

# **Radnor Township School District**



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

## **Elementary School Parent Handbook**

**2011- 2012**

## **Radnor Township School District Elementary Schools**

Ithan Elementary School  
695 Clyde Road  
Bryn Mawr, PA 19010  
Phone: 610-527-1357  
Principal: Ms. Tronya Boylan

Radnor Elementary School  
20 Matsonford Rad  
Radnor, PA 19087  
Phone: 610-788-9300  
Principal: Mrs. Therese Borden

Wayne Elementary School  
651 West Wayne Avenue  
Wayne, PA 19087  
Phone: 610-687-8480  
Principal: Mr. Anthony Rybarczyk

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## School Schedule

### Daily Schedule

A new schedule has been adopted beginning in the 2008-09 school year. The schedule is based on a five day rotating cycle. The first day of school for students is DAY 1 followed sequentially by days two to five. The cycle is based on student days only: weekends, holidays and in-service days are not assigned a numbered day. The schedule will be posted on the school calendar and also can be found on the school menu for the month. The numbered days WILL NOT change throughout the school year. If a school day is cancelled for any reason that numbered day will be assigned as a make-up day at the end of the school year. Attention to the daily schedule will be important so that students have the necessary items such as sneakers for gym, books for library, or instruments for lessons.

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

### School Hours

At 8:55 a.m. students are permitted to enter the building and at 9:00 a.m. instruction begins. The school day ends at 3:35 p.m. Buses arrive at school each morning between 8:45 a.m. and 9:00 a.m. Students being transported by parents should arrive no earlier than 8:45 a.m. Prior to that time, no one is on duty to supervise children outside. The drop-off area in the morning is the parking lot traffic loop rather than the bus loop. The driver may not park and leave the car in the drop-off area. Parents who need to enter the school for any reason must park in a legitimate space in the parking lot.

**A.M. Kindergarten** begins at 8:55 a.m. and ends at 11:45 a.m. Transportation is provided to school on the buses with students in other grade levels and from school on mini-busses.

**P.M. Kindergarten** begins at 12:45 p.m. and ends at 3:35 p.m. Transportation is provided to school on mini-buses and from school with students in other grade levels.

### Late Arrivals

Students who arrive after 9:00 a.m. are considered tardy. This is recorded on the student attendance sheet and entered into the record. Students who report to their classroom without first signing in at the office will be asked to return to the office for a "late slip." Students reporting late to school must bring a note from the parent with the reason of the tardiness. After ten recorded lateness arrivals, parents will be contacted by mail and action may be taken if lateness becomes chronic.

### Dismissals

All students are dismissed at 3:35 p.m. Buses depart at the end of school day by 3:50 p.m. so that students should arrive home between 3:55 and 4:25 p.m. If a child does not arrive home within a few minutes of the expected time, parents should contact the transportation department directly at (610) 293 -1947. A representative from that office can call the bus driver on the cellular phone installed in each bus to determine the reason for the delay.

If a student is not on the bus as expected, parents can contact the school office (before 4:30 PM) to see if an after-school activity is taking place. Occasionally a student misses his/her bus because she/he takes too much time in getting to the bus loading area. When that happens, we contact parents to either pick up the child at school or arrange for a friend or relative to provide transportation. Occasionally, students come to the office and try to arrange “play dates” near dismissal time. We cannot allow these last minute changes in after-school plans.

### **Dismissal Changes**

Written notification is required for all changes in a child’s regular dismissal schedule.

This includes, but is not limited to:

- car pickup instead of transportation by the bus
- going home with another child (Please note that a child may not ride a different bus in order to go home to another child’s house)
- being picked up by someone other than the custodial parent or guardian. Permission will be denied to anyone attempting to pick up the child without your consent. For security reasons we are very careful about authorizing a student pick-up based on a phone call to the school.
- attendance at an after-school activity
- early dismissal (see below for further details)

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

### **Early Dismissals**

We appreciate parents’ efforts to schedule appointments outside the school day, although we recognize there are times when this may not always be possible. If it is necessary for a child to leave school early, the note should include: the child’s grade and teacher name, the requested dismissal time and reason. All children must be signed out at the office if they must leave school before the regular dismissal time. At the requested dismissal time a parent, guardian, or authorized adult must report to the office to meet the child. Please do not arrange with your child to have him/her meet you outside the school during the school day. They will not be permitted to leave the building.

### **Half Day Sessions**

When school is in session for a half day due to professional staff development or parent/teacher conferences, grades 1 – 5 dismiss at 12:00 p.m. The district calendar should be consulted for the kindergarten schedules on half days.

### **Extended Day Program - Before and After School**

For parents requiring childcare before 9:00 AM or after 3:45 PM, there is an extended day program. This program is operated by Family Support Services of Delaware County and offers childcare for students in kindergarten through fifth grades before and after the school day. Transportation is the responsibility of parents. The extended day program opens at 7:30 a.m. and extends to 6:00 p.m. after the close of the regular school day. Fees are charged for this childcare program, which includes both part-time and full-time arrangements to meet the needs of the families served. Call (610) 352-2839 for details, fee information, and enrollment forms.

## School Attendance

### Absentee Policy

**Excused absence** (according to the School Code of Pennsylvania) includes the absence of a student for any one of the following reasons:

- illness, injury, recovery from accident or quarantine
- medical appointments *that cannot be scheduled outside the school day*
- required court attendance
- death in the immediate family
- impassable roads
- school-sponsored educational trips and tours
- pre-approved trips
- approved religious holiday
- exceptionally urgent reasons

Parents will be contacted by mail and action may be taken if absences become excessive.

