or parent/guardian has a concern about a teacher or other staff member, that concern should first be addressed with that individual. If that outcome is not deemed satisfactory, the concern may be addressed to a building administrator. In most cases the administrator will convene a meeting among the student and or parent/guardian and the teacher or staff member. If that outcome is deemed unsatisfactory the parent/guardian will be directed to contact the Superintendent or designee.

This chain of command should be adhered to thus insuring an appropriate and proper outcome to the concern. For further information, see Radnor Township School District [Policy # 906](#).

CHILD ABUSE

The reporting of suspected child abuse shall be in accordance with the procedures outlined in Board Policy and Administrative Regulation #806 (Reporting Child Abuse), which is available for review on the District’s website.

OPEN CAMPUS PROGRAM (OC)

Radnor High School maintains a modified open campus system. High school students need and deserve education in accepting increasing responsibility for their own public behavior while in a supportive school environment. Open campus privileges are granted only if the school administration and parents/guardians both agree to this each school year. These privileges also require the students to maintain academic standards. Those without permission, as well as those who abuse the privileges or do not meet the academic standards, will not be allowed to leave campus.

****Students must carry at least 6.5 credits to be eligible for open campus privileges****

THE ADMINISTRATION RESERVES THE RIGHT TO REMOVE OPEN CAMPUS PRIVILEGES FOR ANY INAPPROPRIATE BEHAVIOR.

Students whose parent/guardian has checked **YES** on the open campus form are expected to do the following during any unassigned class time:

- Study, read, and/or research in the library
- Study in a supervised area
- Socialize in the cafeteria or other appropriate on campus locations
- Make an appointment to see a counselor
- Seek help or work in the math center/writing center/support services area
- Make up missed tests, meet with teachers/staff, etc.

NOTES:

- o **Socializing is allowed only in the cafeteria, auditorium lobby, the back gym hall, and the outdoor courtyards (weather permitting).**
- o **Socializing in any academic hallway and quiet work areas, including the international café, is not permitted during class time. This causes interruptions to our academic setting and will not be tolerated.**

- Students must have a valid student ID when exercising OC privileges.
- Students exercising off campus privileges must use the Raptor system located by the security desk in the main entrance when leaving campus and upon students return to campus.
- **Students may only exit and re-enter through the main entrance doors.**
- Students whose parents/guardians have checked NO on the open campus form have no open campus privileges, meaning the student may not leave campus during the school day.
- Students will lose their open campus privileges for certain attendance or discipline violations. These procedures are outlined in the “Attendance and Discipline” section of this handbook.
- Consequences for students leaving campus without permission are outlined earlier in this student handbook.
- All students are required to carry an I.D. issued by the school.

Parents/guardians and students should read and discuss the school rules and regulations, which appear in the student handbook, as well as discuss the advantages and disadvantages of the open campus Program.

GRADE PRIVILEGES - related to departing campus

NO STUDENT IS PERMITTED TO LEAVE CAMPUS DURING COMMUNITY PERIOD!

FRESHMEN

- No open campus privileges.
- All freshmen are required to remain in Study Hall for the entire school year.
- No freshman is permitted to leave campus during the school day unless they have an approved early dismissal.

SOPHOMORES

- Sophomores may leave campus **ONLY** at the beginning of the last period of the day provided that the time is unassigned.

JUNIORS

- Juniors may leave campus during the student's scheduled lunch period.
- Juniors may leave campus at the beginning of the last period of the day provided that the time is unassigned.

SENIORS

- Seniors may leave campus any time class is unassigned.

Students exercising off campus privileges must use the Raptor system located by the security desk in the main entrance when leaving campus and upon students return to campus.

The administration reserves the right to remove open campus privileges for any student, at any time and for any inappropriate behavior.

SECTION VI - GENERAL INFORMATION

PARKING

Parking for students is at a premium at the High School. Permits are for seniors only and determined through a lottery and assignment process for eligible members of the senior class, as there are a limited number of spots. Additional information regarding Radnor High School parking can be found on the high school website here.

