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

Radnor Township School District

Radnor Middle School
Student Handbook

2018 - 2019

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

On behalf of the staff at Radnor Middle School, I am happy to welcome you to the 2018-2019 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities.

We encourage you to review this Student Handbook, which serves as a handy reference for you as both you and your child navigate their years through Radnor Middle School. Much of the content in this handbook is derived from District policy. A full listing of the applicable District policies can be found in the Appendices at the end of this Handbook.

We truly believe that communication is the key to a successful educational experience. Together we will continue to improve the quality of our school community and provide the best for the children of Radnor Middle School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

Our School Vision states: From School To The World, Preparing The Hearts, Minds, And Spirits Of All Students For Future Success. The Radnor Middle School staff and I feel privileged every day to help make this vision a reality for our student community. We look forward to partnering with you again this year.

With Warm Regards,

Esther M. Purnell
Principal
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PHILOSOPHY, PERSONNEL,
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RADNOR TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

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

RADNOR MIDDLE SCHOOL MISSION STATEMENT

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

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

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

To deliver this mission we will provide:

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

RADNOR MIDDLE SCHOOL VISION

From school to the world, preparing the hearts, minds, and spirits of all students for future success.
Who’s Who at RMS

*Esther M. Purnell*, Principal.................................................................x7501

*Douglas M. Kent, Ed.D.*, Assistant Principal ..................................x7502

*Ryan M. Buterbaugh*, Assistant Principal........................................x7503

**Building Secretaries**
  - TBA, Secretary to Principal..........................................................x7504
  - Kathy Carroll, Building ................................................................x7505
  - Laura Foran, Attendance/Discipline...............................................x7506
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**School Counselors**
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  - Nicole Ottaviano, Counselor, 7th Grade .......................................x7512
  - Clyde Diehl, Counselor, 8th Grade..............................................x7511

  - Catherine Horan, Librarian .........................................................x7313
  - Joanne Lawson, Library Clerk .....................................................x7313

  - Ceire Evans, K-8 Social Worker..................................................x5220

  - Dr. Daniel Cane, Social & Emotional Coach..................................x3535

  - Dr. LisaMarie Boschi, Building Psychologist ..................................x6117

  - Dorothy Lowery, District At-Risk Counselor...............................x6118

  - Kate McKenna, Technology Integration Coach............................x7116

  - Carolyn Seaton, School Nurse ....................................................x7107

  - George Hahn, Athletic Director..................................................x7316

  - TBA, Cafeteria Manager...............................................................x7132

  - Matt Ryan, Maintenance                                         
  - Noreen Kilgore, Custodian

**RMS Main Office:** 610-386-6300  **SAFE ARRIVAL:** 610-688-0930
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<td>Jacobson  Rm 417  Science</td>
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<td>Conaboy  Rm 412  LA</td>
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<tr>
<td>Sabra  Rm 418  LA</td>
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<td><strong>7 Green Team</strong></td>
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<tr>
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<tr>
<td>Fortescue  Rm 216  Math</td>
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<tr>
<td>Kampes  Rm 218  LA</td>
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<tr>
<td>Canniff  Rm 215  SS</td>
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<td><strong>8th Grade Administrator — Mr. Ryan Buterbaugh</strong></td>
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<td>Hahn  Rm 316  Math</td>
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<td>Munoz  Rm 111</td>
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<td>Bailey  Rm 400</td>
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RMS Bell Schedule 2018-2019

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<th>8th Grade</th>
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<tr>
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<td>8:00-8:35</td>
<td>8:00-8:35</td>
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<td>1:19 – 2:06</td>
<td>1:19 – 2:06</td>
<td>1:19 – 2:06 ENCORE</td>
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<td>Days 3&amp;7 Pd. 6</td>
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<td>Days 1&amp;5 Pd. 4</td>
<td>Days 3&amp;7 Pd. 5</td>
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<td>Days 4&amp;8 Pd. 5</td>
<td>Days 1&amp;5 Pd. 2</td>
<td>Days 3&amp;7 Pd. 3</td>
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<td></td>
<td>Days 4&amp;8 Pd. 2</td>
<td>Days 3&amp;7 Pd. 5</td>
<td>Days 4&amp;8 Pd. 5</td>
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*Extended Learning Time – Students should report to the class period listed based on the daily cycle day.
**Core and Encore classes are 47 minutes
# RMS Bell Schedule 2018-2019
2-Hour Delay – 31-minute periods

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<td>10:00 – 10:21</td>
<td>10:00 – 10:21</td>
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<td><strong>1:45 – 2:16 ENCORE</strong></td>
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<td>2:19-3:00 Days 2&amp;6 Pd. 3</td>
<td>2:19-3:00 Days 3&amp;7 Pd. 6</td>
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<tr>
<td></td>
<td>2:19-3:00 Days 4&amp;8 Pd. 7</td>
<td>2:19-3:00 Days 1&amp;5 Pd. 1</td>
<td>2:19-3:00 Days 2&amp;6 Pd. 4</td>
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<td>2:19-3:00 Days 2&amp;6 Pd. 3</td>
<td>2:19-3:00 Days 2&amp;6 Pd. 7</td>
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<td>2:19-3:00 Days 3&amp;7 Pd. 3</td>
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<td>2:19-3:00 Days 4&amp;8 Pd. 7</td>
<td>2:19-3:00 Days 3&amp;7 Pd. 3</td>
<td>2:19-3:00 Days 4&amp;8 Pd. 7</td>
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REPORT CARDS

Report Cards will be posted to HAC (Home Access Center) at the end of each marking period. The Home Access Center is designed to give parents a snapshot of their child(ren)’s classroom assignments. The teachers post to HAC every two weeks, and parents are encouraged to sit quietly with their child(ren) to review the assignments with that same frequency. The personal growth factors below will accompany grades to provide more anecdotal information regarding student performance.

REPORT CARD COMMENT BANK

NOTE: SUBJECT HEADINGS ARE MEANT TO AID IN LOCATING TYPES OF COMMENTS. THEY ARE NOT THE EXCLUSIVE PROPERTY OF THE SUBJECT

### ACADEMIC (GENERIC)

**Positive**
1. Consistent effort and responsibility
2. Quality of work is improving
3. Is enthusiastic about learning
4. Frequently contributes to class discussions
5. Homework consistently and promptly completed
6. Work reflects high level of originality
7. Has developed excellent study skills
8. Consistently does more than required
9. Consistent effort shown despite low test scores
10. Makes good use of class time
11. Progressing satisfactorily
12. Takes pride in quality work
13. Major project or test was outstanding
14. Is consistently prepared for class
15. Effort has improved

**Negative**
16. Effort & responsibility often below expectation
17. Could take better advantage of extra credit
18. Incomplete homework; missing assignments
19. Late assignments affected grade
20. Is not working up to potential
21. Low test/quiz score(s) have hurt grade
22. Needs to develop more effective study habits
23. Must assume greater responsibility for behavior
24. Needs to follow directions
25. Greater effort needed
26. Inconsistent effort
27. Needs to be more focused
28. Assignment book should be used daily
29. Absences have hindered progress
30. Organizational skills need improvement
31. Needs to make better use of class time
32. Major project missing/incomplete/unacceptable
33. Should come in for extra help
34. Is frequently unprepared for class
35. Needs to participate more actively in class

### ART

36. Handles materials responsibly
37. Shows appreciation for work of others
38. Artistic skills are outstanding
39. Needs to be more responsible with materials

### FOREIGN LANGUAGE

40. Oral work is very good
41. Must practice oral language skills
42. Needs to spend more time reviewing vocabulary
43. Has a good understanding of grammar
44. Must work on grammar skills

### LANGUAGE ARTS

45. Needs to proofread more carefully
46. Composition skills need improvement
47. Does not apply spelling skills in writing
48. Apply strategies to improve comprehension
49. Must provide specific support for ideas
50. Needs to improve literal comprehension skills
51. Needs to improve inferential comprehension
52. Must read nightly

53. Decoding skills interfere with comprehension
54. Enjoys reading
55. Needs to build vocabulary skills

---

### MATHEMATICS

56. Has difficulty with abstract concepts
57. Excellent problem-solving skills
58. Has a good grasp of math concepts
59. Needs to work on basic computational skills
60. Needs to study adequately for tests/quizzes
61. Needs to ask questions in class
62. Excellent work on final exam

