Policy on Equal Rights and Opportunity

It is the policy of the Radnor Township School District not to discriminate on the basis of race, color, age, creed, religion, gender, gender identify, gender expression, sexual orientation, ancestry, national 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.
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SECTION I  PHILOSOPHY

STATEMENT OF PHILOSOPHY

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

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

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

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

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

RADNOR TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

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

RADNOR TOWNSHIP SCHOOL DISTRICT VISION

*Each student will demonstrate caring by enhancing community through ongoing choice and action.

*Each student will consistently demonstrate excitement and persistence by constructing knowledge and developing novel solutions.

*All students will demonstrate dedication to the pursuit of their passions.
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<td>Troland</td>
<td>Kelly</td>
<td>3640</td>
<td>3810</td>
<td>Mathematics</td>
<td><a href="mailto:Kelly.Troland@rtsd.org">Kelly.Troland@rtsd.org</a></td>
</tr>
<tr>
<td>Trozzo</td>
<td>Karen</td>
<td>3234</td>
<td>3732</td>
<td>Science</td>
<td><a href="mailto:Karen.Trozzo@rtsd.org">Karen.Trozzo@rtsd.org</a></td>
</tr>
<tr>
<td>TV STUDIO</td>
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<tr>
<td>Tyldsley</td>
<td>Harry</td>
<td>3680</td>
<td>3811</td>
<td>English</td>
<td><a href="mailto:Harry.Tyldsl@rtsd.org">Harry.Tyldsl@rtsd.org</a></td>
</tr>
<tr>
<td>Tyson</td>
<td>Meridyth</td>
<td>3640</td>
<td>3733</td>
<td>Mathematics</td>
<td><a href="mailto:Meridyth.Tyson@rtsd.org">Meridyth.Tyson@rtsd.org</a></td>
</tr>
<tr>
<td>Verguldi-Scott</td>
<td>Jessica</td>
<td>3620</td>
<td>3812</td>
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<tr>
<td>Warner</td>
<td>Nancy</td>
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<td>3506</td>
<td>Librarian</td>
<td><a href="mailto:Nancy.Warner@rtsd.org">Nancy.Warner@rtsd.org</a></td>
</tr>
<tr>
<td>Welborn</td>
<td>Jeanette</td>
<td>3660</td>
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<tr>
<td>Wess</td>
<td>Amy</td>
<td>3537</td>
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<td>Librarian</td>
<td><a href="mailto:Amy.Wess@rtsd.org">Amy.Wess@rtsd.org</a></td>
</tr>
<tr>
<td>Wetzel</td>
<td>Michelle</td>
<td>3401</td>
<td>3406</td>
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<tr>
<td>Wildey</td>
<td>Amy</td>
<td>3309</td>
<td>3309</td>
<td>School Psychologist</td>
<td><a href="mailto:Amy.Wildey@rtsd.org">Amy.Wildey@rtsd.org</a></td>
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<tr>
<td>Wood</td>
<td>David</td>
<td>3600</td>
<td>3814</td>
<td>Science</td>
<td><a href="mailto:David.Wood@rtsd.org">David.Wood@rtsd.org</a></td>
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<tr>
<td>WORLD LANGUAGE DEPT.</td>
<td></td>
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<tr>
<td>Wright</td>
<td>Paul</td>
<td>3600</td>
<td>3815</td>
<td>Social Studies</td>
<td><a href="mailto:Paul.Wright@rtsd.org">Paul.Wright@rtsd.org</a></td>
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<tr>
<td>WRITING CENTER</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
# RADNOR HIGH SCHOOL

## BELL SCHEDULE

### 8 BLOCK DAYS (M, T, F)

**8 Period Days (Mondays, Tuesdays, Fridays)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin</th>
<th>End</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>7:35 AM</td>
<td>7:44 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>7:48 AM</td>
<td>8:29 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>8:34 AM</td>
<td>9:15 AM</td>
<td></td>
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</tr>
<tr>
<td>Period 3</td>
<td>9:20 AM</td>
<td>10:01 AM</td>
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</tr>
<tr>
<td>Period 4</td>
<td>10:06 AM</td>
<td>10:47 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td><strong>10:52 AM</strong></td>
<td><strong>11:22 AM</strong></td>
<td></td>
<td></td>
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<tr>
<td>Period 5</td>
<td>11:27 AM</td>
<td>11:33 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>11:38 AM</td>
<td>12:08 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 6</td>
<td>12:13 PM</td>
<td>12:19 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>12:24 PM</td>
<td><strong>12:54 PM</strong></td>
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<td></td>
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<tr>
<td>Period 7</td>
<td>12:59 PM</td>
<td>1:40 PM</td>
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<tr>
<td>Period 8</td>
<td>1:45 PM</td>
<td>2:27 PM</td>
<td></td>
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</tr>
</tbody>
</table>

**BOLD** times indicate when bells will ring.

**On 8 period days, lunch is assigned and appears on student schedules.**

### 4 Period Days (Wednesdays, Thursdays)

<table>
<thead>
<tr>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>HR</td>
<td>7:35 AM</td>
<td>7:44 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 1 or 2</td>
<td>7:48 AM</td>
<td>9:08 AM</td>
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<tr>
<td>Community Pd.</td>
<td>9:13 AM</td>
<td>9:38 AM</td>
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<td></td>
</tr>
<tr>
<td>Block 3 or 4</td>
<td>9:43 AM</td>
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</tr>
<tr>
<td>A</td>
<td><strong>11:08 AM</strong></td>
<td><strong>11:38 AM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 5 or 6</td>
<td>11:42 AM</td>
<td>11:46 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>11:50 AM</td>
<td>12:20 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 5 or 6</td>
<td>12:24 PM</td>
<td><strong>12:28 PM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>12:32 PM</td>
<td><strong>1:02 PM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 7 or 8</td>
<td>1:07 PM</td>
<td>2:27 PM</td>
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</table>

**BOLD** times indicate when bells will ring.

**On block days, 5th or 6th period classes will be designated for specific lunches.**
# Two-Hour Late Schedules

## 8 Period Days (Mondays, Tuesdays, Fridays)

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:35 AM</td>
<td>9:44 AM</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:47 AM</td>
<td>10:15 AM</td>
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<tr>
<td>Period 2</td>
<td>10:18 AM</td>
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<tr>
<td>Period 3</td>
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<td>11:18 AM</td>
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<td>Period 4</td>
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<td>11:48 AM</td>
</tr>
<tr>
<td>A</td>
<td>11:51 AM</td>
<td>12:18 PM</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:20 PM</td>
<td>12:22 PM</td>
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<tr>
<td>B</td>
<td>12:24 PM</td>
<td>12:51 PM</td>
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<tr>
<td>Period 6</td>
<td>12:53 PM</td>
<td>12:55 PM</td>
</tr>
<tr>
<td>C</td>
<td>12:57 PM</td>
<td>1:24 PM</td>
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<tr>
<td>Period 7</td>
<td>1:27 PM</td>
<td>1:55 PM</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:58 PM</td>
<td>2:27 PM</td>
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</tbody>
</table>

On 8 period days, lunch is assigned and appears on student schedules.

**Bold** times indicate when bells will ring.

## 4 Period Days (Wednesdays, Thursdays)

<table>
<thead>
<tr>
<th>HR</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:35 AM</td>
<td>9:44 AM</td>
</tr>
<tr>
<td>Block 1 or 2</td>
<td>9:47 AM</td>
<td>10:47 AM</td>
</tr>
<tr>
<td>Block 3 or 4</td>
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<td>Block 5 or 6</td>
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<tr>
<td>B</td>
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<td>12:52 PM</td>
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<tr>
<td>Block 5 or 6</td>
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<td><strong>12:55 PM</strong></td>
</tr>
<tr>
<td>C</td>
<td>12:57 PM</td>
<td><strong>1:24 PM</strong></td>
</tr>
<tr>
<td>Block 7 or 8</td>
<td>1:27 PM</td>
<td>2:27 PM</td>
</tr>
</tbody>
</table>

On block days, 5th or 6th period classes will be designated for specific lunches.