Student parking regulations are as follows:

1. The parking permit must be hanging from the rear-view mirror at all times while the vehicle is on campus. Permits will be available by following our parking process for a cost of \$75. All information can be found here, or in the Main Office. Spaces are limited.
2. Parking is permitted only in the upper student lot or in the west end of the lower lot which is adjacent to the King of Prussia Rd. entrance to the Radnor High School campus in the **numbered space that corresponds to the hangtag number**. There will be no parking permitted outside of these lots (in fire lanes, visitor, staff, administrative, any parallel parking spaces, etc.) at any time.
3. Students who violate parking regulations will be towed at the owner's expense.
4. Only the Radnor High School registered driver may operate their vehicle while on campus during school hours.
5. The speed limit on campus is 15 miles per hour.
6. Students may not loiter in the parking lots or in parked cars.
7. Any student driving in a reckless manner may have privileges temporarily or permanently revoked at the discretion of the administration.
8. Any senior who received a final grade of an F in any class the previous year is not eligible for a permit.
9. Only students with open campus privileges may obtain/possess a parking permit.
10. Students must present their student ID card to security at the main office before leaving the building. Failure to follow open campus procedures may result in a loss of parking privileges.
11. Students parking without a valid permit or permission may be subject to towing at the owner's expense.
12. Parking privileges may be suspended for chronic lateness to school, or other disciplinary offenses.
13. The RHS tobacco and electronic smoking products policy directs action to be taken for possession of tobacco and electronic smoking products on campus. This policy applies to tobacco and electronic smoking products in cars driven or parked on campus.
14. Permits MAY NOT be sold, borrowed, transferred, or traded.
15. The Radnor High School administration reserves the right to search any vehicle located on Radnor High School property reasonably suspected of containing items in violation of applicable law and/or School Board Policy.
16. Any person parking on school district property must have a thorough understanding of the Radnor School District Parking Policy #223.
17. The District is not responsible for any vehicle or its contents while on school property.

Parking permits may be revoked or suspended for any violation of these regulations or those otherwise outline in this Student Handbook or School Board Policy.

STUDENT ASSISTANCE PROGRAM (SAP)

Radnor High School Student Assistance Program is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is school staff, all professionally trained, with a team approach. Team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student. When the problem lies beyond the scope of the school, the Student Assistance Team will assist the parents/guardians and student so they may access services within the community. The team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment by our school psychologist for treatment. All referrals are confidential and can be made through administration, school counselor, or any staff member. If you or someone you know may be experiencing difficulties, please make a referral. More information regarding SAP can be found [here](#).

ELEVATOR KEYS

Elevator keys are available for students who are unable to use the stairs. Only the student to whom it is issued may use the key. Replacement of lost keys will carry a \$25 charge. The student should reach out to their school counselor if the student needs an elevator key.

HALL LOCKERS

The following guidelines for locker use should be followed:

1. Students are responsible for upkeep of assigned lockers.
2. Students are to use only the locker assigned by the administration.
3. Students are encouraged to lock their lockers.
4. Unauthorized locks on lockers will be removed (at the expense of the student) and the contents of the locker will be confiscated.
5. Students are to use lockers only between classes so as not to disturb classes in session.
6. Students are responsible for clearing out lockers as required by deadlines set by school.
7. Lockers are the property of the District and, as such, may be searched by the Administration if there is reasonable suspicion that the locker may contain any substance in violation of applicable law and/or School Board Policy. The locks will be removed (at the expense of the student) and the contents of the locker will be confiscated.
8. The District is not responsible for any lost, damaged or stolen items.

PHYSICAL EDUCATION UNIFORM POLICY

1. A gray t-shirt, athletic shorts or pants and sneakers are **required** for all physical education classes grades 9 through 12. Incoming ninth graders may wear their Radnor middle school shirt or their Freshman FUNdamentals shirt.
2. Students failing to wear the t-shirt and athletic clothing will be considered unprepared. Continued unpreparedness will result in a grade reduction.
3. Swimming classes – **Students** enrolled in swimming classes may wear a one-piece bathing suit for girls and board shorts/mesh shorts for boys that are dark in color purchased at a location of your choice.
4. **All Physical Education students should lock all personal items in a locker during class. The District is not responsible for any article that is lost, stolen or damaged. Locks can be purchased in the main office, however, students may bring their own locks.**

LOST AND FOUND

Students seeking a lost item should check in the main office. All unclaimed items are donated to charity at the end of each school year.