---

### MUSIC

63. More focus needed in vocal pitch matching
64. Work needed performing sight singing syllables
65. Must work to maintain beat in keyboarding
66. Keyboard skills show growth/technical facility
67. Melodic and rhythmic patterns sung well

---

### PHYSICAL EDUCATION

68. Must dress for class regularly

---

### SCIENCE

69. Needs to keep an organized notebook/folder
70. Forms conclusions by using a scientific method

---

### SOCIAL STUDIES

71. Asks pertinent questions
72. Has good background knowledge of history
73. Able to think conceptually

---

### TECH ED/FACTS

74. Is developing good lab skills
75. Must develop more effective lab skills

---

### ACADEMIC STUDY SKILLS

76. Has demonstrated knowledge of study skills
77. Uses the assignment notebook daily
78. Needs to review notes nightly
79. Makes good use of class time & CRT
80. Consistently follows directions

---

### SOCIAL

81. Works well independently
82. Works well in a group
83. Attitude is conducive to learning
84. Is courteous, respectful and cooperative
85. Has fine leadership skills
86. Has a wonderful sense of humor
87. Has difficulty working within a group
88. Socializing interferes with learning
89. (X) Student is too new to class to evaluate
90. (X) No grade due to limited knowledge of English
91. See attached
92. Parent conference requested–call 386-6300
93. Grade based on modified instruction/evaluation
94. Grade currently in the A range
95. Grade currently in the B range
96. Grade currently in the C range
97. Grade currently in the D range
98. Grade currently in the F range
Additional comments may be used for specific subjects.
## RMS GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>92.50</td>
</tr>
<tr>
<td>A</td>
<td>92.50</td>
</tr>
<tr>
<td>A-</td>
<td>89.50</td>
</tr>
<tr>
<td>B+</td>
<td>86.50</td>
</tr>
<tr>
<td>B</td>
<td>82.50</td>
</tr>
<tr>
<td>B-</td>
<td>79.50</td>
</tr>
<tr>
<td>C+</td>
<td>76.50</td>
</tr>
<tr>
<td>C</td>
<td>72.50</td>
</tr>
<tr>
<td>C-</td>
<td>69.50</td>
</tr>
<tr>
<td>D+</td>
<td>66.50</td>
</tr>
<tr>
<td>D</td>
<td>62.50</td>
</tr>
<tr>
<td>D-</td>
<td>59.50</td>
</tr>
<tr>
<td>F</td>
<td>&lt;59.49</td>
</tr>
</tbody>
</table>
SECTION II: ACADEMICS
## GLOSSARY OF MIDDLE SCHOOL TERMS

<table>
<thead>
<tr>
<th>Advisory</th>
<th>Advisory is a period for independent study, extra help, group meetings, and makeup work. Also, Essentials, Band, Orchestra, and Chorus meet at this time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Notebook</td>
<td>A spiral notebook given to every child at the beginning of the year. Parents should check it for short term as well as long-term assignments.</td>
</tr>
<tr>
<td>Bus Loop</td>
<td>The semi-circular drive which encircles the administration building - boarding of school buses is in this area and the front of the building.</td>
</tr>
<tr>
<td>Encore</td>
<td>Classes scheduled two periods a day for all grades, such as Foreign Language, FaCS, Tech Ed., Music, Art, and P.E./Health.</td>
</tr>
<tr>
<td>E.L.L.</td>
<td>English Language Learners course offered to students who need additional language assistance.</td>
</tr>
<tr>
<td>World Language</td>
<td>French, Spanish, German, and Latin are offered beginning in the sixth grade.</td>
</tr>
<tr>
<td>Intramurals</td>
<td>A program of activities Monday, Tuesday, Wednesday, and Thursday afternoons. Offerings vary from year to year but usually include athletics, dramatic arts, and curriculum-related subjects. Late buses are <strong>not</strong> provided.</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>Combined instruction including English, reading, and composition.</td>
</tr>
<tr>
<td>Lockers</td>
<td>There are two types of lockers used by students. Book lockers are located near advisory and students may use only locks issued by school. P.E. lockers are in the gym and students must provide their own combination locks.</td>
</tr>
<tr>
<td>Main Gym/Auxiliary Gym</td>
<td>The main gym is used for most athletic activities. The auxiliary gym is used primarily for Physical Education classes.</td>
</tr>
<tr>
<td>MS HOPE</td>
<td>A program to identify and refer students who may be exhibiting difficulty with their attendance, coping skills, and/or exhibiting at-risk behavior or academic challenges.</td>
</tr>
<tr>
<td>Team Planning Time</td>
<td>A period scheduled each day for team unit and activity planning. It is an excellent time for parents to make an appointment to meet with the entire team.</td>
</tr>
<tr>
<td>Technology Education</td>
<td>Technology Education - a course emphasizing an overview of technology in our world.</td>
</tr>
</tbody>
</table>
RTSD parents, students and other community members are encouraged to check several of the below sources for information on school closings, delays or early dismissals due to weather conditions or other emergencies.

- By Phone, Email and Text Message
  - All Radnor Township School District families will receive an automated telephone message, email* and text message* alert via the district’s SchoolMessenger emergency notification system when weather conditions force the closing, delayed opening or early dismissal of school. A message from the Superintendent or designee will be delivered to all district families between 5:30 and 6:00 a.m. for closures and late openings and as soon as possible during the school day for early dismissals.
  - Families: You will be contacted on the primary and secondary phone numbers and every email address listed in your Home Access Center Account (HAC).

- Through the Media
  - WPVI 6 TV or [www.6abc.com](http://www.6abc.com)
  - FOX29 TV or [www.fox29.com](http://www.fox29.com)
  - NBC10 TV or [www.nbc10.com](http://www.nbc10.com)

- Via the RTSD website [www.rtsd.org](http://www.rtsd.org)
- Via RTSD’s official Twitter (@RadnorTSD) and/or Instagram (@RadnorTSD) accounts
- Via an emergency message accessible by calling the district’s main phone number 610-688-8100 and pressing “1”
- Via RTSD Education Channel (Comcast 8, Verizon 31) or Radnor Township Government Access channel (Comcast 5, Verizon 30)
Counselors are available to help with problems and questions in various areas—courses, career thoughts, personal needs, difficulty with friends or fellow students, or just as a friendly ear. They may meet with individuals, in small groups, in advisories, and in guidance classes. (The guidance class is designed to explore student interests, career development, and other pertinent issues impacting young adolescents. Although Guidance takes the lead in this initiative, other staff members also get involved.)

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

✓ 6th Grade      Jamie Walkowiak      x7513
                      Jamie.Walkowiak@rtsd.org

✓ 7th Grade      Nicole Ottaviano      x7512
                      Nicole.Ottaviano@rtsd.org

✓ 8th Grade      Clyde Diehl      x7511
                      Clyde.Diehl@rtsd.org

Withdrawals and Transfers
Please advise the Guidance Department, in advance, if you are moving out of the district or transferring student(s) to a private school.
ACADEMIC PROGRAMS/COURSES

RADNOR MIDDLE SCHOOL COURSES

To offer students a more diverse curriculum, Radnor Middle School operates on an 8-day schedule rotation. This allows students exposure to more non-traditional courses. Below is a brief overview of the courses offered throughout the middle school years.

6th Grade

All Year:
- Language Arts
- Mathematics
- Science
- Social Studies

One semester: every day
- World Language Exploration: Intro to French, Spanish, German, and Latin combined with Library/Reading, World Culture/Guidance instruction

Reading for Understanding (all year, every other day, taken in lieu of World Language Exploratory)

Art *
- Music *
- Physical Education*
- Health*

Family and Consumer Science (FaCS)

Technology Education--Computer
- OR Technology Education--Mechanical

Optional course offerings:
- Band, Chorus, and Orchestra
  - May take any or all
  - Meet 2 – 3 times per cycle during Advisory

Alternative curriculum:
- Crossroads

7th Grade

All Year: every day

Language Arts
Mathematics
Science
Social Studies

World Language* - 1st Year
- Choice of French, Spanish, German, or Latin

Reading for Understanding*
- (all year, every other day, taken in lieu of World Language)

Physical Education*
- Health*
- Art*

Technology Education--Computer*
- (if not taken in 6th Grade)
- OR Technology Education--Mechanical*
- (if not taken in 6th Grade)

Family and Consumer Science (FaCS)*

Music*

Optional course offerings:
- Band, Chorus, and Orchestra
  - May take any or all
  - Meet 2 - 3 times per cycle during Advisory

Alternative curriculum:
- Watershed

*Meet one semester, every other day.