**Unexcused absence** includes the absence of a student for reasons not listed above. Examples of unexcused absence include, but are not limited to: illness of another family member, helping the family to move, babysitting/child care, missing the bus, oversleeping, leaving school without authorization, truancy, etc. After ten days of unexcused absences, students will be dropped from the active membership roll and parents will need to apply for re-admission if they wish to have their children return to school.

**Partial-day absences** may not be taken, and will not be excused, on a regular basis. If such an absence requires that a student will arrive late to, or leave early from school, she/he must provide a written excuse from the parent(s), guardian(s).

**Absence due to religious holidays** will be an excused absence provided a written parental request is submitted. The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. The District shall not provide transportation to religious instruction.

**Absences due to family trips** are expected to be of an educational nature, and are limited to five days per school year, with prior application and approval at the building level. The interactive nature of teaching and learning cannot be duplicated when missed in a classroom. When possible, prior written work may be provided by teachers; however, it will not be required. Written work may be made up upon return to school. Students will be held accountable for the skills that were presented in the classroom during the absence. This may result in a lower test score or a reduced grade if there are gaps in skills caused by the absence. We urge parents to weigh the advantages and disadvantages of these experiences when making travel plans that may result in absence from school.

A written explanation of all absences from a parent or guardian must be received within three days of a child returning to school. If a student is absent for three or more consecutive days, school authorities may require written verification from a physician that the absence is justifiable. The statement from a medical doctor must state the date of treatment, expected return

of the student to school, and limitations, if any. The statement from a medical doctor must state the date of treatment, expected return of the student to school and limitations, if any. If written verification of the reason for absence is not received within three days of the return to school, the absence will automatically be recorded as unexcused. The mere fact that a parent has written an excuse does not mean the absence is excused. Reasons for absence of a doubtful nature are subject to administrative review. The attendance of students with twenty or more days absent will be subject to administrative review.

### **Safe Arrival Program**

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

**Ithan: 610-525-0594**

**Radnor: 610-788-2370**

**Wayne: 610-687-6535**

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

### **Holidays and School Attendance**

Excused absences are granted for recognized religious holidays and for services regularly observed by a person practicing the faith. This policy applies only to the day of the holiday and does not include absences for travel prior to or after the holiday. We will make every effort to avoid scheduling tests on religious holidays. Students will be given the opportunity to make up missed assignments for excused absences on religious holidays.

### **Weather related Attendance Issues**

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

KYW 1060 AM or [www.kyw1060.com](http://www.kyw1060.com)

WCAU 1210 FM

WCOJ 1420 FM

District Emergency Closing Line (610) 688-8104

District Website [www.radnor.com](http://www.radnor.com)

If you do not see the Radnor school code number, assume that school is in session and operating on the regular schedule.

Emergency School Closing/  
Delayed Opening  
# 457

## **Delayed Openings**

In the event of a two-hour delayed opening, school will begin at 11:00 AM. Parents are asked not to drop off students prior to 10:45 AM. Lunches will be served at their regularly scheduled time. Any before school activities such as Computer Club, instrumental practices, etc. will be cancelled on late start days.

- **Extended Day schedule:** The extended day program will also operate on a two-hour delay schedule. Since it usually opens at 7:30 a.m. on the regular schedule, it will be open to receive students at 9:30 a.m. on delayed opening days.
- **Kindergarten schedule:** Whenever the opening of school is delayed two hours, students in the morning kindergarten session will report at 11:00 a.m. The morning session will be extended to 12:45 p.m. The kindergarten mini-buses for dismissals will be delayed by approximately one hour and students should arrive home one hour after their regular time.

## **Emergency Closings**

We urge parents to make contingency plans for childcare on days when openings are delayed or school is cancelled. It is imperative that your children know what to do and where to go should such an emergency occur. When school closes early, staff members will refer to the Emergency School Closing Form that parents/guardians fill out in September. This form lists all phone numbers (*i.e. home, work, car phone, cell phone, pager, etc.*) where parents can be reached during the day as well as the phone numbers of a trusted neighbor, friend, or relative who can be contacted if we are unable to reach the parents. Although every effort will be made to notify you, we cannot guarantee that families will receive this information in every instance.

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

## **Individual School Closing Due to Emergency Conditions**

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

## Transportation

### Bus

Bus transportation to and from school is provided for all elementary students who reside within the district's boundaries. Students are picked up at designated stops prior to 9:00 AM and returned to the same stops after 3:35 PM. Families will receive a postcard near the end of the summer vacation announcing bus pick up and drop off times. The card will also list the designated bus stop. Should you have any problems with or concerns regarding transportation, please direct all inquiries to the **transportation office at (610) 293-1947** or by calling the district receptionist at (610) 688-8100 and asking for the Director of Transportation at extension 3365.

At no time are students permitted to ride buses other than their own. If a play date is scheduled the students must be transported by car. Students are not allowed to board or disembark from their assigned buses at any place other than the designated stop. However, with a note signed by the parents, verified by the office, and presented to the driver, a child may disembark at another stop on his/her own bus route. The only exception is made for childcare that is daily and for an extended period. This change must be requested in writing to the principal.

### Residency Requests

Resident elementary students attend the elementary school designated for their area of residence. Requests of parents/guardians for a child to attend an elementary school in the district outside the attendance area must be submitted in writing to the Superintendent of Schools. If the request is granted, it will be with the understanding that the parent/guardian provides transportation to and from school.