MEDICATION

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

https://resources.finalsite.net/images/v1643835939/radnorcom/iwhmvqwwjf9nwih6vax6/Administratio_n_of_Medication_in_School_0810.pdf

WITHDRAWAL FROM SCHOOL

The process for withdrawal from school is addressed in Radnor Township School Board Policy #208 which is included in the appendix of the student handbook.

1. To accomplish a withdrawal, a letter from a parent or guardian stating the purpose of and information relative to the request must be submitted to Ms. Amelia Dougherty, RTSD Registrar, at the administrative building.
2. No school reports will be released until the student's checkout process has been completed and all financial obligations have been met. The checkout process is as follows:
 - a. Obtain a withdrawal and check out form from Ms. Amelia Dougherty, RTSD Registrar, at the administrative building.
 - b. Have all those designated on the form sign it to indicate materials turned in, debts cleared, etc.
 - c. Return forms to Ms. Amelia Dougherty, RTSD Registrar, at the administrative building.

VISITOR POLICY

The District's Board Policy regarding school visitors is available for review (Board Policy and Administrative Regulation 907 – School Visitors) on the District's website. All visitors are required to sign in at the school's main office and present a valid government-issued identification, which will be validated through a state database system. A visitor badge will be provided to the visitor, which must be worn in a visible manner for the duration of the visit. Upon completion of the visit, the individual must sign out in the main office and dispose of the badge. The visitor badge is valid only for the duration of that visit. Any visitor on school property who has not registered at the school's main office is considered to be trespassing. The individual will be asked to return to the school's office to register or else will be asked to leave immediately. If any visitor refuses to leave school property when asked to do so or creates a disturbance, the Principal or designee may request aid from law enforcement agencies to remove the individual.

To ensure visitations are productive for both school and visitor, please follow these guidelines:

1. Visitors are those people who are not currently employed by the Radnor Township School District.
 - a. Employees of the Radnor Township School District must wear their ID badge at all times while school is in session.
2. All visitors must register with security at the main entrance.
 - a. During registration visitors must present their driver's license to be scanned for a criminal background check.
 - b. Visitors who do not pass a background check as well as those who do not have a driver's license will not be permitted to enter RHS.

3. All visitors must wear a visitor identification sticker in a visible place.
4. All visitors must give a minimum of 24 hours' notice prior to their arrival to teachers and staff with whom they wish to meet.
 - a. A list of approved visitors, the employee they have an appointment scheduled with, and the time of their visit will be kept by security.
 - b. In the event a potential visitor is not on the list, an administrative assistant will attempt to contact the staff member to confirm the appointment.
 - c. If the staff member is unable to be reached, security will notify building administration who will make a determination.
5. Visitors without an appointment will be denied access to Radnor High School with the following exceptions:
 - a. Parents/guardians coming to pick up their children or visiting the school counseling office.
 - b. Contractors and businesses making or accepting a delivery (i.e.: UPS, FedEx, Brinks, etc.)
 - c. Representatives from colleges/universities
 - d. Outside agencies arriving for IEP, transition or other school related meetings (i.e.: DCIU)
 - e. Guests invited for specific events (i.e.: ASK meetings, Has Been Luncheon, etc.)
 - f. Approved volunteers assisting with a specific event
6. Parents/guardians wishing to drop off items for their children will do so at the security desk.
7. Recent graduates of RHS wishing to visit their teachers or retrieve materials must adhere to the visitation procedure outlined above.
8. The high school administration reserves the right to approve or deny access to any visitor.