8th Grade

All Year:
- Language Arts
- Mathematics
- Science
- Social Studies
- World Language – 2nd Year
- Reading for Understanding / Writing Essentials /
- Intro. to Spanish / Academic Success Center (all year, every other day)
- Physical Education*
- Health*
- Elective/Special (choice of two):
- Art*
- Technology Education* (Computers)
- OR Robotics & Automation
- Family and Consumer Science (FaCS)*
- Music Technology*
- Debate
- American Musical Theater

Optional course offerings:
- Band, Orchestra, and Distaffs
  - Distaffs is selective; students must audition
  - May take any or all
  - Meet 2 - times per cycle during Advisory

Alternative curricula:
- Gateways
- Soundings

* Meet one semester, every other day.
Advisory is a period that provides an opportunity for students to connect with an adult in a small group setting. Students may be observed working on assignments for an independent study, receive extra help, participate in group meetings, complete makeup work, and/or connect through various student-based activities. These short interactive activities are designed to promote self-esteem, awareness, and self-confidence. Students also participate in Essentials classes, Academic Success Center (ASC), Band, Orchestra, and Chorus during this time.
STANDARDIZED TESTING AT RMS

This section contains information about Radnor Township School District's performance data of our students and information about our assessment program.

- **ACCESS** is a large-scale test that provides a snapshot of how well students are using the English language within the school context. This English language proficiency assessment for students in K-12 is used to monitor a student’s progress in acquiring English for the academic environment, to plan support for continuing English language development, and to satisfy legal requirements for assessment and accountability.

- **Keystone Exams** are end-of-course assessments designed to assess proficiency in academic content. They measure the Pennsylvania Common Core Standards. Students must demonstrate proficiency in Algebra I, Literature, and Biology to graduate. Students have multiple opportunities to take these exams during their middle school and high school years. The Keystones will eventually replace PSSA.

- **National Assessment of Educational Progress (NAEP)** is administered by the Commissioner of Education Statistics from the United States Department of Education and is an assessment used to measure what American students know and can do. It is given to students in grades 4, 8, and 12, across states and urban districts, as randomly selected by the United States Department of Education. Not all schools are selected each year, and if a school district is selected, not all grades may be tested.

- **The Northwest Evaluation Association Measures of Academic Progress (NWEA MAP)** assessment offers detailed, accurate information regarding a student’s growth and achievement in specific academic areas: reading, math, and language usage. It is a Sate standard aligned computer-based testing system which adapts to each student in real time as the test progresses. It provides stability, is grade independent, and it scores in equal interval units.

- **The Pennsylvania System of State Assessment (PSSA)** is a standards-based, criterion-referenced assessment used to measure a student’s attainment of academic standards while determining the degree to which school programs enable students to attain proficiency of state standards.

- **CDT**. The Pennsylvania Department of Education continues to enhance and expand its Classroom Diagnostic Tools (an on-line computer adaptive test), for Reading/Literature, Writing/Composition, Mathematics, and Science. The diagnostic assessments are available for students in the lower grades (3-5) and the grades six to high school. In multiple-choice format, the assessments are available to all Pennsylvania System of School Assessment (PSSA). Although not a predictor for PSSA and Keystone Exam performance, CDTs provide a snapshot on why and how students may still be struggling or exceeding grade and/or course Eligible Content. The CDT data, along with other data, informs instruction in a timely and efficient matter.
HOMEWORK

A reasonable amount of homework is required of students at Radnor Middle School. The teams make every effort to balance the assignment load. Students and parents should be aware that completion of homework is included in final class grades. Homework time often varies significantly among students according to interest and ability: Reference School Board Policy # 130 Homework.

TEXTBOOKS

Students are responsible for all books, which must be covered the day they are received. Damage to books beyond ordinary wear and tear will be charged to a student based on the original cost, year in use, and extent of the damage. Any accrued charges must be paid by the last week in June of the school year the charges were assessed. Students with remaining unpaid charges may be excluded from class and field trips.
In science courses, you will frequently perform laboratory investigations. For your personal safety and that of your classmates, make these guidelines part of your behavior. Your teacher will instruct you in any special or additional precautions that apply to some laboratory activities. After you have read these rules, sign and date the contract, and have your parent or guardian sign and date the contract. Return the entire document to your teacher.

**Rules of Laboratory Conduct**

1. Perform laboratory work ONLY when a teacher is present. Unauthorized or unsupervised experiments are not allowed.

2. Read and think about each laboratory assignment BEFORE beginning the activity.

3. Know the location and use of all safety equipment in the laboratory or classroom.

4. Avoid all unnecessary talk and movement in the laboratory.

5. NEVER taste laboratory materials. No food or drink is permitted in the laboratory portion of the classroom EVER.

6. Report any laboratory accident and/or breakage, no matter how small, IMMEDIATELY to your teacher.

7. Return all equipment and materials to their designated locations at the end of each laboratory session; turn off electrical equipment, water, and gas.

8. Keep focused; horseplay or practical jokes are NEVER acceptable in the laboratory.

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

_____________________________  ______________
Student Signature          Date

_____________________________  ______________
Parent/Guardian Signature   Date
Physical Education (PE) is a requirement and all students should be prepared for each class. The appropriate dress attire for PE is a pair of athletic-style shorts and a school-issued gym shirt. The cost of the gym shirt is $5.00 and can be purchased anytime in the Main Office. In addition to the gym uniforms, students are responsible for having socks and sneakers. If for any health reason a student cannot participate in a PE class, a note from the parent/guardian for short-term (1 day) should be presented to the school nurse, and in the case of a long-term problem, a note from a physician specifying term should be given to the nurse and physical education teacher.
SECTION III:
SPORTS AND
EXTRACURRICULAR ACTIVITIES
Interscholastic Sports

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

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

Interscholastic Sports include:

**BOYS**
- Wrestling
- Baseball
- Football

**GIRLS**
- Volleyball
- Softball
- Field Hockey

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

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

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

District policies also directly address hazing, bullying, and harassment. Per Policy #247, “Hazing” is defined as

“any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person or causes willful destruction or removal of public or private property for initiation, admission into, continued membership in, or affiliation with any organization recognized by the Board.”

Endangers the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangers the mental health shall include, but not be limited to, any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual. Any Hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The policy instructs that “no student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity” and calls for district administrators to “investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.”

Per Policy #249, Our Anti-Bullying Policy states, in part:

“The District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school District. Bullying can also escalate into more serious violence. Therefore, the District strives to offer all students an educational environment free from bullying.”

Four separate unlawful harassment policies govern our students, administrative employees, professional employees and support employees, respectively. Policy 248, which pertains to students, states, in part:

“The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.”
EVENING ACTIVITIES

Students involved in evening activities, such as dances, parties, plays, concerts, etc., are required to arrive on time and asked to remain on school grounds for the entire time of that activity. Students who leave school grounds without prior school permission will be sent home with their parents and will be subject to disciplinary action. Parents are expected to arrange for prompt pick-up of their children after all evening activities.

STUDENT TRANSPORTATION

Information regarding bus transportation is available from the school district Transportation Office. Bus stop information is mailed home prior to the start of school. Students are expected to follow all bus rules for safety and behavior. Bus students may lose riding privileges for misbehavior on the bus or at stops. The conduct of students to and from school is an important part of the total school program. Maintaining good order on school buses requires the cooperation of students, parents, teachers, principals, and bus drivers. The School Board expects students to conduct themselves in a responsible and safe manner while riding on district-owned vehicles and/or using contracted transportation services.