**Bold** times indicate when bells will ring.
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/18</td>
<td>Fall Sports Begin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/14/18</td>
<td>Freshman FUNdamentals: 9th Grade Orientation Program</td>
<td>8:30 – 12:30 am</td>
<td>Auditorium</td>
</tr>
<tr>
<td>9/3/18</td>
<td>Holiday-Labor Day – District Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/4/18</td>
<td>First Day of School</td>
<td>7:30 am - 2:27 pm</td>
<td>RHS</td>
</tr>
<tr>
<td>9/10/18</td>
<td>Rosh Hashanah- School Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/12/18</td>
<td>Freshman/Parent Orientation Night &amp; 9th iPad meeting</td>
<td>6:00-7:00 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>9/12/18</td>
<td>RHS “Back to School Night” Open House</td>
<td>7:00 pm</td>
<td>RHS</td>
</tr>
<tr>
<td>9/19/18</td>
<td>Yom Kippur- School Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/20/18</td>
<td>PTO Welcome Coffee</td>
<td>1:00 pm</td>
<td>Black Box</td>
</tr>
<tr>
<td>9/20/18</td>
<td>Senior College Planning Night</td>
<td>6:30pm - 8:00 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>9/27/18</td>
<td>Activities Fair</td>
<td>Community period</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>10/6/18</td>
<td>SAT’s</td>
<td>Doors open 7:10 am</td>
<td>RHS</td>
</tr>
<tr>
<td>10/10/18</td>
<td>PSAT’s</td>
<td>7:30 am</td>
<td>RHS</td>
</tr>
<tr>
<td>10/10/18</td>
<td>Senior Class Photo and Photo Retake Day</td>
<td></td>
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<tr>
<td>10/10/18</td>
<td>Evening FAFSA Completion</td>
<td>5:00-6:00 pm and</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:20-7:20 pm</td>
<td></td>
</tr>
<tr>
<td>10/12/18</td>
<td>Alliance for Safe Kids (ASK)</td>
<td>9:30-11:00 am</td>
<td>Black Box</td>
</tr>
<tr>
<td>10/16/18</td>
<td>Speak Up!</td>
<td>7:00-9:00 am</td>
<td>Auditorium</td>
</tr>
<tr>
<td>10/22/18</td>
<td>National Honor Society Induction</td>
<td>7:00 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>10/31/18</td>
<td>Senior Dress Up Day Parade</td>
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<tr>
<td>10/22/18- 10/26/18</td>
<td>LM Week</td>
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<td>10/26/18</td>
<td>LM Pep Rally</td>
<td>1:00 pm</td>
<td>Main Gym</td>
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<td>10/27/18</td>
<td>LM Game (Away)</td>
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<td>Lower Merion HS</td>
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<td>In-Service Day – School Closed</td>
<td>1:00 pm</td>
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<td>11/9/18</td>
<td>End of Quarter 1</td>
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<td>Hall of Fame Recognition Assembly</td>
<td>1:50 pm</td>
<td>RHS</td>
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<tr>
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<td>Hall of Fame Ceremony</td>
<td>10:00 am</td>
<td>St. Davids GC</td>
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<td>11/14/18</td>
<td>Thanksgiving Dinner</td>
<td>6:00-8:00 pm</td>
<td>Cafeteria</td>
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<tr>
<td>11/15/18- 11/17/18</td>
<td>RAW Production</td>
<td>7:00 pm</td>
<td>Black Box</td>
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<tr>
<td>11/19/18</td>
<td>Full day for students</td>
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<tr>
<td>11/19/18- 11/21/18</td>
<td>Parent Conferences</td>
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<td>11/22/18- 11/23/18</td>
<td>Holiday – Thanksgiving – District Closed</td>
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<tr>
<td>11/30/18</td>
<td>Alliance for Safe Kids (ASK)</td>
<td>9:30-11:00 am</td>
<td>Black Box</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Location</td>
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<tr>
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<td>12/3/18-12/14/18</td>
<td>Winter Keystone Exams</td>
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<tr>
<td>12/5/18</td>
<td>Choral/Orchestra Concert</td>
<td>7:30 pm</td>
<td>Auditorium</td>
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<td>12/6/18</td>
<td>Junior College Planning Night</td>
<td>6:30 - 8:30 pm</td>
<td>Auditorium</td>
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<tr>
<td>12/14/18</td>
<td>RHS Prospective Student Open House</td>
<td>8:00 - 9:00 am</td>
<td>Guidance</td>
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<tr>
<td>12/19/18</td>
<td>Winter Band Concert</td>
<td>7:30 pm</td>
<td>Auditorium</td>
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<td>12/24/18-1/1/19</td>
<td>Winter Holiday – District Closed</td>
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<tr>
<td>1/2/19</td>
<td>Students Return to School</td>
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<tr>
<td>1/9/19</td>
<td>Program of Studies Presentation for Class of 2023</td>
<td>10:00 am</td>
<td>RMS</td>
</tr>
<tr>
<td>1/10/19</td>
<td>Freshman Parent Check-In Class of 2022</td>
<td>6:30 - 7:30 pm</td>
<td>Black Box</td>
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<tr>
<td>1/14/19</td>
<td>Winter Band Concert</td>
<td>7:30 pm</td>
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<tr>
<td>1/16/19</td>
<td>Speaker Series</td>
<td>7:00 pm</td>
<td>Agnes Irwin</td>
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<tr>
<td>1/17/19</td>
<td>Program of Studies Presentation Class of 2023 (parents)</td>
<td>6:00 pm</td>
<td>Auditorium</td>
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<tr>
<td>1/17/19</td>
<td>Winterfest</td>
<td>7:00 pm</td>
<td>Auditorium</td>
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<td>1/17/19</td>
<td>Program of Studies Presentation Grades 9, 10 &amp; 11</td>
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<td>Community period</td>
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<td>1/18/19</td>
<td>RHS Prospective Student Open House</td>
<td>8:00 - 9:00 am</td>
<td>Guidance</td>
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<tr>
<td>1/21/19</td>
<td>Martin Luther King Holiday</td>
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<td>1/23/19-1/25/19</td>
<td>Mid-Terms - Dismissal 11:30 am</td>
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<td>1/25/19</td>
<td>End of Quarter 2/Semester 1</td>
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<tr>
<td>2/2/19</td>
<td>Senior Semiformal</td>
<td>7:30 - 10:30 pm</td>
<td>TBD</td>
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<tr>
<td>2/8/19</td>
<td>Alliance for Safe Kids (ASK)</td>
<td>9:30 - 11:00 am</td>
<td>Black Box</td>
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<tr>
<td>2/15/19</td>
<td>Teacher In-Service Day-No School for Students</td>
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<td>2/18/19</td>
<td>Holiday - President’s Day - District Closed</td>
<td></td>
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</tr>
<tr>
<td>2/22/19</td>
<td>RHS Prospective Student Open House</td>
<td>8:00 - 9:00 am</td>
<td>Guidance</td>
</tr>
<tr>
<td>2/23/19</td>
<td>Freshmen Semiformal</td>
<td>7:30 - 10:00 pm</td>
<td>Cafeteria</td>
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<tr>
<td>2/28/19-3/2/19</td>
<td>RHS School Musical</td>
<td>7:30 pm</td>
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<td>3/9/19</td>
<td>SAT’s</td>
<td>Doors open 7:10 am</td>
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<td>3/13/19</td>
<td>Winter Jazz Concert</td>
<td>7:30</td>
<td>Auditorium</td>
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<td>Guidance</td>
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<td>Band Trip</td>
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<td>3/28/19</td>
<td>PMEA Adjudication</td>
<td>7:30 am - 5:00 pm</td>
<td>RHS</td>
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<td>3/29/19</td>
<td>End of Quarter 3</td>
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<td>4/4/19</td>
<td>Sophomore Career Planning &amp; Standardized Testing Overview</td>
<td>6:30 - 8:00 pm</td>
<td>Auditorium</td>
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<tr>
<td>4/6/19</td>
<td>Sophomore Semiformal</td>
<td>7:30 - 10:00 pm</td>
<td>RHS</td>
</tr>
<tr>
<td>4/10/19</td>
<td>Chamber Orchestra Concert</td>
<td>7:30 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>4/12/19</td>
<td>Alliance for Safe Kids (ASK)</td>
<td>9:00 - 11:00 am</td>
<td>Black Box</td>
</tr>
<tr>
<td>4/12/19</td>
<td>RHS Prospective Student Open House</td>
<td>8:00 - 9:00 am</td>
<td>Guidance</td>
</tr>
<tr>
<td>4/13/19</td>
<td>Festivals of Music</td>
<td>8:00 am - 5:00 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>4/15/19- 4/19/19</td>
<td>Spring Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Location</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>---------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4/24/19, 4/25/19</td>
<td>A.P. Pre-Administration</td>
<td>7:45 am - 3:00pm</td>
<td>Faculty Dining</td>
</tr>
<tr>
<td>4/27/19</td>
<td>Katie Samson Lacrosse Festival</td>
<td>7:30 am</td>
<td>TBD</td>
</tr>
<tr>
<td>5/1/19</td>
<td>Spring Band Concert</td>
<td>7:30 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>5/4/19</td>
<td>SAT’s</td>
<td>Doors open 7:10 am</td>
<td>RHS</td>
</tr>
<tr>
<td>5/4/19</td>
<td>Junior Prom</td>
<td>7:30pm - 10:00pm</td>
<td>RHS</td>
</tr>
<tr>
<td>5/6/19-5/17/19</td>
<td>AP Exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/13/19</td>
<td>Junior Book Awards</td>
<td>7:30 pm</td>
<td>Library</td>
</tr>
<tr>
<td>5/13/19-5/24/19</td>
<td>Spring Keystone Exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/15/19</td>
<td>Spring Chorus/ Orchestra Concert</td>
<td>7:30 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>5/17/19</td>
<td>All District Jazz Night</td>
<td>7:30 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>5/21/19</td>
<td>Teacher In-Service Day - School Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/27/19</td>
<td>Holiday - Memorial Day - District Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/27/19</td>
<td>Memorial Day Parade - Marching Band</td>
<td>9:45 am</td>
<td>Wayne</td>
</tr>
<tr>
<td>5/29/19-5/31/19</td>
<td>RAW Production</td>
<td>7:00 pm</td>
<td>Black Box</td>
</tr>
<tr>
<td>6/1/19</td>
<td>SAT’s</td>
<td>Doors open 7:10 am</td>
<td>RHS</td>
</tr>
<tr>
<td>6/1/19</td>
<td>Senior Prom (Franklin Institute)</td>
<td>7:30 - 11:00 pm</td>
<td>Franklin Institute</td>
</tr>
<tr>
<td>6/5/19-6/7/19</td>
<td>Senior Finals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/9/18</td>
<td>Baccalaureate</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>6/10/19</td>
<td>Radnor High School Scholarship Fund Awards Ceremony</td>
<td>6:00 - 7:00 pm</td>
<td>Library</td>
</tr>
<tr>
<td>6/10/19</td>
<td>Senior Awards Night</td>
<td>7:00 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>6/10/19-6/12/19</td>
<td>Underclass Finals</td>
<td>Dismissal 11:30 am</td>
<td></td>
</tr>
<tr>
<td>6/12/19</td>
<td>Graduation</td>
<td>4:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>6/14/19</td>
<td>Last Day for Students - ½ Day (if no snow days)</td>
<td>Dismissal 11:00 am</td>
<td></td>
</tr>
<tr>
<td>6/15/19</td>
<td>End of Quarter 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARKING PERIOD CALENDAR FOR 2018-19**