### Bus Safety

To ensure all students' safety, all rules while waiting for buses, traveling on vehicles, and arriving at school must be followed. The following rules must be observed at all times:

- ☞ Be seated at ALL TIMES when the bus is in motion.
- ☞ Keep aisles clear at all times.
- ☞ Observe good manners while waiting for, boarding, riding, and leaving the bus.
- ☞ Keep all parts of the body inside the bus windows at all times.
- ☞ Obey all instructions or directions issued by the driver.
- ☞ Students should wait for the bus in a safe place well off the roadway.
- ☞ Students must form lines to board the bus.
- ☞ Students must be alert to traffic, particularly when leaving the bus.

Any reported infractions that occur on the bus regarding bus conduct and behavior will be investigated by the Director of Transportation and school administrator. Repeated violations may result in loss of bus transportation services. *Bus Conduct Reports* will be issued to any student involved in an incident on the bus or at the bus stop requiring disciplinary action.

These reports are forwarded to school administrators, who meet with the students involved. Parents are asked to sign the report and return it to school indicating that they have received the report and discussed it with their child.

Our school buses are equipped with video cameras to document student behavior on the bus. Cellular phones are also on each school bus for immediate communication.

### **Bus Procedures for Kindergarten Students**

Students in the morning kindergarten session will ride the regular school buses with other students in first through fifth grades. They will board buses at the designated bus stops. Mini-buses are utilized for the mid-day kindergarten bus routes. Students will be brought to their homes during this mid-day bus run only.

It is our policy that our morning kindergarten students will not be allowed to disembark from buses until our drivers are assured that a parent is visible or the door to the house is open so students can enter. If no one is at home to receive kindergarten children in the middle of the day, students will remain on the bus and return to school where they will wait until parents can be contacted to pick them up. We know that this change in routine can cause anxiety for young children. If an emergency occurs and parents cannot be at home to receive children, they must contact the transportation office at (610) 293-1947. If necessary, the transportation office will inform parents if the practice is repeated or the policy abused.

Students in the afternoon kindergarten class ride the 22-passenger mini-buses for the midday route. They return home at the end of the day on the regular school buses with other students in the first through fifth grades.

## **Student and School-Related Procedures**

### **Assemblies and Concerts**

We are delighted to offer several presentations and performances throughout the school year. Many of these are sponsored by the Parent Teacher Organization. In the past our students have thrilled to the antics of exotic animals, marveled at the wizardry of a Franklin Institute Science Show, raised their voice in song at a musical concert, or been held spellbound by a humorous storyteller. We never know what each year's assemblies will be, but we always know that they will entertain and enthrall. In addition to these PTO-sponsored assemblies, Students entertain parents and students in other classes in musical concerts.

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

- ❖ Enter the area quietly and sit in designated seating areas.
- ❖ Remain quiet and seated during the performance.
- ❖ Sit cross-legged rather than kneeling.
- ❖ Show appreciation with applause.
- ❖ Wait for a signal to depart before standing and leaving.

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

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

### **Child Abuse/Neglect**

All educators are mandated reporters of suspected child abuse/neglect. To ensure the safety and well being of every child, whenever there is reasonable cause to suspect child abuse or neglect, teachers, administrators, and nurses are required BY LAW to report to the appropriate county and/or local authorities.

### **Child Custody Issues**

#### **Children of Divorced Parents/Guardians with Custody Decree**

- At the time of registration, the parent/guardian must present a copy of the custody agreement to the school principal or designee. The school district will follow the terms of the custody agreement. A copy of the document will be maintained in the child's school file. As this form is updated, please remember to inform the school staff.

### **Children of Single, Separated, or Divorced Parents/Guardians with no Custody Decree**

- Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child. This includes progress summaries, educational and health records, the right to attend conferences and school activities, and all regular and routine correspondence distributed through the U.S. postal service. We will not routinely send copies of flyers, school newsletters, calendars of events, etc. that are given to the children to take home. The person with whom the child is living will routinely receive the information which is distributed to families via the students. The non-resident parent/guardian may request in writing the same information. This request should be addressed to the building principal. It is the responsibility of the non-resident parent to keep the school informed of current addresses and phone numbers. We will make reasonable efforts to comply with these requests.

The parent/guardian with whom the child is living will be the primary contact and will be notified in the event of serious accidents at school requiring medical attention.

### **Confidentiality**

No information concerning any student can be released to any other school, agency or individual until an authorized release form is signed by the parent/guardian. Parents can access their child's school records by arranging an appointment to view the record with the principal or his or her designee. For additional information regarding the policy on student records contact the principal's office.

### **Dress Code**

The following recommendations for student dress for Ithan, Radnor and Wayne Elementary Schools have been developed for safety purposes and to ensure that no student becomes the focal point of teasing or ridicule because of inappropriate clothing worn to school.

Students should not wear:

- short shorts
- short skirts
- pants that expose underwear
- low-cut tank tops
- halter/tube tops
- mesh shirts
- low-cut shirts with spaghetti straps
- shirts that expose the midriff
- flip-flops, wheelies, or shoes that cause imbalance or inability to maneuver quickly or safely
- expensive jewelry which a student could lose during school

Students should not wear clothing that is disruptive to the educational program or activity in which they are participating. In the spirit of a drug-free environment, clothing which advertises the use of alcohol, tobacco or a controlled dangerous substance may not be worn to school. In addition, clothing which displays inappropriate words and graphics may not be worn to school. Hats (baseball, sun hats, kerchiefs, etc.) must also be removed when entering the school building.