Student Behavior Expectations

**Responsible Bus Loop and Front of School Behavior**

- Students will be cooperative and respectful to the crossing guard, bus drivers, and supervising teachers.
- Students will cross at the crosswalk, following the directions of the crossing guard.
- Students will remain on the school grounds after being dropped off in the morning and prior to boarding the bus in the afternoon.
- Prior to 7:50 a.m., students will report directly to the cafeteria. They are not allowed to congregate in the hallways or stairwells.
- Upon departing the school at the end of the school day, students who board buses in the bus loop will exit using the stairwells closest to the bus loop.
- Students who are to be picked up by a parent will exit using the correct crosswalk stairwell and cross with the appropriate crossing guard.
- At the end of the day, students expecting to board buses will remain on the sidewalks in the bus loop area and in front of school. Students awaiting buses are not allowed to play on the field or walk into town. Students must board the bus quickly, as buses will not stop in the bus loop to pick up late students once they are loaded and have begun to leave the bus loop.
• Students will **walk** in the bus boarding areas, staying in the designated area until the bus is stopped, the driver is on the bus, and the driver signals the students to board.

• Students will board the bus single file.

• Students will remain seated on the bus, facing forward, keeping their hands, feet, and all objects to themselves.

• Students will speak in conversational voices on the bus.

• Food or drink is not permitted on the bus.

The following procedures and regulations apply to all students transported by the Radnor School District:

• The school bus driver is responsible for the safety and conduct of all the students assigned to his/her bus.

• Students are to be loaded and unloaded only at designated bus stops. STUDENTS WILL NOT BE PERMITTED TO GET ON OR OFF THE BUS AT A STOP OTHER THAN THE ONE ASSIGNED.

• **School District Transportation Policy does not permit students to ride a bus other than that assigned.** Other than an extreme emergency, permission cannot be given by a principal or other building personnel for a child to ride a different bus, or any bus if the student is a walker. The only permitted exception is if the parent requests a change. Such special requests must be made in advance, in writing, to the Transportation Department.

• Pupils should wait a reasonable and safe distance from the road at their stop. They should stay clear of the bus until it has come to a complete stop.

• When crossing a road, students should walk in front of the bus only when given the “go-ahead” by the bus driver. Pupils should exercise extra caution when crossing a road.

• Students are to load and unload in a safe and orderly manner. They should avoid crowding or pushing and go directly to their seats when entering the bus. **IF STUDENTS HAVE ASSIGNED SEATS, THEY ARE NOT TO CHANGE SEATS WITHOUT PERMISSION FROM THE BUS DRIVER.** The bus will not move until all passengers are seated. Pupils should remain seated until the bus has come to a complete stop, and they are not to stand or change seats while the vehicle is in motion. They should not place books or other articles in the aisles of the bus.

• Live animals will be permitted on the bus only with the consent of the Director of Transportation or his/her designee. Items such as gym bags, band instruments, and school projects shall not be allowed on the bus unless they can be held on the student’s lap without endangering the safety of others.

• Students should behave in an orderly and mature manner while riding on the bus.

• When boarding buses at school, students should form a line and avoid pushing. **Running after a moving bus is dangerous and is not permitted. Misbehavior on buses will result in detention or loss of bus privilege.**
THE FOLLOWING ACTIONS BY STUDENTS ARE SPECIFICALLY PROHIBITED:

- Being disrespectful to the bus driver.
- Failing to obey an order of the driver.
- Assaulting the driver or another student.
- Using profane, vulgar, or threatening language to the driver or to another student.
- Defacing or destroying bus property.
- Tampering with the bus or any of its equipment (including radio equipment).
- Wrestling, fighting, or “horseplay” on the bus.
- Shouting or making unnecessary noise.
- Lighting matches, smoking, or using other tobacco products.
- Tampering with the windows or extending arms or other parts of the body out of the windows. (Ask the driver for permission before opening windows.)
- Littering or throwing (or “shooting”) objects inside the bus or out the windows.
- Standing or changing seats while the bus is in motion.
- Tampering with the emergency door. (This exit is not to be used except during a supervised drill or an actual emergency.)
- Use or possession of contraband, drugs, or controlled substances of any kind.
- Any other actions that cause a disturbance or distraction to the bus driver or other students or could impair the safe operation of the bus.

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

• The purpose of surveillance monitoring on school buses is to provide a safe environment for students, school personnel, and contracted personnel. Surveillance monitoring will assist as a deterrent for misconduct which jeopardizes the safety of students and other permitted occupants of school buses; however, it does not ensure the elimination of misconduct and cannot guarantee the absolute safety of those on board.

If a student violates the School Bus Regulations and the situation warrants, the bus driver will submit a Discipline Report on the incident. This report will be submitted to the school principal, who will investigate and take appropriate action in dealing with the matter. All questions and problems concerning student discipline should be referred to the principal of the appropriate school. It should be noted that if a student is to be disciplined for a violation of the rules and regulations more than once, the discipline for each incident will become progressively more
severe, depending on the circumstances of each incident. Please refer to Radnor Township School District Policy #810 Transportation.
SECTION IV: ATTENDANCE AND DISCIPLINE
Radnor Middle School is dedicated to the education of all students. Radnor Middle School staff, together with the parents and members of the wider community, encourages all students to grow academically, socially, and emotionally during their middle school years. Students need consistent messages from staff regarding acceptable and unacceptable behaviors to respond in the expected manner. For this reason, the Radnor Middle School Code of Conduct provides guidelines for student behavior, which emphasize treating everyone with dignity and respect, cooperating with others, being truthful, and conducting oneself in a safe and responsible manner.

The role of students at Radnor Middle School is to conduct themselves in a manner that reflects the adherence to the Radnor Township School District’s Policy 218.3 Code of Conduct (see RTSD website). Through their years at Radnor Middle School, it is expected that students will take increased responsibility for their own learning and social actions. In doing so, students will act in a manner that affords every other student the opportunity to learn in an environment which is safe and free from distractions.

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

Radnor Middle School students and staff delineated the following student roles and responsibilities:

1. Arrive to school on time.
2. Attend school daily.
3. Learn and follow all school rules and procedures.
4. Observe time limitations for arrival to Advisory and classes.
5. Use proper manners, particularly in the cafeteria and auditorium.
6. Respect self and all others.
7. Avoid hurtful language.
8. Use appropriate channels (individual teachers, counselor, student council, or office staff) to express concerns, fears, or complaints.
9. Cover all textbooks and respect all school district property.
10. Keep lockers neat. Use only locker assigned to you.
11. Admit mistakes and accept responsibility for one’s actions.
12. Behave appropriately on all field trips.
Students have certain rights, and there are procedures the student and parent can take if they do not agree with the school’s action. It is important that parents talk first with the school personnel directly involved before taking other action.

In any disciplinary situation, students have the right to know the charges and the right to tell their side of the story.

It is the policy of the Radnor Township School District not to discriminate based on race, color, national origin, sex, and handicap in its educational and vocational programs or employment as required by Title IX, Section 504, and Title VI.

Assurance is given that service activities and facilities are accessible to and usable by handicapped persons. Radnor Township School District Board Policy #235 Student Rights / Surveys.

For information regarding civil rights and grievance procedure, contact Coordinator of Title IX and Section 504, at 135 South Wayne Ave., Wayne, PA 19087 - (610) 688-8100.

### RADNOR MIDDLE SCHOOL CODE OF CONDUCT

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Safety:</strong></td>
<td>Are my actions safe for myself and for others?</td>
</tr>
<tr>
<td><strong>Respect:</strong></td>
<td>Do my actions show respect for myself and for others?</td>
</tr>
<tr>
<td><strong>Honesty:</strong></td>
<td>Do my words and actions represent truth?</td>
</tr>
</tbody>
</table>
| **Responsibility:** | Do my actions show that I strive to meet others’ expectations?  
Am I a dependable member of the school community? |
| **Courtesy:** | Do my actions help make this a place where people feel welcome and accepted, and where they can do their work without disruptions? |

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

Radnor Middle School has an active Anti-Bullying program and prides itself on creating a positive learning environment for students. Overwhelmingly, Radnor students conduct themselves in excellent fashion. Conduct that detracts from that high standard of respect for self, for others, and for property will not be tolerated. Students must be aware that misbehavior will result in consequences. Parents and students are asked to become familiar with the following pages that describe the Radnor Middle School Support program, which is the basis of the RMS program of student conduct. Refer to Radnor Township School District Code of Student Conduct Revised #249 Anti-Bullying.