<table>
<thead>
<tr>
<th>Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP 1</td>
<td>November 10</td>
</tr>
<tr>
<td>MP 2</td>
<td>January 26</td>
</tr>
<tr>
<td>MP 3</td>
<td>April 6</td>
</tr>
<tr>
<td>MP 4</td>
<td>June 15</td>
</tr>
</tbody>
</table>
SECTION II – ACADEMICS

GRADUATION REQUIREMENTS
Students are required to earn a total of 22.5 credits to graduate from Radnor High School (RTSD Board Policy #218). Among the 22.5 credits must be 4 credits in English, 3 credits in Social Studies, 3 credits in Mathematics, 3 credits in Science (Biology, Chemistry, and Physics), 2 credits in Arts and Humanities (1 of which will be earned in fine arts or practical arts, or both), 2 credits in Physical Education, 1 credit in Health, and ½ credit in Technology or Business. The Program of Studies should be reviewed for more detailed information.

PARTICIPATION IN GRADUATION
Seniors must enroll in enough courses during the senior year to meet requirements to acquire 22.5 credits for graduation. Students must have all credits (22.5), as well as successfully completed the graduation project, in order to walk in the graduation ceremony. The principal will make a final decision for each individual that does not complete the necessary requirements prior to the graduation ceremony. In addition to academic requirements, all financial and disciplinary obligations must be cleared in order to participate in the ceremony.

EARLY GRADUATION
Applicants for early graduation (i.e. those who wish to accelerate and complete graduation requirements in less than four years) should make requests in writing to the chairperson of the Guidance Department by October 1 of the junior year. The Guidance Department chairperson and the Principal will act upon the request. Any student approved for early graduation may be placed in a senior homeroom if he or she can complete all required credits for senior status by the end of his/her third year in high school.

ANNUAL CREDIT REQUIREMENTS
All full-time students are required to be enrolled in a minimum of 6.5 credits. Course credit loads of 7.5 to 8 credits are quite common, especially for students wishing to continue study after high school at competitive colleges and universities. Seniors must enroll in enough courses during the senior year to meet requirements to acquire the 22.5 credits necessary for graduation.

GRANTING CREDIT
Any course completed at Radnor High School by a Radnor Middle School student may be granted graduation credit. The grade will appear on the transcript and will be included in the GPA. All grade reporting and withdrawal regulations will apply.

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

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

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

PARTIAL CREDITS
A course must be completed in its entirety before credit will be awarded (e.g., a student who successfully passes the first semester of a full-year course and subsequently withdraws from the course will not receive partial credit regardless of the reason for the withdrawal). In some extreme situations, for example moving midyear, partial credit may be awarded at the discretion of the principal.
PROMOTION REQUIREMENTS AND HOMEROOMS
In order to be promoted and assigned to a homeroom in the next grade, a student must meet the following requirements:

<table>
<thead>
<tr>
<th>Promotion From</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th to 10th Grade</td>
<td>Must have 5.50 credits</td>
</tr>
<tr>
<td>10th to 11th Grade</td>
<td>Must have 11.50 credits</td>
</tr>
<tr>
<td>11th to 12th Grade</td>
<td>Must have 18.00 credits</td>
</tr>
</tbody>
</table>

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

GRADING AND GRADE POINT AVERAGE (GPA)
Teachers determine the requirements for the grades awarded to students at the end of each marking period.

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

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

In the calculation of GPA, the following factors are considered:
1. All subjects are used in computing GPA, including grades earned by Radnor students studying via homebound instruction, by foreign students attending Radnor, and through Special Education courses.
2. Courses taken Pass-Fail are not included in the GPA.
3. Courses taken at a college/university, abroad, or any other accredited high school will not be included in the GPA.
4. GPA is cumulative throughout high school, counting all courses taken in grades 9 to 12.
5. Radnor has a dual GPA system. The transcript of every Radnor student indicates a weighted and a non-weighted GPA.
6. Only grades in Advanced Placement, Seminar and Honors courses are weighted.
7. Withdrawn (WD) will be recorded on the transcript when a student is officially withdrawn from a course. The course will not be calculated in the GPA. A WD cannot be removed from the transcript without written consent from the teacher to the administration.

Calculating grades for most year-long classes:
\[(Q1 \times 0.2) + (Q2 \times 0.2) + (\text{Midterm} \times 0.1) + (Q3 \times 0.2) + (Q4 \times 0.2) + (\text{Final} \times 0.1) = X\]

Calculating grades for most semester-long classes:
\[(Q1 \text{ or } Q3 \times 0.4) + (Q2 \text{ or } Q4 \times 0.4) + (\text{Midterm or Final} \times 0.2) = X\]

HOMEWORK
The amount of time to complete homework will be based on the course load the individual student is taking in a particular school year. Students who override into a course may find that homework may take them longer than the identified time to complete. Students taking higher level courses should expect an increased homework workload. Students planning to take more than a typical caseload of credits and/or planning to take one or more AP should be aware of school-based resources offered by RTSD and take advantage of these as needed. These include but are not limited to the Math Center, the Writing Center, and (if available) peer tutoring and after school homework help. Students and parent(s)/guardian(s) will be informed at the beginning of the course (via course syllabus and/or program of studies description) regarding the teacher’s philosophy of how homework will be assigned, assessed, and included as part of the student’s grade.
**INCOMPLETE GRADES**

Throughout the first three marking periods an incomplete grade must be made up within **twenty school days** after the marking period ends unless a documented medical condition does not allow for this. Incomplete grades will be recorded as failures if they are submitted at the end of the term. Petitions for an extension of this period (or an exception to these rules) must be directed in writing to the Principal. Since report cards come out shortly past the end of a marking period, teachers would inform a student that he/she has received an (I) grade so that the student can begin to make up work and meet the deadline. Incomplete grades may only be carried into the summer for students with extenuating circumstances and with approval and consultation of the high school administration and teacher.

**PASS-FAIL GRADES**

A student carrying at least 6.50 credits may choose to be graded on a Pass-Fail basis in one or more of those in excess of 6.50 credits. The student declaring his/her intention to be graded on a Pass-Fail basis must designate the course(s) to be graded **prior to the end of the first interim grading period**. Requests to be graded on a Pass-Fail basis after this date are to be considered exceptions and require the approval of the Principal after consultation with the teacher. Should a course(s) be dropped, thereby reducing the pupil’s load to 6.50 credits or fewer, the course(s) designated Pass-Fail grading will then revert to the grading policy used by the teacher for students taking the same course for a more traditional grade. In those areas where specific academic levels of proficiency are required for continued study, the teacher required to grade on a Pass-Fail basis will provide a written statement regarding the pupil’s ability to pursue a higher-level course. Pass-Fail grading is acceptable for summer enrichment course(s) (but not remedial courses) provided that the grading decision is announced before the summer course begins. Pass-Fail courses are not included in GPA. The Principal may also reserve the right to grant a Pass-Fail in individual cases to students who are not carrying at least 6.50 credits. **Courses required for graduation may not be taken on a Pass-Fail basis.**

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

**MEDICAL GRADES**

Radnor High School philosophy of the “M”:

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

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

The purpose of any designed accommodation will be to facilitate the student’s progress toward the academic goal of earning credit without compromising either the primary immediate goal of promoting the child’s healing or the ongoing goal of maintaining the academic integrity of the school and its programs.

Accordingly, RHS does not deem it appropriate to prioritize time factors in the resolution of the “M”, as is more common in the case of an “Incomplete” (“I”). It should be also noted that an “M” no longer stands alone in place of a grade. An “M” is a placeholder for an extended period of time for students with a documented medical condition.

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

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

**Expectations of the student/family:**

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

*Expectations of the medical professional:*

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

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

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

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

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

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

*Provisions of the Medical Policy:*

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

**AUDITS**

Students may audit a class they may be interested in taking. Audits must be preapproved by the teacher of the class and are limited to one day per course per school year. Students interested in auditing a class should pick up a form in the main office.

**GRADES (CORRECTING MECHANICAL ERRORS)**

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

**REPORT CARDS**

Report cards are issued to each student four times each year, shortly after the end of each quarter. All report cards are posted on HAC (Home Access Center). End of year report cards will not be mailed home. All student debts must be paid or arrangements with a school administrator must be made, for a student to receive his/her end-of-year report card.