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

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

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

**Dress Guidelines for Outside Play:** We encourage all children who are well enough to attend school to spend some time outdoors during scheduled recesses. Even when the playground is covered with snow, we will try to have some outdoor activity. To play in the snow, waterproof boots and clothes are required. In addition, all students should have a change of clothes if conditions are wet or muddy. Students who do not choose to play in the snow may remain on the blacktop area. However, students are not given the option of remaining indoors while the class goes outside for recess. Therefore, all students must bring warm jackets, mittens or gloves, and a head covering, and be prepared to go outdoors. In severe weather conditions when wind chill factors present a hazard to the health and safety of our students, we will limit the time outdoors and/or schedule an abbreviated recess period.

We know that weather conditions can change frequently. A balmy day in January might be followed by a blast of cold weather. Unseasonably warm weather brings out the shorts and light jackets that are not appropriate for the brutal days that follow. Please make sure that children are appropriately dressed for winter weather. Help your child monitor daily weather forecasts and conditions to make sure she/he is adequately dressed for the day's activities. If it is determined that a child is wearing attire that may be detrimental to his/her health, the child will not be permitted to go outside.

### **Emergency Information Cards**

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

## **Field Trips**

Throughout the school year, students take a variety of field trips. These trips are coordinated by teachers and team leaders by grade level. Field trips relate to our curriculum by taking students to places that they have learned about in the classroom. We recognize that learning can occur both in and out of school. Sometimes the best way to make classroom learning “come alive” is through a trip to the actual site—whether it’s Harrisburg to explore government, to Franklin Court to learn about the life of Benjamin Franklin, to the zoo to investigate an endangered species, or to the museum to see the works of the Impressionists.

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

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

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

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

## **Forgotten Items**

Students will not be permitted to return to their classrooms after school has been dismissed to retrieve forgotten items. All classroom doors are locked. The custodians and the night cleaning crew have been instructed NOT to admit children to the classrooms during the evening hours to retrieve forgotten items, school books, or homework assignments. Please do not place them in an awkward position by asking them to go against this school policy.

## **Homeroom Placement**

Student placement is a critical educational process based on set criteria serving educational purposes. Students are assigned to homerooms in order to achieve a heterogeneous balance. The professionals involved in the school setting, out of concern for the total school program, maintain the right and the responsibility for placement. If parents have additional pertinent information about their child, they may submit it in writing to the principal for placement consideration prior to April 15<sup>th</sup>. Submissions will not be considered after the April 15<sup>th</sup> deadline. Please know that the best judgment of the professionals involved will be the primary consideration in student placement.

## **Homework**

Homework enhances our instructional program and is assigned by each classroom teacher. Homework serves a variety of purposes which include but are not limited to the following...

1. To improve and reinforce basic skills through additional practice
2. To provide review and practice of skills learned in class
3. To increase knowledge and understanding of content and concepts introduced in class
4. To prepare for classroom instruction
5. To improve self-discipline and independent work habits
6. To nurture and reinforce good study skills
7. To enhance home/school communication

The following time allotments are a guide for parents and should include work given by classroom teachers and specialist teachers, i.e. Music (not lessons), Health, etc.

- Kindergarten: No homework is assigned.
- Grades One through Three: The average daily homework should not exceed **thirty (30) minutes** per evening.\*
- Grades Four and Five: The amount of homework should be approximately **forty-five (45) minutes** per evening.\*

\*Reading is a habit and should be an ongoing, self-determined activity; therefore, any independent reading should be in addition to the above stated homework time suggestions. It is suggested that students read independently 15-20 minutes each evening. Parents have a special role in helping their children practice reading skills by reading aloud to them also.

Homework typically is not assigned over weekends. However, students may choose to manage long-term assignments or independent reading over the weekends. If a child is spending an extraordinary amount of time on homework or if homework time becomes a battle, parents should notify the teacher or school counselor. This may signal that additional instructional help is necessary.

**Homework and Student Absences:** When a student is absent due to illness, his/her main concern should be getting better. Therefore, if a child is ill for one or two days, teachers will hold any homework for the student to complete when he/she returns.

If a student is absent three consecutive days or more, parents may request homework to be sent home. Parents are asked to call the main office to request homework. Let the office know if the homework will be picked up, or if it is to be sent home with another child. Teachers would appreciate 24 hours notice in order to gather the necessary materials and to write the appropriate

directions for that work. The assignments should be completed when the child returns to school after his/her illness.

### **Lost Books**

The school furnishes books to all students for instruction. Students are expected to take care of these books. Lost or damaged books must be paid for before the final progress summary is issued. This also applies to library books.

### **Lost but not Found**

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

## **Lunch Program**

### **Menus**

Our school cafeteria provides a multitude of choices for a healthy lunch. Under the guidance of the district's registered dietitian, well-balanced, nutritional weekly menus are developed for students wishing to purchase hot meals. Pizza days are always a favorite! Lunch menus can be found each month on the district and school website. As an alternative to the complete platter that is offered, students may choose a pre-made salad or a grab and go lunch, consisting of yogurt, cheese, cereal, fruit, juice, and a small snack. Students also have the option of bringing lunch from home and supplementing their meal with milk (*regular, skim, strawberry, or chocolate*) or juice drinks. Snacks such as pretzels and ice cream treats can also be purchased at the end of the meal.