Students who wish to bring a non-Radnor student to class for the day must adhere to the following guidelines:

1. All student guests must be approved no less than one week (5 school days) prior to the date they are to visit by the Principal.
2. It is the responsibility of the Radnor student who wishes to bring a guest to notify their teachers. This notification will take place after approval has been given by the Principal, but no fewer than 2 school days prior to the visitation date.
3. Student guests are only permitted to visit one day per school year.
4. Students are not permitted to bring guests during testing windows (PSATs, Keystones, Midterms, AP Exams, Finals) **or on the day of the LM Pep Rally.**
5. Classroom teachers reserve the right to disallow student guests in their classrooms.
 - a. Any student guest who does not have a place to go during a period should report to the main office.
6. Student guests must abide by Code of Conduct outlined in the RHS Student Handbook.
7. Radnor students must be with their student guests at all times.

INCLEMENT WEATHER AND SCHOOL CLOSING

In the event of inclement weather (snow, etc.) local radio and television stations announce early in the morning all school closings and delayed openings. The information is also carried on local cable TV stations. Numbers identify school districts and Radnor Township School District's number is 457. In addition, parents/guardians may sign up for text messages and voice alerts through School Messenger by following the instructions on the following webpage.

STUDENT FINANCIAL OBLIGATIONS

Students are responsible for the security and care of all textbooks and other school property issued to them. At the end of each marking period students with outstanding obligations will have access to the Home Access Center (HAC) turned off. Students who do not turn in materials, pay the resulting debts, or make arrangements with the school by the end of the school year will not be issued report cards until the debts are paid. Graduating seniors will not receive diplomas and final transcripts will not be forwarded to colleges if outstanding debts are not paid. Undergraduates will not be given a schedule for the following school year if debts have not been cleared.

STUDENT MEAL CHARGING POLICY

Students are not permitted to charge a-la-carte or other nonprogram foods when their individual student accounts lack sufficient funds to cover the cost of the items. Parents/guardians are required to cover negative balances incurred by the student.

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

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

Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a meal balance or add funds can be found on the District's Food Services webpage. 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.

FIRE DRILL

Fire drills are designed to prepare faculty, staff, and students to evacuate the building in a timely fashion in the event of a real fire. When a fire alarm sounds students should be attentive to teacher directions and should move quickly and quietly out of the building in single file lines. To ensure students who have a free or lunch period are accounted for, all students will report to the designated area outside where their homeroom teacher is located. Once outside, teachers will take roll to ensure all students are in attendance. Following the drill, students who were present in school, but marked absent during the fire drill, may be called to the office, and assigned a possible consequence.

DRESS REGULATIONS

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 accordance with health and safety regulations of the Commonwealth of Pennsylvania. In addition, clothing that is indecent, obscene, 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.

HONOR CODE:

The Radnor Township School District community holds the pursuit of knowledge in high regard. To support this pursuit, we believe that honesty, integrity, respect, and responsibility must be present among students, teachers, administrators, and parents/guardians. This Academic Honor Code (Board Policy #106) outlines basic requirements and responsibilities and is to be used to guide principle conduct in academic performance.

FITNESS CENTER

The fitness center is open to all students from 3:15-4pm Monday through Thursday. Students are welcome to use the fitness center during that time. All students must sign into the center before using the facility. **The use of this facility should be considered a privilege.** A Radnor High School Physical Education teacher will oversee use of the center 3:15 - 4:00 pm Monday through Thursday. All rules and safety protocols must be followed in order to use the center. The goal of the fitness center is encourage wellness and a healthy life style for all of our students.

THE LIBRARY

The library is open from 8:00 to 4:00 pm Monday through Thursday and 8:00 AM to 3:30 PM on Friday. Students are welcome to use the library during these times. **The use of this facility should be considered a privilege.** The goal is to encourage access to information in a variety of formats and introduce young adults to literature and other resources. The first priority of the library is providing services to classes doing research units where the teacher has reserved time in the library. Students may come to the library during an unscheduled period or from study hall with a library pass, which they can obtain from their classroom teacher. If the library is overcrowded, students may be admitted on a limited basis. There are rules in the library, but they are important:

- a. The library is for use of resources and quiet study only.
- b. No food or drink is permitted in the library.
- c. Inappropriate or disrespectful behavior may result in loss of library privileges and additional disciplinary consequences.
- d. The picture ID is also the library card. It is required for borrowing from the library. Each student is responsible for all materials checked out on his/her library card. Do not lend your ID card. If you lose or damage a book, you must pay the full cost of the book so that a replacement copy may be purchased.
- e. A fine is charged for any material returned after the due date; the fine schedule is posted in the library. Any material lost or damaged must be paid for at the full replacement cost and will include a processing fee.
- f. Computer use must be in accordance with posted rules as well as the Acceptable Use Policy.