**UPDATING OF GRADES**

Classroom teachers will update HAC every two to three weeks to notify parents on student progress. Parents and students are encouraged to check HAC to stay up to date on student grades. A feature in HAC for 2018-19, is the ability to receive email updates when grades are entered. Parents need to enable this feature in HAC by clicking the alert box on the Classes
Page under the Classwork Tab. (see picture below) Students and parents are encouraged to reach out to their teacher if the student’s grades begin to slip in a particular class.

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

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

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

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

2. Honor Roll
   a. The student must carry a minimum load of five major subjects and earn a grade point average of **3.2 or better** in those subjects.
   b. The student must earn grades of **B or better in major subjects and a C or better in all other subjects**.
   c. Those who receive an incomplete mark or no mark at all in any subject are excluded from the honor roll.

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

General information regarding exams is as follows:

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

**TEST TAKING GUIDELINES**
The following procedure should be followed for all test administered at Radnor High School.

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

Students should not (unless instructed to do so by the teacher):
• Bring notes with them to the test.
• Have any electronic devices (e.g., cell phones, smart phones, smart watches, etc.) unless otherwise instructed by the teacher.
• Talk with others about questions on the test during or after the test.
• Take notes about the test to share with others.
• Leave a test session without permission from the proctor or teacher.

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

STUDENT RECORDS
Student records (identifying information, grade level completed, standardized test scores, college admissions, academic honors, student resume, counselor’s recommendations, etc.) will be released to third parties subject to written permission of the parent and student. Parents and students may see these third-party records upon request through the Guidance Department. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. A district FERPA statement is contained in the Appendix of this publication. Any student or parent(s) who request to see any recommendations MUST notify the college that the recommendations are not confidential.

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

Students may be referred for a gifted evaluation by a teacher, school principal, or parent. Parents who believe their child may qualify for GIEP identification according to PA Chapter 16 guidelines and wish to request a gifted evaluation should begin the process with a written request to their child’s principal asking that their child be formally evaluated.

HOMEBOUND INSTRUCTION
Parents/students who are applying for Homebound Instruction must contact their guidance counselor first to begin the application process and then will be directed to contact the Office of Student Services. Homebound is typically for students with severe documented medical circumstances which impedes them from attending school for a temporary time. The length of Homebound Instruction is determined by the Student Services Office. A student who applies and is granted Homebound may not be able to fulfill all academic requirements and not every course on a student’s schedule will be considered or available through Homebound. Each circumstance and schedule is individual, so a meeting with the student’s guidance counselor is imperative to determine which courses can be offered.

During the time any student is on Homebound, he/she may not be permitted to be involved in any extra-curricular activities until the time he or she is no longer on Homebound Instruction and is attending school and classes on a regular basis.
HOMEBOUND INSTRUCTION

The Radnor Township School District, in accordance with Radnor Township School District Policy 118 and a section of Pennsylvania Regulations Title 22 provides Homebound Instruction to students who are unable to attend school for an extended period of time due to an acute illness, physical disability, or psychological/psychiatric disability. Eligible students receive up to 5 hours of instruction each week for required core courses. The period of Homebound Instruction will not exceed a maximum of three (3) months.

I. Homebound Instruction is not a replacement or substitute for school attendance and should be used as a last resort, since prolonged Homebound Instruction would likely lead to instructional deficits. Homebound Instruction may be appropriate for any student who possesses a temporary condition making them unable to attend school (e.g. student who fractures a leg and is in traction). Long term, chronic conditions are not appropriate for provision of Homebound Instruction.

II. If the student is a special education eligible student and requests Homebound Instruction, an Individual Education Plan (IEP) meeting should be held immediately to determine if the medical condition is related to the student’s disability and whether the IEP needs to be revised to provide appropriate special education services and placement. A Permission to Re-evaluate will be issued to obtain parent permission for an evaluation to determine the nature of the illness in relation to the disability and the impact on the student’s ability to access their educational program. (Homebound Instruction is not “Instruction in the Home”. Instruction in the Home is a special education placement of the most restrictive type and is recommended through an IEP and Notice of Recommended Educational Placement (NOREP).

   a) Title 22 Part I Chapter 11 § 11.25-Temporary excusals due to illness or other urgent reasons. Upon receipt of satisfactory evidence of medical, physical, or other urgent reasons, a child may be excused for nonattendance during a temporary period, but the term “urgent reasons” shall be strictly construed and shall not permit irregular attendance... Temporary excusals shall not exceed three months.

III. During the Homebound Instruction period, the student must be under the care of a physician or psychiatrist on a continuing basis for treatment, which includes ongoing planning to re-involve the student in school.

IV. Upon request for Homebound, a form will be provided for completion by the child’s doctor (attached). Upon receipt of the fully completed form, the Superintendent or designee will review the request and provide approval if appropriate. The district will then engage certified teachers for instruction in each required/core content area. There is no guarantee that all of a student’s schedule of courses will be provided during Homebound. A parent or guardian must be present in the home during the instruction.

V. If a child’s disability is expected to be chronic/long term, your child may be referred for an evaluation for services under the Individuals with Disabilities Education Act or Chapter 15/504 of the American’s with Disabilities Act. For more information, please contact the Office of Student Services at 610-688-8100, Extension 6073.

Parents/students who are applying for Homebound Instruction must contact their guidance counselor or the Office of Student Services.

During the time any student is on Homebound, he/she may not be permitted to be involved in any extra-curricular activities until the time he or she is no longer on Homebound Instruction and is attending school and classes on a regular basis.

OVERRIDES

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

There will be no September drop/add period. The only new schedules developed in September will be for students newly admitted to the school.

No student is permitted to request a withdraw from a scheduled course until 15 class meetings have occurred.

Only changes considered scheduling errors, or those initiated by teachers, counselors, or administrators will be considered. These include but are not necessarily limited to failure to meet prerequisites or an improper level placement. Requests to change courses will be handled by the guidance department.

The following rules apply to all change requests:
- Preferential changes (one elective for another or moving a class from one period to another) are not permitted.
- Parallel changes (teacher preference) are not permitted under any circumstances.
- Withdrawing from a class in order to increase free time will not be honored.
- The Assistant Principal of Academic Affairs must approve all schedule changes. During this time, changes will be contingent upon space availability and the opportunity for the student to make up work missed in the new class.

**NO WITHDRAW IS PERMITTED AFTER THE FIRST SEMESTER FOR A FULL YEAR COURSE UNLESS THE TEACHER RECOMMENDS THE CHANGE.**

**NO WITHDRAW IS PERMITTED AFTER THE FIRST MARKING PERIOD FOR A SEMESTER COURSE UNLESS THE TEACHER RECOMMENDS THE CHANGE.**

**INDEPENDENT STUDY**

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

*Independent Study will be awarded credit based on length. A semester Independent Study will be awarded .5 credit and a full-year Independent Study will be awarded 1.0 credit. The length of the Independent Study will be determined by Faculty Sponsor.*

**ADVANCED PLACEMENT (AP) TEST POLICY**

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

All students enrolled in an Advanced Placement (AP) course are required to take the AP exam for the course at the end of the school year. If a student chooses not to take the AP exam, the AP designation will be removed from the transcript/report card, and the course will be designated as Honors. *(Example: AP World History will be listed as World History H.)* If a student decides in May not to take the chosen AP Exams, then the AP designation will be removed from the final transcript.

Students can pre-register and pay for each exam by during the entire month of February. After February 28th, a $15 late processing fee per exam will apply to all students registering. Friday, March 15th is the last day for AP registration. This is a firm deadline and registrations will not be accepted after that date. Checks will be made payable to Radnor High School. Students are eligible for partial refunds up until February 3, 2018.

Students with financial hardship may apply for a fee waiver through College Board. Your guidance counselor can assist with the fee waiver process.
Final Exam Opt Out for Advanced Placement Courses

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

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

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

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

The order of this year’s AP study weeks are as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Courses</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>AP Art History</td>
</tr>
<tr>
<td></td>
<td>AP Studio Art</td>
</tr>
<tr>
<td>English</td>
<td>AP English Language and Composition</td>
</tr>
<tr>
<td></td>
<td>AP English Literature and Composition</td>
</tr>
<tr>
<td>Viewpoints on Modern America/AP English Language</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>AP Calculus AB</td>
</tr>
<tr>
<td></td>
<td>AP Calculus BC</td>
</tr>
<tr>
<td></td>
<td>AP Computer Science A</td>
</tr>
<tr>
<td></td>
<td>AP Statistics</td>
</tr>
<tr>
<td>Music</td>
<td>AP Music Theory</td>
</tr>
<tr>
<td>Science</td>
<td>AP Physics 1</td>
</tr>
<tr>
<td></td>
<td>AP Physics 2</td>
</tr>
<tr>
<td></td>
<td>AP Physics C: Mechanics</td>
</tr>
<tr>
<td>Social Studies</td>
<td>AP Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>AP European History</td>
</tr>
<tr>
<td></td>
<td>AP U.S. Government and Politics</td>
</tr>
<tr>
<td></td>
<td>AP Psychology</td>
</tr>
<tr>
<td></td>
<td>AP U.S. History</td>
</tr>
<tr>
<td></td>
<td>AP World History</td>
</tr>
<tr>
<td>World Languages</td>
<td>AP French Language and Culture</td>
</tr>
<tr>
<td></td>
<td>AP German Language and Culture</td>
</tr>
<tr>
<td></td>
<td>AP Spanish Language and Culture</td>
</tr>
<tr>
<td></td>
<td>AP Latin</td>
</tr>
</tbody>
</table>

Advanced Placement exam dates can be found at the following website:

https://professionals.collegeboard.org/testing/ap/about/dates
Radnor High School  
2018/2019 Course Selection  
Override Form

Student Name: _________________________________ Grade in 2018-2019 __________________

Student ID Number: ___________________________ Phone Number _______________________

RECOMMENDED

Course Name________________________________________ Course Number: ___________________

Course Name________________________________________ Course Number: ___________________

OVERRIDE

Course Name________________________________________ Course Number: ___________________

Course Name________________________________________ Course Number: ___________________

Override Agreement
I understand that I am opting to enroll my student in a course that is different from the teacher recommended course. Once an override occurs, it is expected that the student will stay in the class for the duration of the school year and not request to be moved to the recommended level. If a student does withdraw from the course, a WD will be placed on the student’s transcript. There will be no exceptions that would allow a student who overrides a teacher recommendation to drop the course without earning a WD as the final grade for the course.