### **Lunch Prices**

We use a computerized point of sale system for the purchase of food in the cafeteria. The system allows students to deposit money into a computer account to be used for all purchases. Students are assigned an ID# that stays with them as they progress through the school system. Deposits can be made into the computer accounts through the RTSD website, mail or before school in the cafeteria. Please be aware that we have a "NO CHARGING" policy for school lunches. If students forget their lunch or have a zero balance in their account, they cannot charge the lunch fee. We participate in the federally subsidized school lunch program that allows families on a limited income to receive lunch at a reduced price or no price. Applications are sent home with all students in the school at the beginning of the school year. Families who complete the application and are approved for this program will receive notification from the food services office. Students on the free lunch program do not need to make deposits to their accounts for meals but can make deposits to be used for a la carte purchases.

### **Bag Lunch**

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

## **Snacks in School**

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

Gum chewing is not allowed in school or on the school grounds.

## **Media Release Forms**

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

*I hereby grant the Radnor Township School District the right and permission to publish/use photographs or video and/or audio tapes of my child, and any material derived from the child, to publicize or promote the school district through its own media productions or through the commercial media.*

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

## **New Student Registration**

### **Kindergarten**

- **Age of Entrance for Kindergarten**

Students entering kindergarten must be five years of age on or before September 30<sup>th</sup>, and are required to present proof of age for admission. Exceptions are made in rare instances for students who have completed a state-licensed kindergarten program in Pennsylvania or whose school records indicate they have completed kindergarten in another state.

- **Kindergarten Registration**

To enroll your child, please gather the following information:

1. Current immunization record
2. Proof of age such as a birth certificate or passport
3. Proof of residence in the township such as a copy of a deed, agreement of sale for your home, sewer bill, tax bills, rental lease or agreement
4. A signed physical statement from their pediatrician or family doctor (since this physical must be completed within six months of school entrance, most families schedule this exam during the summer months immediately preceding entrance to kindergarten)

*Please provide the original forms (we will make copies for our files).*

- **Kindergarten Extended Day Program**

The Family Support Services of Delaware County provides before and after school day care, as well as a Kindergarten extended day program. The District has enjoyed a wonderful working relationship with the Extended Day staff for over fifteen years. Children who attend this program during the regular school day can use the regularly scheduled bus transportation. Call (610) 352-2839 for details, fee information, and enrollment forms.

### **New families - First through Fifth Grade**

New families moving into the district may register at any time during the year at the school office. The best time to register is between 9:30 AM and 3:00 PM. While the school office is open year round, it is closed on most national holidays. It is always a good idea to call ahead to make sure someone is here to accommodate you.

#### Required Documents

- **Required Documents**

**To enroll in school, please gather the following documentation:**

1. immunization record
2. proof of age such as a birth certificate or passport
3. proof of residence in the township such as a copy of a deed, agreement of sale for your home, sewer bill, tax bill, copy of a rental lease or agreement
4. In the case of a legal separation or divorce, please provide a custody decree. The custodial parent must reside in the township.
5. a physical examination regardless of grade (students new to Pennsylvania only).

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

#### **Out-of-school Activities**

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

#### **Pets**

Pets are not permitted on the school playground at any time. Bringing pets to school as part of a classroom activity must have prior approval of the classroom teacher. If the presence of the pet becomes disruptive to classroom activities, we will ask the responsible party to remove the pet immediately.

**Procedure for Addressing Concerns:** Whenever parents have a concern or questions regarding any educational matter, they should address that concern first with the teacher closest to the situation. Most questions can be answered simply by contacting the teacher for clarification if handled immediately. If parents wish to pursue the matter after first discussing it with the teacher, they may contact the principal. For additional information regarding this process, contact the principal's office for a copy of the policy and procedure.

## **Safety and Security**

### **Fire Drills**

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

### **Money and Valuables**

The school will not be responsible for any money or valuable items lost, stolen, or damaged at school, on the school buses, or during a school-sponsored activity or field trip. Please know that portable electronic devices such as CD players, tape players, handheld computer games, etc. are not permitted at school. With teacher permission, students may bring cameras on field trips or other outings. Many teachers establish a policy limiting the amount of money students may take on field trips in order to buy snack items or souvenirs. Nevertheless, responsibility for any cash or valuable items rests solely with the student and his/her family.

### **Security**

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

### **Electronic Devices and Cell Phones**

Cell phones, walkmen, CD players, radios, ipods, mp3 players and other PDA devices are not permitted to be used during the school day. Items will be confiscated and returned to the students at the end of the day. Repeated problems will result in the parent being responsible to pick up the device at school.

**DURING THE SCHOOL DAY, THEY MUST BE TURNED OFF AND KEPT IN THE STUDENT'S BOOKBAG.** As with all other valuables, the school is not responsible for lost or stolen property.

At the elementary level, it is recommended that students not bring any electronic devices. Children have access to adults and the school office to communicate with parents. Please contact the school office if you have any need to communicate with your child.

### **School Calendar**

The school calendar is prepared in the spring prior to the beginning of the school year and is distributed in August. Monthly calendars are distributed throughout the school year. The calendar includes the dates for the beginning and end of the school year, as well as scheduled holidays, vacation periods, staff development days, and parent conferences.

Do plan ahead for your childcare arrangements on scheduled days when school is not in session for students.

### **Telephone Use**

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

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

### **Use of Facilities**

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

### **Visiting the School**

#### **Scheduled Visitations**

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

#### **Signing in and Signing Out**

When school is in session, all visitors must enter the main doors and provide a license or phot id. to print a visitor's badge before proceeding to a classroom, the playground, or any other area of the building or campus. This policy applies to all families, friends, volunteers, student teachers,

and all other visitors. Anyone attending a meeting while school is in session or participating in volunteer work must report to the office first before proceeding to the meeting or classroom area. This policy does not apply to scheduled performances such as musical concerts or grade level presentations to a large audience.