ANNUAL NOTICE OF SPECIAL EDUCATION SERVICES

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

The Radnor Township School District provides – without cost to parents – screenings, evaluations, appropriate programs, and services to all students thought to be exceptional and in need of specially designed instruction, beginning at age 5 through the end of a student’s legally determined age of

eligibility. These programs and services are made available to children who meet the qualifications of being a student with intellectually disabled, 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 in order to provide them with a free, appropriate, public education, and include ongoing group and individual student screenings, parent referrals, teacher referrals and school team referrals. Information about students with disabilities is collected and maintained by the school district. However, personally identifiable information on all children is confidential and protected by the school district's policy and procedure on student records.

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

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

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

- Learning support
- Life skills support
- Emotional support
- Deaf or hearing impaired support, blind or visually impaired support, physical support, autistic support
- Multiple disabilities support

- Related services such as speech and language support, occupational therapy, physical therapy, nursing services, audiologist services, counseling, and family training.

Children of preschool age (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 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.

RTSD Verification of Residency and Eligibility for Educational Services

As we prepare for the opening of another school year, it is extremely important to advise you regarding the policy of the Radnor Township School District and the Pennsylvania state law regarding residency and eligibility to receive educational services within Radnor Township School District.

Pennsylvania Public School Code, Sections 1301, 1302, 1305, 1306, 1309, 1310, and 1316 contain the state law regarding enrollment and eligibility to attend the local public school where the parent / guardian of a school-age student resides and the eligibility of certain non-resident students attending public schools. Radnor Township School District School Board Policy # 200 Enrollment in District, #201 Admission of Students, and #202 Eligibility of Non-Resident Students, in accordance with the state laws above, are the policies that govern your student(s) initial and continued eligibility to attend school in the Radnor Township School District. Therefore, it is important to notify your child's school if you or your child's living arrangements change at any time during the school year.

Please carefully review the following items that may impact your child's eligibility to attend school in the Radnor Township School District.

You or your child has moved:

If you or your child has moved or will be moving at any time to a different location within Radnor Township or no longer reside in Radnor Township, you must immediately notify your child's school regarding your current address and continued eligibility to attend Radnor schools. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school.

You are keeping a school aged child whose parents/guardians reside elsewhere:

If you are keeping a school-age child in your home, whose parents or guardians reside elsewhere, you must complete and submit an Affidavit of Residency form before the start of each school year. This form constitutes a sworn statement that you are providing gratis support to the school-age child as if they were your own, and that the living arrangement is continuous and not just for the school year or solely for attending school in Radnor Township. If you have previously completed an Affidavit of Residency form, a form will be mailed to you prior to the start of the school year. If you do not receive the form, please contact your child's school to receive a copy of the Affidavit of Residency. A new Affidavit of Residency must be completed each year for each child and submitted with proof of residency. See below for acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding

your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

You are the parent / guardian of a school-age child and you and your child are living with a Radnor Township Resident (including a family member):

If you are the parent or guardian of a school-age child who attends public school in the Radnor Township School District **and** you are residing in the home of a Radnor Township resident, including family members, you must complete a Multiple Occupancy Registration before the start of each school year. The Multiple Occupancy Registration process contains two affidavits; an Application for Multiple Occupancy that is completed by the child's parent / guardian, and the Certificate of Multiple Occupancy that is completed by the Radnor Township resident with whom you reside. A new Application for Multiple Occupancy and a Certificate of Multiple Occupancy form must be completed each year and submitted with proof of residency. See below for acceptable proof of residency documents. If you have previously completed an Application for Multiple Occupancy and a Certificate of Multiple Occupancy form, the forms will be mailed to you prior to the start of the school year. If you do not receive the forms, please contact your child's school to make arrangements to receive a copy of the Application for Multiple Occupancy and the Certificate of Multiple Occupancy forms. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

Acceptable proof of residency documents

Parents/guardians must provide proof of residency. Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, DOT identification card, settlement statement, notarized multiple occupancy form, bank statement, copy of a state/federal program enrollment, copy of a paystub with the name and address of employer as well as employee, and residency affidavits.