Guidelines for Reporting Bullying

Radnor Middle School will not tolerate any type of bullying behavior; it is incumbent upon teachers and students to report and address such behaviors when they are observed. All alleged incidents of bullying should be immediately reported to a teacher, guidance counselor, administrator, or another trusted adult; and a Bully Reporting Form should be completed and submitted in school or retrieved from online and submitted the next day. Bullying Reporting Forms are available in school (teachers, offices, or designated areas) and electronic copies are available online via the RMS website: http://www.rtsd.org/cms/module/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=811

If it is determined that a student has engaged in a bullying activity, he/she shall be subject to appropriate disciplinary action. These actions include, but are not limited to:

- Notification of Parents
- Counseling Assistance
- Detention
- Suspension
- Notification of appropriate Law Enforcement/Social Service Agency

Instructional Behavior Plan

Radnor Middle School has developed a behavioral support program that is instructional, at first, in assisting students to become responsible, productive, and self-disciplined citizens within the school and community. The school is also obligated to prevent students from interfering with the educational environment and instructional program of others. Disciplinary consequences may need to be imposed for the academic, social, and emotional well-being of all at the middle school.

Radnor Middle School’s Behavior Plan is developed from basic assumptions for handling disciplinary problems. Adult behaviors and student behaviors are closely linked in matters dealing
with student discipline. Approaches that are productive when used by teachers and administrators and that have been based upon knowledge of child development, learning theories, and sound pedagogy are tenants within the Middle School plan. These basic assumptions for handling disciplinary problems are:

- It is preferable to try to identify causation whenever possible in guiding student behavior rather than to treat the behavior in isolation. It is doubtful that student misbehavior will be remedied in the absence of knowing reason and/or purposes.
- All behavior is caused – by internal needs of the student (child), by external factors, or by an interaction of these forces. An awareness of causation can facilitate a more effective and intelligent response to specific behaviors.
- The use of positive, or at least neutral, techniques is more productive when guiding students than the use of negative methods. Positive responses in disciplinary situations contribute to the maintenance of productive human interaction.
- Versatility in the resolution of disciplinary problems is more effective than reliance upon any single technique.
- Over the long haul, approaches that foster the development of internal behavioral controls and problem solving are more productive than those that rely upon external controls or authoritarianism to keep the immediate peace. The ultimate objective is to foster self-discipline.
- Strategies and alternatives for disciplining students in anything less than a constructive way are fruitless.
- Quality instructional programs are inextricably linked to sound discipline.

Teachers and administrators must use alternative approaches to discipline that are appropriate to meet the individual needs of students. Teachers and administrators must exercise discretion in dealing with student misconduct. A rigid system of mandatory discipline responses for certain offenses seldom proves workable because it fails to recognize the specific circumstances surrounding some instances of misconduct. On the other hand, discipline administered on a case-by-case basis with considerable flexibility of response is often inconsistent, inappropriate, and inequitable. Considering the limitations inherent in both the rigid and flexible approach to discipline, the following guidelines are presented:

- Rules, regulations, and disciplinary procedures should explicitly define unacceptable student behavior and should carefully describe the disciplinary actions attached to each incident of misconduct. Where several options might be appropriate for the same type of offense, the circumstances under which each would be applied should be carefully considered.
- Fixed responses should be prescribed for certain offenses. The more serious kinds of misconduct generally should elicit the same type of action in each instance. Discretion in administering the recommended disciplinary response should be applied only in unusual circumstances.
• Teachers and administrators must avoid situations where there may appear to be preferential treatment in the administration of the Code of Conduct and a disciplinary response.

• All school staff members, students, and parents should know the student Code of Conduct and behavior plan. Violations of the Code and plan should never be ignored, and all offenders should be dealt with in a consistent manner that embodies fairness, reasonableness, equitable treatment, and guidance in the development of student self-discipline.

• Rules, regulations, and disciplinary procedures should not be reduced to a catalog of “Do not…” While it is essential for students to know what behaviors are unacceptable, the Code of Conduct should also stress positive behaviors expected of responsible students. Practical standards rather than idealistic generalizations should be the measure. In the handling of individual disciplinary matters, there is never justification for public humiliation, the use of sarcasm, demeaning comments, or any other form of abusive language or abusive treatment when interacting with students.

In keeping with these philosophical guidelines and the Radnor Township School District’s Code of Conduct Policy, Radnor Middle School has developed a Code of Conduct and written an Instructional Behavior Plan.

The teaching staff will be the primary source of interventions for misbehavior, as most misbehaviors are minor and would be handled by the classroom or supervising teacher. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Interventions for misbehavior will be most effective if implemented consistently and calmly.

Because the needs of sixth graders differ from eighth graders, just as the developmental and maturational level of children may vary at any single grade level, no explicit set of consequences can be appropriate for all middle school students. Yet the following set of consequences, with guidelines for their implementation and enforcement, has been reasonably standardized to promote consistency in application.

**LEVEL I MISBEHAVIORS**

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

These misbehaviors are handled by the observing staff member, but sometimes may require the intervention of a Counselor or Administrator.

**Examples of Level I Misbehaviors**

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

**Procedure**

The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary action, including parental notification of the continued or increased behaviors.

**Intervention Options**

Verbal reprimand
Verbal rehearsal of the expected behavior
Positive practice of the expected behavior
Conference with student
Classroom/team area school community service
Academically dishonest work receives the grade of zero
Isolation/removal from activity
Conflict resolution
Behavior contract
Teacher detention
Team/grade level detention
Parent contact
Conference with counselor
Referral to Student Assistance Team (MS HOPE)
Referral to Counselor/Administrator
Other options as deemed appropriate
LEVEL II MISBEHAVIORS

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

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

Examples of Level II Misbehaviors

Repeated, chronic, or serious Level I misbehaviors
Leaving school or an assigned area without permission
Cutting class (includes advisory and sos)
School tardiness
Unexcused absences
Truancy
Failure to cooperate with substitute teachers
Failure to identify oneself correctly
Forgery
Academic dishonesty (cheating, plagiarism, etc.)
Violation of computer “acceptable use” policy
Vandalism/graffiti
Unauthorized sales
Gambling
Obscene gestures or actions
Profane or obscene language
Intimidation or harassment of other persons
Sexual harassment
Fighting
Trespassing
Bullying
Cyber bullying

Procedure

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

The parent(s) and referring staff are notified of the action taken and a record of the student’s behavior and consequence(s) will be maintained by the Administration.
**Intervention Options**

Any appropriate response or disciplinary option from Level I  
Counselor/Administrator conference with student  
Counselor/Administrator contact/conference with parent(s)  
Conflict resolution/mediation  
Ongoing conflict resolution sessions  
Social skills instruction  
Counseling  
Behavior contract/behavior modification procedure  
Restricted school activity  
Detention  
Grade of zero given for academically dishonest work  
Schedule/program modification  
Reparation/restitution of damages and/or loss  
School community service  
Administrative conference/intervention  
Social probation  
In-school suspension  
Out-of-school suspension

**LEVEL III MISBEHAVIORS**

Level III misbehaviors are chronic and/or serious actions specifically and willfully directed against persons or property in the school community. These behaviors are more serious because they may pose a threat to the social and emotional well-being of an individual, the safety of an individual, or the safety of the school community. Violations of Radnor Township School District policies and the law also are Level III offenses. School policies include, but are not limited to, *The Safe Schools Act, Use of Tobacco and Electronic Smoking Products SB Policy #222, Controlled Substances/Paraphernalia SB Policy #227, Unlawful Harassment Policy SB Policy #248, Acceptable Use Policy SB#815* (see RTSD website).

**Examples of Level III Misbehaviors**

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

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

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

**Intervention Options**

Any appropriate response or disciplinary option from Level II
Administrative intervention
Contact with outside agencies (with parent permission, as needed)
Legal intervention
Monetary fine as stipulated by *The Tobacco Law* (First Offense: Fifty dollar ($50.00) fine)
Other options as deemed appropriate

**LEVEL IV MISBEHAVIORS**

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

Level IV misbehaviors threaten the health, safety, and welfare of an individual and/or the school community. School policies include, but are not limited to, *Policy on Weapons SB #218.1*.