### **Visitor Badges**

All visitors to school must wear a self-adhesive Visitor Badge while on campus.

### **Withdrawals and Transfers**

Parents of students withdrawing from school must come to the office to complete the necessary forms. Records will be mailed upon receipt of a request from the new school. No records will be released without a parent's/guardian's signature of consent. Students may request their language arts portfolios for all of the years they have attended Elementary School. Contact the office to request this portfolio which will be presented to the student or his/her parents.

## Student and School-Related Policies

### Acceptable Use Policy- Refer to school board policy # 815

All students have access to the Internet, computer networks and other technologies to enhance curriculum. Below is an acceptable use agreement that will be signed by each student and parent or guardian.

#### Radnor Township School District

Acceptable Use of Technology Agreement  
Grades K-2  
2011- 2012



Dear Parents and Students:

Please read this together, and then sign and return the bottom portion to the school. This document is also available at <http://www.rtsd.org/elaup>

#### Purpose

The Radnor Township School District believes that all students should have access to technology for learning when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the academic development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in our district.

#### Responsibility

As a citizen of the Radnor school community I promise to use the computer correctly and responsibly.

1. **I promise to use the computer gently.**
2. **I promise only to work on the programs and web pages that my teacher tells me to use.**
3. **I promise never to use the computer to hurt, frighten or bully others.**
4. **I promise to tell an adult if I read or see something on the computer that is not appropriate.**
5. **I promise to print only when my teacher tells me to do so.**
6. **I promise only to use my own network login and to only share my passwords with my teacher or parent.**
7. **I understand that if I break any of my promises, I might not be able to use the computers.**

I will sign my name to show that I will follow these rules.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_



Return this portion to  
school with your child.

**Radnor Township School District**

Acceptable Use of Technology Agreement  
Grades 3-5  
2011 - 2012



Dear Parents and Students:

Please read this together, and then sign and return the bottom portion to the school. This document is also available at <http://www.rtsd.org/elaup>

**Purpose**

The Radnor Township School District believes that all students should have access to technology for learning and should act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the academic development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in our district.

**Responsibility**

As a citizen of the Radnor school community I promise to use the computer correctly and responsibly.

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise not to use any school-related hardware, software or web-based program to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only.
4. I promise to use the programs and websites that my teacher has approved.
5. I promise only to share my passwords with my teacher and parents .
6. I promise to tell an adult if I read or see something on the computer that is inappropriate.
7. I promise to obey copyright laws.
8. I promise only to access my personal email account with teacher permission.
9. I promise to print only when my teacher tells me to do so.
10. I promise only to access my own file and folders on the student server.
11. I promise to publish only appropriate writings, recordings and art work on school related websites.
12. I promise not to give out personal information such as full name, telephone number, or address to anyone on the Internet.
13. I understand that if I break any of these rules, I may lose permission to use computers, the Internet, and/or the school network. There may be additional consequences to violating these rules.

I will sign my name to show that I will follow these rules.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

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I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_



Return this portion to school with your child.

### **Sexual Harassment Policy – Refer to Board Policy #248**

All students should enjoy a school environment free from all forms of discrimination, including sexual harassment. No students should be subjected to unsolicited and unwelcome sexual overtures, either verbal or physical from another student or from a district employee. Reported violations of this policy will be subject to disciplinary action. For additional information on this policy, contact the school principal or the superintendent's office.

### **Bullying Policy – Refer to Board Policy #249**

In order to provide a safe, positive learning climate for students in the schools, Radnor School District has developed an anti-bullying policy. It is expected that all staff, students and parents who become aware of any act of bullying immediately report that conduct to the student's teachers, the building principal, guidance counselor or other school employees supervising school-sponsored activities. If teachers and/or other staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying in a timely manner to the building principal. Each building principal or designee is authorized to complete an impartial, thorough investigation of the bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records; and other reasonable efforts to better understand the facts surrounding a reported incident. Consequences for students who are found to have bullied others may include but are not limited to: counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities. Depending upon the severity of a particular situation, the building principals or their designee may also take appropriate steps for student safety.

### **Threats – Refer to Board Policy #218.2**

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

### **Weapons – Refer to Board Policy #218.1**

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

## Student Assessment

### Portfolio Assessment System

We use a system of portfolio assessment to measure and document student progress in our integrated language arts program. Just as an artist maintains a portfolio of representative samples of his/her work, so might a student keep a collection of work that represents growth over time.

### Student Progress

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

*Parents will be able to use Home Access Center to review their child(ren)'s Progress Report every trimester*

Academic performance is rated on a 1-4 scale indicating 4- exceptional, 3- Satisfactory, 2- More time and help needed, and 1 not meeting standards.

*For additional information visit [rtsd.org](http://rtsd.org) and under Our District tab, click on Curriculum, Instruction, and Assessment.*

### Standardized Testing Program

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

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

In first through fifth grade, students will participate in the NWEA (MAP) computerized adaptive test in reading and math in the fall and spring.

In third, fourth, and fifth grades our students participate in the mandated state testing program known as the Pennsylvania System of School Assessment (PSSA). This consists of proficiency exams that are used to assess the strength of our curriculum and our educational programs in reading and mathematics. These tests also help us identify students who need additional support to help them achieve. Every child is required to take these state-mandated tests, which involve six to eight hours to administer over a five-day period. Students in fifth grade are also required

to participate in the PSSA Writing Assessment and all fourth-graders are required to take the PSSA Science exams.