Moving Up a Level
Please be advised that a teacher’s recommendation is made based on the challenge a student should anticipate and the opportunity for success in learning. Please be advised if a student chooses to move up to a higher level, it is with the knowledge that the course work will be more challenging than their current class. The pace and/or workload will not be adjusted to accommodate the student who has chosen to take on this challenge.

Moving Down a Level
Please be advised if a student chooses a lower level, it is with knowledge that the course work may be less challenging and the pace and/or workload will not be adjusted to accommodate the students who have chosen to drop levels. Expectations of earning higher grades in a lower level should not be anticipated.

Parent Signature: _______________________________ Date: ________________________

Student Signature: ______________________________ Date: ________________________

Counselor Signature: ____________________________ Date: ________________________
STUDENT: The following criteria MUST be met and documented before permission for the requested change is considered. Based on the information below requests may be granted or denied by an administrator.

1. Parent/Teacher/Student conference must be held via phone or in person (email communication is not acceptable) ☐ Yes ☐ No Teacher Initials: ____________

2. Student must document the dates he/she initiated extra help in course work when applicable. (Use of ASC, writing center, math center, or individual meeting with teacher.) ☐ Yes ☐ No ☐ N/A

3. Student/Counselor meeting to discuss and initiate paperwork. Teacher Initials: ____________

Do not change classes until your counselor gives you a copy of your new schedule.

Student Name ____________________________ ID# ____________ Grade ________

STUDENT REASON FOR CHANGE REQUEST (must be completed)

____________________________________________________________________________________________________________________________________________________________________________________________________________________

Courses to be added – teacher signature indicates acknowledgement of change, not approval

<table>
<thead>
<tr>
<th>Course name</th>
<th>Teacher</th>
<th>Period</th>
<th>Course number and section</th>
<th>Teacher Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Parent Signature ___________________________________________ Student Signature ________________________________________________________________________________________________

Counselor Signature ___________________________________ Administrator Signature & Decision ____________________________________________

☐ YES ☐ NO

Administrative Override ☐

EFFECTIVE DATE _____________________________________________

**WD should appear on transcript if:**
1. The student/parent overrides the teacher recommendation
2. The teacher does not support the course change

**WD should not appear on transcript if:**
1. The teacher supports the course change
2. The teacher initiates the course change
3. The change is lateral due to health/safety issues or if required in order to make another change
Radnor High School
Independent Study Application

This application along with student proposal must be submitted to the Principal no later than the second full week of school. Any student submitting a proposal must follow the guidelines below in order for the Independent Study (IS) to be considered.

1. Independent Study is only offered to students in 11th and 12th grades and the student must be carrying 6.5 credits to be considered making the Independent Study an additional .5 or 1 credit.

2. A Faculty member who is certified in the discipline area of the chosen Independent Study must sponsor a student. The Faculty Sponsor is responsible for all grading and monitoring of student progress.

3. An Independent Study proposal cannot include a currently offered Radnor High School course.

4. The proposal must include the following:
   a. The objective of the Independent Study
   b. Clearly outlined and detailed benchmarks as defined by the Faculty Sponsor to monitor progress of student. Two benchmarks are required for a semester Independent Study and four benchmarks are required for a full year Independent Study.
   c. A final summative assessment which is to be graded by the Faculty Sponsor is to be submitted with the initial proposal.

*Independent Study will be awarded credit based on length. A semester Independent Study will be awarded .5 credit and a full-year Independent Study will be awarded 1.0 credit. The length of the Independent Study will be determined by Faculty Sponsor.*

I agree to all requirements of the Independent Study and will adhere to any and all academic requirements set forth by my Faculty Sponsor.

________________________________________   __________________
Student Signature        Date

I agree to all requirements on the Independent Study and agree to monitor and grade student progress as defined by proposal.

________________________________________   __________________
Faculty Signature        Date

Accepted _________ Not Accepted ___________ (Reason will be explained in a meeting)

________________________________________   __________________
Principal Signature       Date
SECTION III – EXTRACURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS

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

1. **Attendance / Lateness to School** – It is school policy that students may participate in school activities including practices, games, performances, activities, and/or clubs, only if the students have been in attendance in school since 9:30am. A note from the doctor’s office is required if a student needs to leave school in the middle of the day or if they come back after 9:30am. The note must be presented to the attendance office by 2:30pm on the day of the appointment. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed excuse from the doctor, on the physician’s letterhead, regarding the absence. A note from a parent/guardian who is a physician for illness in which the parent was the primary doctor will be acceptable, but must be on letterhead from the parent/guardian’s practice. A student who has been absent from school for twenty (20) school days in a semester will not be eligible to participate in any athletic contest or extracurricular activity until he/she has been in attendance for a total of 45 school days following the student’s twentieth (20th) day of absence.

2. **Early Dismissal** - In order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, he or she is expected to follow the early dismissal policy outlined in the student handbook. It is expected that the time students are out of the building will not exceed half of a day. The Building Principal or Athletic Director may make exceptions to this policy when a student has extenuating circumstances.

3. **Suspension** - Suspended students are prohibited from participation during the term of the suspension. This also includes away contests. A student who is suspended for reasons of alcohol or other drug use will be suspended from participation in any sport or activity for an additional period of 10 calendar days. Additionally, the student will be referred to the Student Assistance Program. A second violation will cause suspension from all activities for 90 calendar days. For a full description of this procedure and consequences see the section Drug Abuse and Alcoholic Beverages of the Student Code of Conduct below.

4. **Grades** – School administration will run a grade report every Monday morning starting the second week of September. If a student is failing more than one credit, they will be ineligible until the next grade report is run. If at the end of a marking period, a student is failing more than one credit, the student will be ineligible for the first 15 school days of the following marking period. In determining eligibility for the first marking period, a student’s final grades for the preceding year will be used. Deficiencies made up at an approved summer school will be considered.

5. **Debts** – Students must resolve all debts to be eligible to participate in any activity or athletic event. These debts must be paid prior to participation.

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

BEHAVIOR AT SCHOOL SPONSORED ACTIVITIES

Student behavior problems, which occur at extracurricular, school-sponsored activities, will be acted upon as if the situation occurred during the school day. Participation in future events may be limited or prohibited and other consequences may be imposed and will be determined on a case-by-case basis.

RADNOR HIGH SCHOOL ATHLETIC DEPARTMENT: GUIDELINES FOR SPECTATORS

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

Radnor joins the PIAA and Central Athletic League in promoting good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will
not be tolerated and are grounds for immediate removal from the site of competition. We thank everyone who comes out to support our students and our school. Go Raiders!

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

DON’T (Grounds for immediate removal from contest and future contests):
- Ridicule or berate players, coaches, officials, or other spectators.
- Engage in any unsportsmanlike conduct with officials, coaches, players or parents. This includes inappropriate comments including taunting, profanity, or gestures.
- Participate in any behavior endangering the health or well-being of a participant.
- Humiliate, denigrate, or intimidate, in any way, any participant or attendee. This includes chants about underclassmen.
- Ridicule any participant for making a mistake.
- Attempt to coach from the stands/sidelines or grandstand.
- Confront coaches, officials, opposing fans or participants in an antagonistic manner before, during or after contest.
- Throw ANY object onto the court/field of play.
- Rush the field/court in protest or celebration after a contest.

1. Prohibited Items:
   a. Tobacco, alcohol, illegal substances are expressly prohibited and law enforcement will be contacted if illegal activity is suspected.
   b. Attire should be appropriate and follow school dress code per RHS Student Handbook. No body suits, covering of face and head, disruptive costumes and or inappropriate clothing is allowed.
   c. Drones and pets are prohibited on campus at any time, including during sporting contests and at after school events.
   d. Per the PIAA: The presence and/or the use of balloons, banners, laser pointers, noisemakers, pom-poms (by spectators), shakers, signs, sirens, strips of material, towels, whistles, and/or portable listening devices (without earphones) are prohibited.

2. Guidelines for seating - Students need to be seated in the designated student area. Student seating is always on our bench side- either behind or directly across from the team. No movement of seating for the purpose of taunting the opponent is permitted.

3. Theme Nights - Theme nights give our school the opportunity to come together in spirit to support our sports teams. Theme nights, (white outs/ black outs/ senior recognition) will be permitted as long as the theme is appropriate for the specific game and has been approved by administration. Theme nights are meant to bring the school together in a positive and fun way.