**Examples of Level IV Misbehaviors**

Repeated, chronic, or serious Level III misbehaviors
Possession, use, and/or distribution of firecrackers, smoke bombs, etc.
Possession, use, and/or distribution of drugs and/or alcohol
Arson
Selling of unauthorized or illegal substances
Assault (verbal as well as physical) and/or battery
Possession, use, and/or distribution of a weapon or FaCSimile of a weapon
Bomb threats or other terrorist threats
Please refer to *Radnor Township School District Policy #218.2 Terroristic Threats / Acts*

**Procedure**

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

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

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

**Intervention Options**

Any appropriate response or disciplinary option from Level III
Administrative intervention
Contact with police and juvenile authorities – *School Board Policy #225 Relations with Law Enforcement Agencies* – details police interrogation.
Contact with outside agencies (with parent permission, as needed)
Legal intervention
Alternate placement
Expulsion
Other options as deemed appropriate

**Discipline for Special Education Students**

Policy 113.1 Discipline of Students with Disabilities:
All students are encouraged and expected to comply with our school-wide Code of Conduct. However, we do recognize that there are some students identified as requiring Special Education, for which an Individualized Education Plan (IEP) has been developed to address learning and behavioral needs. Some IEPs may include behavior plans specifically developed to teach appropriate behaviors and to determine staff responses and consequences. For Special Education students, the IEP and/or state regulations and guidelines and federal law may supersede the school policy for discipline. Therefore, discipline procedures for students with IEPs may be individualized and unique. These discipline procedures will require an IEP meeting to be scheduled by the Special Education Case Manager to update and/or revise the document due to a student discipline occurrence.

**GAMBLING AND SALES**

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

Weapons or reasonable lookalikes should not be brought to school, on the bus, or to any school activity. According to the Pennsylvania law, students who do so may be expelled for up to one (1) full school year. Radnor School Board Policy #218.1 (see RTSD website) covers in detail the consequences for weapons violations.

LOCKERS

The school assigns lockers, and students are expected to use their assigned locker. Any changes require official school permission. The school issues, free of charge, a standard school combination lock when a student enters the 6th grade or first enrolls. Students are expected to keep and use that lock for their entire time at RMS. **ONLY STANDARD RMS LOCKS MAY BE USED ON HALL LOCKERS.** Other locks will be cut off, if necessary. If a student loses a lock, a replacement lock may be purchased at the school office for **$10.00**. Any problems with lockers should be reported to the Advisory teacher. Locker visits may be limited by an academic team, with many teams requiring that students use their lockers only at specific times during the school day.

Students are responsible to keep lockers clean and in good order. Any locker decorations should be in good taste. Writing in lockers is not acceptable and students should only apply stickers that are removable.

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

Lockers are school property and are given to students on loan for the school year. As school property, lockers may be searched and illegal or dangerous materials seized by school officials for reasonable suspicion or cause. School officials reserve the right to have general locker openings to help provide for clean lockers and orderliness. Officials will use their best judgment to protect students’ rights to privacy. Officials may remove illegal, inappropriate, or dangerous materials. Radnor Township School Board Policy #226 Searches provides details regarding the search of student storage areas.
COMPUTERS: Acceptable Use of Internet, Computers, and Network Resources

Board Policy #815 - Acceptable Use of Internet, Computers, and Network Resources

All Radnor students have access to a range of technologies, including desktops, laptops, interactive white boards, and the wireless network. Students of the Radnor Township School District are not allowed to intentionally damage equipment or electronic files or tamper with the network in any way.

The district is not responsible for any work that could be lost while working on the network.

The district aims to protect students from unwanted or inappropriate digital contact. Cyber bullying is not tolerated. Students and families are asked to report hurtful or inappropriate communications to teachers or administrators immediately. All students are expected to be responsible digital citizens and respect the rights and privacy of students and teachers on the network; this includes students not sharing passwords with others. Students are to follow all copyright laws and refrain from downloading games and videos. Downloading these files uses bandwidth that prevents others from using the network for legitimate educational purposes.

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

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

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

Teachers may choose to use social media in the classroom to support curriculum and instruction where interactions focus on school-related content and issues. If they choose to do so, teachers must create an account dedicated to their professional work and represent themselves as themselves, not as the District. Teachers are not permitted to engage in online friendships with students and are asked to carefully consider online friendships with parents or guardians of students.

Students and teachers may not communicate online in ways that are hurtful or inappropriate or share inappropriate media of any kind. Teachers and students must only represent themselves as themselves, and not as the District in any way. Violations of this policy may result in loss of technology privileges or access, or other appropriate punishments. Teachers and students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators.
Those who do not follow the Social Media Policy may lose computer privileges, network access privileges, or other disciplinary action may be taken.

**ABSENCE PROCEDURES**

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

1. If a student will not be in school on a day, the parent/guardian must call the prescribed Safe Arrival Line (610-688-0930) to notify the school of the child’s absence. When school personnel are not notified, a daily automated call will be made to the parent/guardian to verify the student’s absence and determine the reason.

2. After 8:00 a.m., a student arriving late must first report to the Attendance Office to ensure that accurate records are maintained. Thus, a student arriving after the start of advisory must have an admission slip from the Attendance Office to enter any classroom.

3. Lateness to school can become an increasing problem, resulting in loss of instructional time and interruption in the learning process for others in the classroom. Therefore, Radnor Middle School institutes a more stringent approach. Disciplinary action, such as detention, will result following a student’s fifth unexcused lateness to school. Parents must help to structure a morning schedule for their children that will get them to school on time and begin to establish productive and responsible life-long work habits.

4. Chronic unexcused absences to school can become an increasing problem resulting in loss of instructional time and interruption in the learning process for others in the classroom. Therefore, Radnor Middle School institutes a more stringent approach. Disciplinary action may occur, including letters being sent home notifying parents of the situation, and the possibility of referrals and notification to the appropriate truancy-related agency and/or authorities.

5. To participate in after-school or evening activities, including sports and dances, a student must arrive in school by 11:30 a.m. and actively participate in the remainder of the day.

6. Parents wishing to take students on a family trip of an educational nature must write a letter to the principal indicating the nature and duration of the trip. **Only a total of five (5) such days will be excused in a single school year. Please refer to the Board Policy #204 that can be found on the RTSD website.**

**ABSENCE/LATE ARRIVAL/EARLY DISMISSAL OVERVIEW**

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

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

When your child returns to school, he/she should have an official absence excuse card explaining the reason for his/her absence.

**Lateness To School**

Please make every effort to have your child to school on time every day. While we understand there will be times when your child may be late due to illness, medical appointments, weather conditions, or recognized religious services, under normal circumstances students should be at school by 7:50 a.m. If your child is tardy for any of the above reasons, please send in a parental/guardian or physician note indicating the reason for the lateness and have your child sign into school at the Attendance Office. You may also call the RMS Safe Arrival Line. These late arrivals will be considered excused.

Examples of unexcused lateness to school include, but are not limited to, oversleeping, missing the bus, personal transportation problems, etc. Five (5) unexcused tardies to school may result in the assignment of detention on the 6th unexcused lateness.

** See item #3 above for potential consequences.

**Early Dismissal From School**

For any student who needs to be dismissed from school early, please send in a note with your child and have him/her show it to their teacher to use as a pass to go to the Main Office for dismissal. In a case where you did not send a note with your child, please call our office (610) 386-6300, ext. 7506, so we are able to have your child waiting for you when you arrive.
SECTION V: GENERAL INFORMATION
Technology at RMS

Radnor Middle School is proud to provide many computers for student use during the school day. Often, students are assigned projects that require work at home. *To allow for compatibility, please consider the following when bringing work from home to school.*

- With little exception, school computers use Windows and are equipped with software that can support universal file types. To be sure that the documents can be opened at school, it is recommended that documents are saved or files exported as a type that RMS already supports! Please refer to the chart at right.
- If making a presentation at RMS, it is recommended that the presentation be tested on the school computer at least 24 hours in advance. This will allow time to resolve issues, if necessary.

### File Types Supported at RMS

<table>
<thead>
<tr>
<th>Software</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Adobe Reader</td>
<td>.pdf</td>
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<tr>
<td>Microsoft Office</td>
<td>.doc/.docx</td>
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<tr>
<td></td>
<td>.xls/.xlsx</td>
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<tr>
<td></td>
<td>.ppt/.pptx</td>
</tr>
<tr>
<td>QuickTime Player</td>
<td>.mov</td>
</tr>
<tr>
<td>Windows Media Player</td>
<td>.wmv</td>
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</tbody>
</table>

**ELEVATOR USE**

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

- Student should ride the elevator alone, or with **ONE HELPER** to assist with books.
- Student use of the elevator is confined to the regular school day.
- In the event of fire evacuation or a drill, students may **never** use the elevator. Students should proceed to the nearest stairwell landing fire evacuation zone.
- Playing on the elevator will result in loss of elevator privilege.
- The elevator key must be returned at the end of each school day, even for cases of prolonged use.
- Loss of key will result in a $10 replacement charge.
BOOK BAGS

Students may use book bags to carry books and materials to and from school. However, once in school book bags must remain in lockers.