In addition, all fourth and fifth grade classes participate in the Educational Records Bureau (ERB) Writing Assessment Program. In this exercise, they complete an original piece of writing over a two-day period in response to a prompt. These writing samples are scored in six different areas according to a scoring rubric. A team of readers contracted through a national scoring service completes the scoring. Results are mailed to parents approximately six weeks after the testing period.

To assist us with math placement, we also administer two standardized math assessments, developed by ERB to students in fourth and fifth grades. These tests are particularly used to help us identify students who require additional challenge in math and are capable of moving at an accelerated pace in their math learning.

There will be several opportunities throughout the year to learn more about these assessments and how to interpret the information meaningfully. Watch for brochures and flyers about these special meetings or people to contact with your questions.

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

## **Elementary School Structure**

### **Administration**

#### **Elementary Principal**

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

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

## **Professional Teaching Staff**

### **Classroom Teachers**

Each student is assigned to a homeroom class. The homeroom teacher is primarily responsible for the basic subjects of math, language arts, science, and social studies. The average class size

is approximately twenty students per homeroom, with priority given to smaller classes in the primary grades. The typical teacher holds an advanced degree or its equivalent and is an experienced teacher. Annual staff development activities provide a variety of opportunities for on-going professional development and training in new teaching methods and the use of new materials. Our teachers regularly attend conferences and seminars, design and develop new curricula, and spend a great deal of their time outside of school enhancing the instructional experiences of our students.

### **Specialists**

Special subject areas such as art, music, library and physical education/wellness are taught by certified teachers in these disciplines. Students attend these special classes, which meet from 50 minutes per week, with their homeroom group.

### **Student Services**

Professional staff members who specialize in areas of support are available to collaborate with parents and teachers in order to support students attain academic success. These include the teachers of the Learning Support Program, the teacher of the Gifted Seminar Program, the teacher of the English Language Learners (ELL) Program, the Student Resource Team (SRT), reading specialists, guidance counselor, school nurse, occupational and physical therapists, a speech and language clinician and school psychologists. Below are descriptions of the roles and responsibilities of these integral members of our professional staff.

### **Learning Support Program**

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

- **Inclusion** is the practice of educating students with disabilities with their typical peers in general education classrooms in their neighborhood schools. Inclusion simply means that a climate of acceptance is created. We focus on everyone's abilities and possibilities rather than disabilities and limitations.

The decision to include a student and the degree of inclusion is made on a case-by-case basis. It is a decision that is made as part of the individual education plan (IEP) process involving parents, teachers, specialists, and administrators. At the IEP planning meeting, the people involved will discuss the continuum of options that are available to meet the varying needs of students. This process is required by law and is designed to protect all students. For additional information on inclusion, please contact the principal, the director of pupil services, or our inclusion teacher.

## **Gifted Services**

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

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

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

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

## **English Language Learners (ELL)**

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

## **Student Resource Team (SRT)**

The Student Resource Team (SRT) is a process that was developed to help maximize individual student success in the regular classroom. SRT is a positive, success-oriented program which uses specific assessment and intervention techniques to help students achieve their potential in the school setting.

In our schools each team is comprised of principal, counselor, school psychologist, nurse, reading specialist, and teacher volunteers as well as district support staff as needed. The school counselor and psychologist will co-facilitate the process.

The Student Resource Team process involves a four step approach:

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

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

The SRT process is a problem-solving model. At the core of the process is the belief that all students can learn and all students matter. SRT maximizes the teaching resources within schools by incorporating the best of regular and special education in a systematic search for what works!

### **Literacy Coaches**

The primary responsibility of the reading coaches is the implementation and delivery of the reading program. The reading coaches teach small groups of students or conduct classroom lessons. They also work closely with classroom teachers to monitor students' reading progress, administer and interpret individual reading tests, assist with curriculum development, and procure instructional reading materials for classroom teachers. The reading coaches also maintain all students' cumulative reading records and manage our language arts portfolio assessment system. The organization and administration of the ERB Writing Assessment is another important task of the reading specialists that supports the total academic program. In addition to these responsibilities, the reading specialist is a vital member of the instructional support team.

### **Guidance Department**

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

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

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

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

## Health Services

Our health department is staffed by a certified school nurse or licensed registered nurse to provide student health services. The nurse is available to administer first aid, maintain physical and immunization records, dispense medication, conduct health checks, and respond to health emergencies. Every school year the nurse checks and records height, weight, and vision status for every child. Hearing is checked and recorded in kindergarten, first, second, and third grades. Periodically, the nurse will check for head lice if the need arises. Any concerns will be reported to parents promptly.

In consideration of other families, please abide by the following requests concerning the health of your child:

- ❖ While we can address emergencies, we do not have adequate facilities to keep a sick child all day long. Children who wake in the morning feeling ill should remain at home where they will receive proper care. Families of children who arrive at school ill will be contacted to come to the school and take their children home.
- ❖ Please notify the school nurse if there are restrictions caused by a recent illness or other physical condition. A signed note from the physician must be presented if the child is to be excused from physical education activities. The child will still attend physical education classes and be excused from participation in activities as indicated by the physician.
- ❖ Please notify the school nurse if your child has an allergy to foods, medicines, or insect bites by completely filling out the emergency cards. These are kept on file in the nurse's office. Please be sure to give us directions to follow in case of an incident.
- ❖ To protect the safety and well being of others, families must notify the school nurse as soon as possible if a child has a communicable disease. Students will only be permitted to return to school when they present a signed note from the physician indicating that the contagious period has passed.
- ❖ In the event of injuries occurring at school, school personnel will administer only first aid. If, in the judgment of the school personnel, an injury requires more than first aid, we will follow these procedures:
  - Contact the parent or guardian to inform them of the nature of the situation.
  - If the parent/guardian cannot be reached, the child's physician will be called.
  - In emergency situations where immediate attention is deemed necessary, the school will contact the local ambulance service to provide immediate care at the school site before transporting the child to the nearest hospital for treatment. We will contact parents/guardians as soon as possible but will not delay treatment in a life-threatening emergency until a family member can be reached.