4. Posters - While the PIAA does not permit signs or posters at sporting events, “Fatheads” of our players are acceptable if they are used to cheer on the team appropriately.

5. RHS Student Handbook - All rules outlined in the RHS Student Handbook are in full effect when students attend a contest or event as a participant or spectator. Violations of the RHS Code of Conduct will be treated as if they occurred during the school day.

HIGH SCHOOL ATHLETICS/EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT
This code of conduct states, “The use or possession without the intent to distribute or sell narcotic or controlled substance (“drug”) or alcoholic intoxicant (“alcohol”) by students who participate in extracurricular activities is prohibited. The first violation results in a suspension from the extracurricular activity for a period not exceeding ten days.” The policy also outlines consequences that will be implemented for additional violations. Please note that this policy is in place twenty-four hours a day, seven days a week, while the activity is in season.

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

Requirements:

1. The club sport must have been functioning a minimum of three years as a club sport and have been in good standing throughout that period.

2. The club sport, through its club president, shall submit a written request to the Athletic Director for transfer of status. The request shall be made on or before November 30th of the year preceding the school year in which the request change is desired. The request shall detail the reasons for the change of status and the proposed effective date of such change.

3. Pending the process of consideration of the application for such change, the club sport shall fulfill all responsibilities and obligations of the club sport as set forth in the Radnor High School Club Sports Policy.

4. Upon receipt of the club sport application, the Athletic Director shall consider the application, request any additional information, and make a recommendation to the Radnor High School Principal.

5. Upon receipt of the recommendation from the Athletic Director, the Radnor High School Principal shall consider the application and make a recommendation to the Radnor School District Superintendent for review and ultimate decision by the School Board on approval.

6. Factors that may be considered by any of the above individuals during the review process can include, but are not limited to, the following:
   a) Length of time of the existence of the club sport
   b) Extent of participation in the sport by Radnor High School students
   c) Any history of non-compliance by the club sport with rules applicable to club sports
   d) Any objections raised by anyone in response to the request
   e) The ability of the club sport to generate a legitimate schedule. Consideration shall be given as to whether the sport is mostly a club or varsity sport at other surrounding schools.
   f) Ability of the club sport to comply with applicable PIAA and/or other governing bodies’ requirements on such issues as length of season.
   g) Projected costs, impact upon playing facilities, and potential liability concerns.
   h) Whether the sport is educationally sound in that participation would be consistent with the educational mission of Radnor High School.
   i) Any pertinent gender equity issues.

7. Assuming approval is granted for the change from club sport to varsity status, the approval date will be as established by the School Board.

8. Once approved, the club sport becoming a varsity sport is expected to comply with all requirements, obligations, etc., of varsity sports as established by the PIAA, Radnor High School Administration, and other appropriate governing bodies.

9. In the event a club sport is refused varsity status, the club may reapply, but no sooner than two years from the date of official notification of denial.
RADNOR HIGH SCHOOL DANCE POLICY

Along with the guidelines below, each student attending a dance must submit a completed dance contract prior to the purchase of tickets.

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

Drug and Alcohol Policy*
1. The use, possession, transportation or distribution of any narcotic or controlled substance (drug) or alcoholic intoxicants (alcohol) on school property, or relating to a school sponsored activity at which students are present, are prohibited (RTSD Policy #227).
2. When a chaperone or security officer suspects a student to be in violation of Policy #227, it will be reported to the administrator or dance supervisor immediately.
   a. If the student is found not to be in violation of Policy #227, that student will be returned to the dance.
   b. If the student is found to be in violation of the drug and alcohol policy, he or she will be treated under the guidelines of Policy #227. A parent/guardian may be called to come to the dance to escort their child home. Police may be contacted at the discretion of the administrator.
   c. Students who have been questioned by school authorities and maintain they are not in violation of the policy but are still under suspicion, will be turned over to the Radnor Township Police for further investigation and appropriate action. Students found by the police not to be in violation of drug and/or alcohol use will be returned to the dance. A student found to be “under the influence” of drugs and/or alcohol will be treated by Policy #227 as well as face appropriate legal action.
   *Non-Radnor students suspected of drug and alcohol violations will be turned over immediately to the Radnor Township Police in accordance with Policy #227.

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

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

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

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

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

Expectations for School Dances including Semi-Formals and Proms:

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

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

Radnor High School Student

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

Printed Student’s Name:___________________________________________ Grade:________________________

Signature of Student:_________________________________________________________________

Parent/Guardian signature: ___________________________________ Date:________________________
## RADNOR HIGH SCHOOL SPORTS

### FALL
- Cheerleading
- Cross Country (Boys)
- Cross Country (Girls)
- Field Hockey
- Football
- Golf (Boys & Girls)
- Soccer (Boys)
- Soccer (Girls)
- Tennis (Girls)
- Volleyball (Girls)

### WINTER
- Basketball (Girls)
- Basketball (Boys)
- Cheerleading
- Club Ice Hockey (Boys)
- Club Ice Hockey (Girls)
- Club Squash
- Swimming and Diving (Girls)
- Swimming and Diving (Boys)
- Winter Track (Boys)
- Winter Track (Girls)
- Wrestling

### SPRING
- Baseball
- Club Crew (Boys)
- Club Crew (Girls)
- Lacrosse (Girls)
- Lacrosse (Boys)
- Softball
- Tennis (Boys)
- Track and Field (Girls)
- Track and Field (Boys)
- Club Ultimate Frisbee (Boys & Girls)
Below is a list of clubs that have been approved by the Radnor Township School Board. All clubs listed are running, or are eligible to run. Students should check the Activities tab on the Radnor High School webpage for more information about each club. Students interested in starting a new club, or restarting an inactive one, should see Mr. Stango, Assistant Principal of Student Affairs, in the main office.