BICYCLES, SKATEBOARDS, AND ROLLER BLADES

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

Students who ride bikes to school should wear helmets.

STUDENT DRESS

Students are expected to attend school dressed for the business of learning. While school officials hesitate to establish specific rules, it is expected that students dress in good taste considering their age, the weather, community norms, the need for safety, and the need to take the process of education seriously. Traditional standards of good taste and modesty are expected. Parents are requested to assist the school by monitoring clothing for appropriateness. The school reserves the right to determine standards of dress in an educational setting. Please refer to Policy #221.

Students should not wear the following to school:

- Hats, hoods, and bandanas, once inside the building.
- Clothing that refers to alcohol, drugs, violent behavior, or offensive language.
- Items that communicate vulgarity, sexual or mixed messages, or messages that tend to agitate others (especially ethnic, religious, or cultural groups).
- Clothing that does not cover all undergarments.
- Halter tops, spaghetti straps, loosely fitting tank tops, or clothing exposing midriffs, waists, or chests.
- Shirts cut off at the shoulders or waist.
- Dresses, shorts, and skirts must be at an appropriate length, which is determined to be no shorter than midway between the knee and the top of the leg. When applying the “finger rule,” the bottom of the shorts should reach at least the tip of the thumb while arms are resting at your side.
- Shoes that cause imbalance or inability to maneuver quickly and safely.

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

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

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

If a student forgets a lunch at home or has insufficient funds in their lunch account, the school will provide a healthy meal. Parents and guardians will be notified when the student’s account reaches a specified balance. Only in the case of emergency, should parents bring a lunch to the Main Office. Those lunches will be taken to the cafeteria. Students should check with the duty teacher to claim their lunch.

**Student Behavior Expectations**  
**Responsible Cafeteria Behavior**

1. Students will go promptly to the cafeteria at their designated grade level lunch unless other arrangements have been made with a teacher. A pass will be required to leave the cafeteria and report to an alternate place.

2. Students will walk into the cafeteria in a quiet and orderly fashion in an effort not to disturb other classes that are in session.

3. Saving places at lunch tables will **not** be permitted.

4. Students will remain seated while eating food (brown bag lunch, school lunch, snacks, drinks, etc.).
5. Each student will handle and eat only his/her own food. Grabbing, throwing, or playing with food is unacceptable.

6. Students will use good manners and speak in quiet voices.

7. Students will be respectful to other students, cafeteria supervisors, and cafeteria workers.

8. Students will respond quickly, immediately becoming quiet upon seeing the “silent signal” of a raised hand or hearing a microphone announcement requesting silence.

9. Students will listen quietly to announcements.

10. All unopened food and drinks will remain in the cafeteria.

11. Each student will be responsible to clean up food and trash from his/her floor and table area.

12. During the lunch period, students will use only the bathrooms adjoining the cafeteria.

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

September 2014, the RMS Community implemented the Smart Snacks In-School Initiative. We have enclosed a link that will provide you with additional information on the gradual revisions to foods available in our cafeteria because of this USDA requirement.

The Smart Snacks sold on school campus during the school day must now meet both the general standards and the nutrient standards outlined below. Our Cafeteria Staff and Food Service Workers remain dedicated and committed to seeing that all our children get the best nutrition and the best service ever! We need no Federal Mandate to know just how committed they are to stay on the cutting edge of what is important in the diets of all our students.


Smart Snack Calculator - http://rdp.healthiergeneration.org/calc/calculator/

For information regarding RTSD’s food service programs, please refer to Policy #808

Student Behavior Expectations

Field/Lunch Activity

1. Students will report to the field after cleaning up in the cafeteria and being dismissed by a duty teacher.

2. Students will walk to the field, exiting through the appropriate doorways.

3. Students will play and socialize within the designated playing areas.

4. Bleachers will be used for sitting and talking.
5. Playground and sports equipment will be properly used.

6. All activities will be safe and with appropriate physical contact for the game/activity of choice.

7. Students will return immediately to the school building upon hearing a whistle blow signaling the end of the lunch period.

8. Students will enter the building, return to the cafeteria, and return to their classes in a quiet and orderly fashion.

**Inclement Weather Days**

On days when the weather does not allow students to go outside, the following alternatives are available:

1. Remain in the cafeteria to socialize.
2. Go to the gym to play basketball, when available.

**Student Behavior Expectations**

**Gymnasium/Lunch Activity**

1. Students will line up and go with a teacher to the gymnasium.
2. Students must be wearing rubber-soled shoes.
3. Students will be respectful of others during play.
4. When the whistle blows signaling the end of lunch activity, students will quickly return all equipment to the bin.
5. Students will exit the gymnasium quickly and quietly, and return to the cafeteria area for dismissal.

**ELECTRONIC DEVICES AND CELL PHONES**

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

All personal electronic communication devices are only permitted for use before and after school, unless permitted by individual teachers during their classes for instructional purposes. **OTHERWISE, THE PERSONAL ELECTRONIC COMMUNICATION DEVICES SHOULD BE TURNED OFF AND KEPT IN THE STUDENT'S LOCKER UNLESS PERMITTED FOR USE IN A CLASS FOR INSTRUCTIONAL PURPOSES.**

Students who violate this policy will have their device confiscated and turned into the Attendance Office. The device will be returned to the student at the end of the day. Repeated problems will
result in the parent being responsible to pick up the device prior to the end of a Radnor Middle School day.

Use of Personal Electronic Communication Devices in Class

At the discretion of individual teachers, students are permitted to use these devices for instructional purposes that do not disrupt the classroom and in ways that are consistent with the District’s Acceptable Use Policy 815 and its Social Media – Employee and Student Use Policy 815.1.

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

Personal Electronic Communication Devices and Field Trips

Permission may be granted for student use of personal music devices while on a field or class trip with the expressed permission of the chaperoning teacher(s). Students are responsible for the safekeeping of all personal possessions while on any trip and must follow the district’s Social Media-Employee and Student Use Policy. Please refer to Policy #829 regarding the use of personal electronic communication devices.

For more information on RTSD's Social Media Policy and additional resources, please visit http://bit.ly/rtsdsocialmedia.
HALLS AND STAIRWELLS

Student Behavior Expectations
Responsible Hallway and Stairwell Behavior

1. Students will walk on the right side when moving through hallways and stairwells.
2. Students will use a normal speaking voice and appropriate language. To speak to someone down the hall, students will go to him or her rather than shout.
3. Students will keep hands, feet, and objects to themselves.
4. During class time, students must have a pass to be in the hallways.
5. No food or drink is permitted in the hallways or stairwells. Exceptions will be made for teacher- or team-organized special events.
6. When addressed by a staff member, students will stop and speak respectfully with that person.
7. Students will walk in the stairwells, taking steps one at a time. No jumping or sliding is permitted.
8. Students have a responsibility to keep the hallways and stairwells free of litter and graffiti.
9. Students will keep lockers clean and in good order. Locker decorations must be in good taste. Only stickers that are removable are allowed inside the locker door. Writing in or on lockers is not acceptable.
10. Students will close lockers quietly. Only standard Radnor Middle School locks may be used.
11. Upon departing the school at the end of the school day, students may also use the back stairwell and the back-lobby doors connecting with the bus loop.

RESTROOMS

Student Behavior Expectations
Responsible Restroom Behavior

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

1. Students will walk into the auditorium quietly, following teacher direction, and will sit in their assigned seats.

2. Students will attend to the program, seated upright, with their feet on the floor and their hands kept to themselves.

3. Students will show consideration or applause to the performers at the appropriate times.

4. Students will remain seated and listen to teacher’s directions for dismissal.

5. In emergencies during the program, students will exit and enter using the designated doors.
LIBRARY

Staff

Librarian: Catherine Horan (x7313)
Library Clerk: Joanne Lawson (x7313)

Library Rules

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

Library Services

- The library is open to students every school day from 7:35 a.m. to 3:00 p.m.
- There are 28 computers available for student use. There are color and black and white laser printers available. Students are asked to only print what they need.
- A scanner is available for student use.