Drugs, including analgesics, can be administered by the nurse or a designee only upon written order of the family physician. Over-the-counter medications such as cough drops, pain relievers, or antihistamine, must be sent to the nurse's office in their original containers, labeled with the student's name.

Prescription medications **MUST** be in their original containers and include all of the following information before we can administer the medication.

Name of Child \_\_\_\_\_  
Name of Physician \_\_\_\_\_  
Physician's Office Phone Number \_\_\_\_\_  
Date of Order \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Time for Medication to be Dispensed \_\_\_\_\_  
Dosage \_\_\_\_\_  
Doctor's Order in Written Form \_\_\_\_\_

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

**Speech and Language Clinician:** Children with speech and language needs may be referred for evaluation of communication skills. Students who require specially designed instruction may be enrolled in ongoing individual or small group sessions under the direction of a speech and language clinician. The need for these services is determined at a meeting of the instructional support team, which parents are invited to attend.

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

Requests for psychological testing and other services are often submitted by teachers, the principal, or the SRT team, and must be arranged through the director of pupil services. Parents may also request a multi-disciplinary evaluation for their child.

## **Parents as Partners**

### **Parent-Teacher Conferences**

Parent-teacher conferences are held twice each year in conjunction with student progress summaries. These scheduled conference dates appear on the school calendar. Please note that school is not in session for students during these conference days. Because kindergarten teachers must schedule twice the number of conferences as our regular classroom teachers, an additional day is scheduled during each period to accommodate this heavier conference schedule. In addition to conferences with the regular classroom teacher, families may request a conference with a specialist (i.e. art, music, physical education, learning support, gifted support, etc.).

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

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

### **Parent-Teacher Organization (PTO)**

Every parent and teacher is automatically a member of the PTO. Meetings are held periodically month during the school year. That's when all business is conducted, all committee reports are presented, and information is given about programs and events. Guest speakers are often present to discuss current school and district issues.

### **Volunteers and Homeroom Parents**

Every year many parents volunteer to serve as homeroom parents for their child's classroom. Responsibilities generally include such things as organizing classroom parties; contacting other parents with important messages; initiating the phone chain for emergency dismissals; lending a hand at special events; and more. Parents with flexible work schedules may want to consider serving in this important role.

### **Younger Siblings**

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

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information contact the Office of the Assistant Superintendent, Radnor Township School District.

For additional information [click here](#)

## RTSD Verification of Residency and Eligibility for Educational Services

July, 2011

Dear Parents / Guardians of students attending Radnor Schools,

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 anytime 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 anytime 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 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 he/she was your own, and that the living arrangement is continuous and not just for the school year or solely for the purpose of 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 make arrangements 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 three proofs of residency (ONE of the following: original lease or deed signed by both parties, mortgage payment booklet, or agreement of sale followed by original copy of settlement papers within 45 calendar days of settlement; **PLUS** any TWO of the following showing identical name and address: valid driver's license, valid vehicle owner's card, current utility bill, paycheck stub containing home address, tax bill or sewer bill).

If you have any questions regarding the above requirements, the school district policies, or questions regarding your child's specific eligibility for enrollment in school, please contact your child's school for assistance.

**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)**

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If you have any questions regarding the above requirements, the school district policies, or questions regarding your child's specific eligibility for enrollment in school, please contact your child's school for assistance.

### **Annual Notice of Special Education Services**

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

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

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

Public schools must educate children to the maximum extent appropriate in the regular education setting and 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. 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.

**Parent Notification Regarding Federal Funding:**

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

<http://radnortsd.schoolwires.com/59996823234455/blank/browse.asp?a=383&BMDRN=2000&BCOB=0&c=58778&59996823234455Nav=|&NodeID=3348>

# APPENDICES

Policies as adopted by:

Board of School Directors  
Radnor Township School District  
Wayne, PA 19087

All policies are available on the district website.

A hard copy of all district policies is located  
in each elementary school office for your review.

#011	<a href="#"><u>Board of Governance Standards/Code of Conduct</u></a>
#204	<a href="#"><u>Attendance</u></a>
#218	<a href="#"><u>Student Discipline</u></a>
#218.1	<a href="#"><u>Policy on Weapons</u></a>
#218.2	<a href="#"><u>Terroristic Threats/Acts</u></a>
#218.3	<a href="#"><u>Code of Student Conduct</u></a>
#219	<a href="#"><u>Student Complaint Process</u></a>
#222	<a href="#"><u>Use of Tobacco</u></a>
#227	<a href="#"><u>Controlled Substances/Paraphernalia</u></a>
#235	<a href="#"><u>Students Rights and Responsibilities</u></a>
#248	<a href="#"><u>Unlawful Harassment Policy</u></a>
#249	<a href="#"><u>Anti-Bullying</u></a>
#709	<a href="#"><u>Building Security</u></a>
#810	<a href="#"><u>Pupil Transportation</u></a>
#815	<a href="#"><u>Acceptable Use Policy</u></a>
#907	<a href="#"><u>School Visitors</u></a>
#917	<a href="#"><u>Parental/family Involvement</u></a>