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Advisor</th>
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<tr>
<td>Action Earth</td>
<td>Trozzo, Karen</td>
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<tr>
<td>Aircraft Builders Club</td>
<td>Stouch, Donald</td>
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<tr>
<td>Amnesty International Radnor Chapter</td>
<td>Myers, Colleen</td>
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<tr>
<td>Ancient Greek Club</td>
<td>McGay, Donal</td>
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<tr>
<td>Anime Club</td>
<td>Bradley, Alexis</td>
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<tr>
<td>Annenberg Science Symposium</td>
<td>Thomas, Jeffrey</td>
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<td>AP Study Club</td>
<td>Myers, Colleen</td>
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<tr>
<td>Art Club</td>
<td>Dean, Tracey</td>
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<tr>
<td>Asian Culture Club</td>
<td>Shih, Yen-Whei</td>
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<tr>
<td>B-Sharp</td>
<td>Glenny, Bruce</td>
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<tr>
<td>Band Council</td>
<td>Drew, Dan</td>
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<tr>
<td>Best Buddies</td>
<td>Civitella, Melisa/Leo, Maureen</td>
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<tr>
<td>Black Students Union</td>
<td>LaTorre, Keziah/Thomas, Brett</td>
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<td>Books for Belize</td>
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<td>Care for Cancer</td>
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<td>CHOP Club</td>
<td>Krupp, Drew</td>
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<td>Class of 2019</td>
<td>Greenawalt, Wendy/Gaiser, Chad</td>
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<td>Class of 2020</td>
<td>Mihaly, Kristen/Verguldi-Scott, Jessica</td>
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<td>Class of 2021</td>
<td>Hasty, Tom /Hunsberger, Jeff</td>
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<td>Class of 2022</td>
<td>Drew, Dan/ Drew, Maria</td>
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<tr>
<td>Club of Applied Sciences</td>
<td>Stouch, Don</td>
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<td>Club of Refugee Assistance</td>
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<tr>
<td>Club Motivation</td>
<td>Colleen Myers</td>
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<td>Color Guard/Indoor Guard</td>
<td>Drew, Maria</td>
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<td>Combating Crohn’s</td>
<td>Claudia Silverman</td>
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<tr>
<td>Constitution Club</td>
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<tr>
<td>Euterpe Musicians Club</td>
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<td>FACETS</td>
<td>Kim, Aaron</td>
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<td>Fellowship of Christian Athletes (FCA)</td>
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<td>Girls Coding Club</td>
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<td>Honor Council</td>
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<td>International Youth Neuroscience Assn Radnor Chapter</td>
<td>O'Rourke, Jenny/Cane, Dan</td>
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<td>iPad Art Club</td>
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<td>It Takes a Village</td>
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<td>Kids for Kids</td>
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<td>Latin Club</td>
<td>McGay, Donal</td>
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<td>Lemon Club</td>
<td>Colleen Myers</td>
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<td>Madrigals</td>
<td>Glenny, Bruce</td>
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<td>Make a Wish Foundation</td>
<td>Samblas, Lucia</td>
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<tr>
<td>Marching Band</td>
<td>Drew, Dan</td>
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<td>Math Club</td>
<td>Erica Benedict</td>
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<td>Melting Pot Theater Group</td>
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<td>Minding Your Mind</td>
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<td>Model Congress</td>
<td>Civitella, Melissa</td>
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<td>Model UN</td>
<td>Dunbar, Rick/Spear, Bob</td>
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<td>Club Name</td>
<td>President/Leader</td>
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<tr>
<td>National Honor Society</td>
<td>Peterson, Janee</td>
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<td>Operation Smile</td>
<td>O’Rourke, Jennifer</td>
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<tr>
<td>Orchestra Club</td>
<td>Oksyuk, Tatyana</td>
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<td>Paws 4 Persons</td>
<td>Kleiman, Richa</td>
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<td>Percussion Drum Line Ensemble</td>
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<td>Philly Reads</td>
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<td>Physics Olympics League Team</td>
<td>Craft, Alicia</td>
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<td>Pro-Musica</td>
<td>Glenn, Bruce</td>
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<td>Public Forum Debate Club</td>
<td>Dietzler, Brian</td>
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<td>Radnor Actors Workshop (RAW)</td>
<td>Dietzler, Brian</td>
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<td>Radnor American Red Cross Club</td>
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<td>Radnor Community Musicians</td>
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<td>Radnor Competitive Debate Club</td>
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<td>Radnor FBLA</td>
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<td>Radnor Fishing Club</td>
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<td>Radnor Garden Club</td>
<td>Tyldesley, Harry</td>
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<td>Radnor Glamour Club</td>
<td>Staiber, Danielle</td>
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<td>Radnor MRR (Microsoft Registered Refurbishers)</td>
<td>Holshue, Nancy</td>
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<td>Radnor Peer Tutoring</td>
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<td>Radnor Photography Club</td>
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<td>Radnor Raiders</td>
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<tr>
<td>Radnor Raver’s Poi Club</td>
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<td>Radnor Robotics</td>
<td>Delaney, Ken</td>
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<td>Radnor Young Activists Club</td>
<td>Pearsall, Kathleen</td>
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<td>Radnorite</td>
<td>Dunbar, Rick/Payne, Trevor</td>
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<td>RADTV</td>
<td>Krohn, Nikki</td>
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<td>RHS Chapter of Students Helping Students</td>
<td>Wetzel, Michelle</td>
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<td>RHS Chapter of the Junior State of America</td>
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<td>RHS Club of Applied Sciences</td>
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<td>RHS Cryptocurrency and Blockchain Club</td>
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<td>RHS Make</td>
<td>Delaney, Kenneth</td>
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<td>RHS Sailing Club</td>
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<td>RHS Squash Club</td>
<td>Wright, Paul</td>
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<td>RHS Student Ambassadors</td>
<td>Roseland, Amy</td>
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<td>RHS Yearbook</td>
<td>Miller, Todd/Capone, Joe/Krupp, Drew</td>
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<td>Reading Olympics (RHS Battle of the Books)</td>
<td>Swinehart, Alexis</td>
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<td>Roots and Shoots</td>
<td>Ridley, Vince</td>
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<td>Seaperch Club</td>
<td>Leister, Craig</td>
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<tr>
<td>Semper Fi Fund Club</td>
<td>Ryan, Tom</td>
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<td>Sexuality &amp; Gender Alliance (SAGA)</td>
<td>Rosin, Carl</td>
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<td>Soup Enthusiasts Club</td>
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<td>Spanish Club</td>
<td>Welborn, Jeanette</td>
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<td>Student2Scholar</td>
<td>Mastro, Charlene</td>
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<td>Student Affairs Organization/Student Government</td>
<td>Pearsall, Kathy</td>
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<td>Student Library Board</td>
<td>Wetzel, Michelle</td>
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<td>Students Helping Students</td>
<td>Wetzel, Michelle</td>
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<td>Tri M Musical Honor Society</td>
<td>Glenny, Bruce</td>
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<td>USABO</td>
<td>Bechtold, Dan</td>
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<td>Yearbook</td>
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<td>Young Alternative Comedians (formerly the Lemon Club)</td>
<td>Dietzler, Brian</td>
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<td>Young Democrats Club</td>
<td>TBD</td>
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<td>Young Libertarians Club</td>
<td>Myers, Colleen</td>
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<tr>
<td>Young Republicans Club</td>
<td>Civitella, Melissa</td>
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</table>
RADNOR HIGH SCHOOL PARENT-TEACHER-STUDENT ASSOCIATION

Meeting times and locations will be announced through the school newsletter and E-minders. Additional information about PTSA can be found on the district website (https://www.rtsd.org/domain/207).

President: Brooke Lawrence  
Vice-President: Danica Campanale  
Vice-President of Communications: Tammie Coppola  
Secretary: Andrea Tropeano  
Grant Coordinator: Erin Dunkel  
Welcome Coordinator: Jill Adams

Among other activities, the PTSA sponsors the student directory, Open House, Winterfest, and a faculty appreciation luncheon. The student directory contains names, addresses, and telephone numbers of all high school students and will be available for sale at Open House on **Wednesday, September 12, 2018**.

**Student Government Officers 2018-2019**

Student Affairs Sponsor: Mrs. Kathy Pearsall  
Executive Director of Student Affairs: Nick Camposano  
Executive Vice-President: Annabel Zhao  
Student Representatives to the School Board: Joanna Vines & Rachel Marciano

**Seniors – Class of 2019**

President: Alex Storrer  
Vice-President: Caroline Barnhart  
Secretary: Caitlin Dressel  
Treasurer: Sebastian Bryant  
Senators: Nick Scheri  
Alicia Vitale

**Juniors – Class of 2020**

President: Taylor Stearns  
Vice-President: Kathryn Tague  
Secretary: Aidan Giacomucci  
Treasurer: Sheldon Ennis  
Senators: Patrick Boujoukos  
June Kim

**Sophomores – Class of 2021**

Administrative Assistant: Elise Palmer  
President: Brendan Hung  
Vice-President: Andrew Rosin  
Secretary: Seif Ghazi  
Treasurer: Max Curello  
Senators: Tori DiCarlo  
Gavin Yuan

**Freshmen – Class of 2022**

*(will be elected in September)*

**CLASS SPONSORS**

Class of 2019: Wendy Greenawalt and Chad Gaiser  
Class of 2020: Jess Verguldi-Scott and Kristin Mihaly  
Class of 2021: Tom Hasty and Jeff Hunsberger  
Class of 2022: Dan Drew and Maria Drew
SECTION IV
ATTENDANCE AND DISCIPLINE POLICIES

STATEMENT OF PURPOSE

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

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

ATTENDANCE

Consistent attendance is important to success in all learning. Most learning occurs in a sequential order; therefore, consistent attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline, and good work habits. It is essential if students are to derive maximum benefits from their education and reach their fullest potential. Additional information regarding attendance in Radnor Township School District can be found on the district website (https://www.rtsd.org/domain/54).

**School lateness and absences (excused and unexcused) are shown on HAC and will appear on transcripts.**

A. **Absences**

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

1. Observance of religious holidays.
2. Student educational workshops/conferences (not school sponsored). These requests must be pre-approved by the Principal.
3. Impassable roads.
4. Healthcare. Absences for part of the school day may be excused for medical or dental appointments, which cannot be arranged after school hours.
5. Illness (physician verification is required for five (5) or more days of consecutive absence).
6. Other urgent reasons including:
   a. Quarantine in the home
   b. Court appearances
   c. Death in immediate family
   d. Family emergency/commitments

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

1. Oversleeping
2. Missing the bus
3. Babysitting
4. Shopping
5. Participating in private hobbies or lessons
6. Studying for an examination or preparing a term paper
7. Car problems
8. Family vacations that are not pre-approved
9. Unauthorized college visitations

Students who are absent have three (3) school days after their return to submit a written absence note to the attendance office in order to have the absence excused. **Failure to do so will result in having that absence permanently coded as unexcused and the student will NOT be permitted to receive credit for tests, quizzes, or work missed due to the unexcused absence.** State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal.
Parents are requested to call (610) 293-0855 and choose option 3 any time before 9:00 a.m. to report their child’s absence. In the event a call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent. Even if a call is received, students must submit an excuse within the three-day period.

**MAKE-UP WORK**

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

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

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

**NOTE:** Based upon the content of the absence card, one of the following seven (7) designations will be issued:
- Excused Absence
- Unexcused Absence
- Illegal Absence
- Excused Lateness
- Unexcused Lateness
- Approved Early Dismissal
- Absent Excused - Late

**Excessive Absences**

Consequences:
1. After ten (10) days of cumulative absences in each semester, the student’s attendance record will be reviewed and the parent contacted. Continued absences may result in a parent-student conference with an Administrative committee.
2. Only medical excuses signed by a physician may be accepted after five (5) consecutive absences.
3. Administration reserves the right to require doctor’s notes for absences deemed excessive.

**B. Late Arrival**

Each day upon arriving to school, every student who is arriving late during homeroom (after 7:35 a.m. but before 7:45) without a note will report directly to homeroom. Unexcused tardiness will be recorded in homeroom, noting the time of arrival. Any student arriving after 7:45 AM without a note should sign in at attendance. Students reporting late to school with a note from the parent/guardian with the reason for the tardiness should report directly to the Attendance Office to sign in and receive a pass.

In order for the late arrival to be excused, a written explanation must be submitted to the attendance office that day. Specific reasons for which a student may be excused tardy are listed above in Section A. Examples of reasons that will result in a lateness being coded as Tardy Unexcused are listed in Section A above as well. Absence and Early Dismissal cards listing the acceptable reason, date, and signature of a parent or guardian should be turned in at the attendance office. Students reporting late to school with a note from the parent/guardian with the reason for the tardiness should report directly to the Attendance Office to sign in and receive a pass.