Borrowing Materials

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

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

FIRE DRILLS

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

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

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

**ROLES AND RESPONSIBILITIES - PARENTS**

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

To ensure a successful educational experience for Radnor students, it is imperative that parents:

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

• Monitor the child’s use of the Internet, telephone, and other electronic media.

• Develop consistent guidelines and expectations that are developmentally appropriate for their child and his/her friends.

• Sign a contract with the school indicating their support of this plan.

**PARENTAL CONCERNS**

It is the philosophy of Radnor Middle School that a problem concerning a teacher or team should be solved at the closest level to the student. A parent concern involving a teacher should begin with a parent/teacher conference either in person, via email, or by phone. If the parent is not satisfied with the outcome of such a conference, the parent should speak with the child’s counselor to discuss the problem.

If neither of these actions resolves the concern, the parent should call the principal’s secretary to schedule a meeting including the parent, the teacher, and the appropriate grade-level administrator.

Communication between the home and the school is vital to the success of individual students and to the program of Radnor Middle School. Do not hesitate to call and express questions or concerns.

**EMERGENCY SCHOOL CLOSINGS**

**Parental Responsibility In Emergency School Closings**

When weather conditions appear to be such as to cause closing schools early, parents are urged to expect such action in order that they may be at home to receive the children when they arrive. In cases where this is not possible, plans should be made with neighbors to take care of the children upon their arrival at home. If parents normally meet a child when he/she gets off the bus or has a long distance to walk at the end of the bus route, it is very important that parents make suitable plans for such a child in case of inclement weather.

If you wish to drive your child home, meet him/her at the bus stop. Do not drive all the way to school and create additional problems for police and school officials.

**Hazardous Conditions Developing During The Day**

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

**Hazardous Conditions Developing During The Night**

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

**VISITORS**

During the school day, the school is always open to properly approved visitors. However, visitors must, according to school board policy, register in the Main Office and wear a visitor’s pass before being escorted into the building. Parents who wish to talk with a teacher must call in advance for an appointment. Parents interested in visiting the school or attending classes should call the office in advance so that a schedule can be prepared and teachers notified. All visitors to RMS must sign out in the Main Office prior to exiting the building.

Students within the district or from other districts are not permitted to visit school unless the principal grants an advance request after agreement with teachers whose classes are to be visited. Requests must be in writing from the parent of the Radnor student, and they must have prior approval by the principal. There may be times when visitations may be inappropriate. No student visitors are permitted at school parties or dances.
ALL GRADE 6 STUDENTS ARE REQUIRED TO SUBMIT A PHYSICAL EXAM FORM WITH IMMUNIZATION RECORD

ALL GRADE 7 STUDENTS ARE REQUIRED TO SUBMIT A DENTAL FORM

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

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

Students must have a pass from a teacher to visit the school nurse. Students may not go to the nurse’s office between classes. Students are to go to their scheduled class and ask that teacher for a pass to the nurse.

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

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

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

MANDATED VACCINATION REQUIREMENTS

Proof of immunization means a written record showing the dates (month, day, and year) your child was immunized.

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)*
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
  *Usually given as DTP or DTaP or if medically advisable, DT or Td
  **Usually given as MMR

7th Grade ADDITIONAL immunization requirements for entry:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose meningococcal conjugate vaccine (MCV)

12th Grade ADDITIONAL immunization requirements for entry:

- 2nd dose of meningococcal conjugate vaccine (MCV)
  - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
  - If the first dose was given at 16 years of age or older, only one dose is required.

The only exemptions to the school laws for immunizations are:

- medical reasons;
- religious beliefs; and
- philosophical/strong moral or ethical conviction

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

*Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information. Keep a record of your child's immunizations. Keep this record in a safe place. Your doctor's office, medical clinic, or hospital may ask for this record. As your children become adults, they may need the record for college, for their job or if they travel out of the country.

If you have questions regarding immunization requirements, please talk to the certified school nurse.
CHILD ABUSE

Children must be aware that they are protected under the law from abuse. The school nurse and school officials will investigate any suspected case of child abuse or child neglect. If warranted, the case will then be reported to the proper authorities, as required by the laws of the Commonwealth of Pennsylvania. Radnor School Board Policy #806 outlines in detail the procedures for dealing with child abuse. Please contact your child’s guidance counselor or grade level administrator if you suspect abuse.

FORGOTTEN ITEMS

Parents should refrain from bringing to school items forgotten at home. RMS promotes student responsibility, which should come with maturity. If a necessary item is brought for a student, the student is expected to check for it between classes in the Main Office or Attendance Office. Our policy on items delivered is to minimize any class disruption during the student day. The items that are made a delivery priority are:

- Eyewear
- Medicine (to the nurse)
- Lunch

When possible, an effort will be made to let students know of an item that has been dropped off. It cannot be guaranteed that the student will pick it up. It is understood that 6th grade is a time of transition therefore; dropped off 6th grade items are given extra consideration. As the school year progresses, the frequency of forgotten items should diminish. By 8th grade, the expectation is that the students will not be notified unless the item is one of three listed above. This will greatly assist in the transition to Radnor High School and greater independence.

LOST AND FOUND

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

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

FIELD TRIPS

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

STUDENT AWARDS

Every year in the month of June, many Radnor Middle School 8th graders are recognized for their outstanding achievements in an assortment of areas at the school's annual Eighth Grade Awards Ceremony. Below are the areas of achievement and recognition:

17th Senatorial District Citizenship Award

DAR Citizenship Award

American Legion Award

American Mathematics Award

NCTE Award

National Council of Jewish Women

PTO Service Award

Music Awards

Lois Adams Award

Ryan Spiess Award
Robert E. Reeser Award
Dr. Gary G. Kime Faculty Award
Walter E. Katuzny Award
Emerson “Chief” Metoxen Award
World Language Awards
President’s Awards for Academic Excellence
William F. Laffey Community Spirit Award
Patricia E. Lee Literacy Award
George W. Mitchell Award
Ann Marie Lord Award
Kaela Stuard Award
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 any time during the school year.

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

You or your child has moved

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

You are keeping a school-aged child whose parents 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 to 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 (2) 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 (3) proofs of residency (ONE of the following: original lease or deed signed by both parties, mortgage payment booklet, or agreement of sale followed by the 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 polices, or questions regarding your child’s specific eligibility for enrollment in school, please contact your child’s school for assistance.
Family Educational Rights and Privacy Act (FERPA)

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 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:

   a. School officials with legitimate educational interest;
   b. Other schools to which a student is transferring;
   c. Specified officials for audit or evaluation purposes;
   d. Appropriate parties regarding financial aid to a student;
   e. Organizations conducting certain studies for or on behalf of the school;
   f. Accrediting organizations;
   g. To comply with a judicial order or lawfully issued subpoena;
   h. Appropriate officials in cases of health and safety emergencies; and
   i. 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 PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.
CHILD FIND NOTICE  
GIFTED, SPECIAL EDUCATION AND  
SECTION 504 of the REHABILITATION ACT of 1973

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 here [https://www.rtsd.org/Page/527](https://www.rtsd.org/Page/527) and in the front foyer of the Radnor Township School District Administration Building and the Office of Student Services at 610-688-8100, x6071.

The educational needs of students attending District schools are monitored in each school. When data indicates the possible need for additional services and/or support (such as gifted support, special education support or a 504 Services Agreement), the parent is asked to provide signed informed consent so that the special education eligibility may be determined. Parents/guardians residing in the District also may request an evaluation to determine the need of their child attending one of our schools. This request must be made in writing. Signed, informed parental consent subsequently will be requested by the school. Evaluations are completed within 60 days (excluding summer) by a multi-disciplinary team whose composition varies based on the identified area(s) of educational concern.

In all instances the parent is treated as an integral member of the child’s learning team.

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

If you have questions regarding the information provided above please contact the Director of Student Services and Special Education of the Radnor Township School District at 610-688-8100, x6071.

SECTION VI: APPENDIX
RADNOR TOWNSHIP SCHOOL DISTRICT POLICIES
# APPENDICES

Radnor Township School District  
School Board Policies

(refer to [http://www.rtsd.org/Page/320](http://www.rtsd.org/Page/320) to review District Policies)

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