These requirements are contained in [Board Policy #200 Enrollment in District](#). If you have any questions regarding the above requirements, District policies, or questions regarding your child's specific eligibility for enrollment in school, please contact your child's school for assistance.

MANDATED VACCINATION REQUIREMENTS

Proof of immunization means a written record showing the dates (month, day, year) your child was immunized. Information on required school immunizations/vaccinations can be found on the Pennsylvania Department of Health's website. Information on exemptions from these requirements that may be available to students can be found in Board Policy and Administrative Regulation 203 (Communicable Diseases and Immunization), which can be found on the district's website.

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

STUDENT WELLNESS POLICY (Board Policy #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. Student 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.

ANTI-HAZING (Board Policy #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 or [here](#).

HARASSMENT (Board Policy #248)

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

The District's Title IX Sexual Harassment grievance procedures are outlined at <https://www.rtsd.org/Page/22831>. Parents/guardians and students are similarly asked to review and familiarize themselves with these procedures. Contact information for the District's Title IX Coordinator is indicated below.

Title IX Coordinator: Todd Stitzel

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

Email: todd.stitzel@rtsd.org

Telephone number: 610-688-8100

BULLYING (Board Policy #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 always prohibited. Parents/guardians and students are asked to review and familiarize themselves with the requirements of Board Policy and Administrative Regulation 249 (Bullying), both of which can be found online or [here](#).

ACCEPTABLE USE OF TECHNOLOGY (Board Policy #815)

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

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

Users of District technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private, regardless of whether activity takes place on or away from school property; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through District technology resources.

Files or other information placed or stored on District technology resources are subject to review and may be deleted without notice.

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

SOCIAL MEDIA (Board Policy #815.1)

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

Students may not communicate online in ways that are hurtful or inappropriate or share inappropriate media of any kind. Students must only represent themselves and not express or imply they represent the official position of the District in any way. Students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators.

Students who do not follow this policy may lose computer privileges, network access privileges or receive other disciplinary consequences.

PERSONAL ELECTRONIC DEVICES (Board Policy #829)

The District and Radnor High School acknowledge that students often bring various personal, family-owned electronic devices to school. These devices include, but are not limited to, netbooks, tablets, iPads/iPod Touch devices and eReaders. At the discretion of individual teachers, students are permitted to use these devices for instructional purposes that do not disrupt the classroom and in ways that are consistent with the District's Acceptable Use Policy.

Students who bring a personal electronic device are reminded that they are not permitted to record or photograph or video others unless directed by a teacher as part of an educational assignment and receive permission from the subject. Devices are to be turned off and put away during tests and assessments unless directed otherwise by the classroom teacher. Personal electronic devices may not be used in locker rooms, bathrooms, pool areas or other locations where there is an expectation of personal privacy. Students are prohibited from creating a "mobile hot spot". The District is not liable for the loss, theft, damage or unauthorized use of personal electronic devices nor are any District personnel permitted to provide tech support for these devices.

USE OF VIDEO SURVEILLANCE CAMERAS (Board Policy #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. Any activities detected through the use of video surveillance systems that present a breach of security or possible criminal activity will be reported to the building principal who may report the activity to enforcement authorities.

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.

AI USAGE AND RESPONSIBILITY POLICY (Board Policy #106)

The guidelines for AI usage permit teachers to set the rules for when and how students can use AI in their coursework. Students are responsible for understanding and following these guidelines by consulting with their teachers and seeking clarification as needed before using AI.