In order for the late arrival to be excused, a written explanation must be submitted to the attendance office that day. Specific reasons for which a student may be excused tardy are listed above in Section A. Examples of reasons that will result in a lateness being coded as Tardy Unexcused are listed in Section A above as well. Absence and Early Dismissal cards listing the acceptable reason, date, and signature of a parent or guardian should be turned in at the attendance office. As per RTSD Board policy, “The mere fact that a parent/guardian has written an excuse does not mean the absence is excused. Reasons for absence of a doubtful nature are subject to administrative review.” The student will receive a note to present to their teachers. This note will give them permission to make up missed work. Students will be assigned detentions for chronic lateness.

Students who do not sign in late will receive disciplinary action. Students also will be assigned detentions for chronic lateness.
Classes missed for unexcused lateness will be treated as a class cut.

Note: Students who participate in Radnor High School athletics (practices or contests) and/or extracurricular activities must be in attendance at school by 9:30 a.m. and remain in school for the remainder of that school day.

**Excessive Lateness**

**Excused Lateness:**

1. After the tenth (10) excused lateness, the student may receive disciplinary action.
   a. Disciplinary action may include:
      • Conference with student
      • Parent contact
      • A or B detention(s)
      • Denial of privileges/open campus
      • Referral for counseling
      • HS HOPE referral
      • Requirement to bring in a Doctor’s note to excuse future lateness
      • A School Attendance Improvement Plan (SAIP) will be discussed

2. After the fifteenth (15) excused lateness, the student may receive disciplinary action. Additional action will be taken as needed and a School Attendance Improvement Plan (SAIP) may be created.
   • Suspension from extra-curricular activities until medical documentation is received

3. After the twentieth (20) excused lateness, the student will receive disciplinary action and a parent conference with an Administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.
   a. Disciplinary action may include any actions listed above

**Unexcused Lateness:**

1. After the fifth (5) unexcused lateness, the student will receive disciplinary action.
   a. Disciplinary action may include:
      • Conference with student
      • Parent contact
      • A or B detention(s)
      • Denial of privileges/open campus
      • Referral for counseling
      • HS HOPE referral

2. After the tenth (10) unexcused lateness, the student will receive disciplinary action and a parent conference with an Administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.
   a. Disciplinary action may include any actions listed above and:
      • Loss of parking permit
      • Suspension from extra-curricular activities

3. After the twentieth (20) unexcused lateness, the student will receive disciplinary action and a parent conference with an Administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.
   a. Disciplinary action may include any listed actions listed above and:
      • Out-of-school suspension

4. Unexcused late arrivals that extend beyond homeroom and into instructional time may be coded as an illegal class absence (cut) and could impact a student’s grade.

5. An accumulation of unexcused late arrivals could result in a notice of unlawful absence if a student is of compulsory school age.

Excessive lateness to school, Excused or Unexcused, will result in disciplinary action, including but not limited to: suspension of parking privileges, suspension of open campus and the possibility of suspension from school.
A student’s total number of late arrivals, Excused or Unexcused, will be considered when implementing consequences. Administration reserves the right to require doctor’s notes for absences or lateness deemed excessive.

C. Early Dismissal Procedures

Students requesting early dismissal must present a note to the attendance office and then sign out in the attendance office when leaving. Each student will be issued a pass to show at the main entrance. If the student returns to school that day, they should sign in at the attendance office upon returning to school.

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

CLASSROOM ATTENDANCE PROCEDURES:

1. Class work missed due to an illegal class absence (cut) or school absence, may not be made up for credit. The student is still responsible for covering material missed for future assessments. IN ADDITION THERE WILL BE A 4% REDUCTION IN HIS OR HER QUARTER GRADE FOR EACH ILLEGAL ABSENCE.

   Note: For illegal class absence consequences see Level II Violations under Discipline below.

2. NO PRIOR NOTICE – Students who miss class for a meeting with a Guidance Counselor or a teacher must notify the classroom teacher BEFORE the meeting occurs. If this does not occur, a detention may be assigned.
STUDENT CODE OF CONDUCT

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

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

DESCRIPTION OF BEHAVIORS AND PROCEDURES FOR RESPONSE

LEVEL I VIOLATIONS
A Level One (1) violation is a behavior, which disrupts or negatively affects the classroom’s learning environment. Individual staff members, using a range of teacher-determined consequences, usually handle these infractions.

EXAMPLES OF LEVEL I VIOLATIONS
1. Behaviors which impede orderly classroom procedure include, but are not limited to, the following examples:
   a. Classroom lateness
   b. Inappropriate talking
   c. Leaving desk or seat without authorization
   d. Eating in class/hallway
   e. Failure to cooperate or act in a respectful manner
   f. Failure to follow directions or refusing a reasonable request
   g. Failure to do assigned work
   h. Any other form of disruptive class behavior (ex. Wearing sunglasses in school or during class, Cell phone use)

Response by School: The teacher will implement two or more of the following:
   • Conference with student
   • Verbal reprimand
   • Special assignments
   • Teacher Detention
   • Parent contact

2. Behaviors which interfere with the orderly operation of the school which include, but are not limited to, the following examples:
   a. Shouting and/or running in the hallways
   b. Loitering
   c. Out of class without permission
   d. Littering
   e. Lateness to school – See Attendance Section of Student Handbook
   f. Possession of or use of personal electronic equipment during the school day in unapproved areas.

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

The use of personal electronic equipment is only permitted in approved areas. These devices are not permitted in classrooms, gymnasiums, the auditorium, or the black box. When in the aforementioned areas devices must be turned off and concealed at all times unless otherwise instructed by a teacher or administrator. Any student caught using these devices in unapproved areas will be asked to cease using the device, and may be subject to disciplinary consequences. Students need to be aware that refusal to follow a reasonable request could be considered insubordination.
PHONES MUST BE TURNED OFF AND CONCEALED WHILE STUDENTS ARE IN CLASS UNLESS INSTRUCTED OTHERWISE BY THE CLASSROOM TEACHER

(The use of personal technology in classrooms during instructional sessions or study hall time will be at the discretion of the classroom teacher except circumstances where student use is required through an individualized education plan)

g. Cafeteria violations:
The use of the cafeteria is a PRIVILEGE, NOT A RIGHT. Students are responsible for maintaining cleanliness in the area in which they are eating. All eating is expected to be confined to the cafeteria. Food should only be removed for the cafeteria for approved circumstances.
h. Possession of skateboards on school buses and/or skateboarding on campus
i. Unreasonable display of affection.

Response by School: The Administration will implement at least one of the following:

- Verbal reprimand
- Special assignments
- Confiscation
- Lunch detention(s)
- Parental contact
- Referral for counseling

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

LEVEL II VIOLATIONS
Level Two (2) violations are chronic level one behaviors or a behavior of a serious nature, which tends to disrupt the school's learning environment. An Assistant Principal generally handles these misbehaviors.

EXAMPLES OF LEVEL II VIOLATIONS
Behaviors whose frequency or seriousness disrupts the learning climate of the school include, but are not limited to, the following examples:
a. Chronic unmodified Level I behaviors
b. Lying / Forging or possession of forged notes
c. Parking violations
d. Refusal to serve detention
e. Motor Vehicle Code violations
f. Refusal to show ID
g. Throwing objects (including snowballs)
h. Possession of a lighter
i. Abusive or vulgar language
j. Trespassing
k. Dissemination of unauthorized materials (see School Board Policy #220)
l. Gambling
m. Tampering with instructional materials
n. Illegal Absences - TRUANCY
Response by School: The penalties for truancy are as follows:

- **3rd offense:**
  - Contact with parent
  - Conference with student
  - Loss of privileges
  - Detention

- **5th offense:**
  - Contact with parent
  - 1st Letter to parent
  - Loss of privileges
  - Detentions
  - HS HOPE Referral
  - Social worker referral

- **10th offense:**
  - Parental contact
  - Second notice sent to parents
  - HS HOPE referral
  - Loss of privileges
  - Detentions
  - Conference with parent, student, counselor, and Assistant principal.
  - School Attendance Improvement Plan (SAIP)

- **11th offense or greater:**
  - The High School administration will determine a course of action to address the illegal absences that may include the local magisterial court.

**NOTE:** Truancies are cumulative and make-up work will not be accepted. See section q. on the next page for school response to illegal class absence.

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Possession or use of all cigarettes, electronic smoking products, (including vaporizers, e-cigarettes, liquids, etc.) or tobacco products on school grounds or on school vehicles.

The possession and/or use of tobacco products of any kind including vaporizers, e-cigarettes and liquids are a health and safety hazard for the user and others. Additionally, it is a violation of School District Policy #222 which prohibits the use of tobacco or electronic smoking products on school grounds and in school buildings. Therefore, the use and possession of all tobacco and electronic smoking products is prohibited on campus. Students who violate this policy will be fined $50.00, will be assigned one B detention, and will lose free periods and Open Campus, the student will be placed in study hall for a minimum of twenty (20) school days. Additionally, we will not return any vaporizers, e-cigarettes, etc. until the student withdraws from Radnor High School or the last day of the current school year, whichever comes first. Continued possession and/or use of tobacco products or electronic smoking products on campus will be considered an unmodified behavior and will be treated accordingly. Additional consequences may include: parent conference with administration, out-of-school suspension, along with other disciplinary consequences which may include loss of privileges. Please note that campus boundaries include all abutting sidewalks.

q. Cutting class, which includes study hall.

**Response by School:**

Cuts are cumulative and the penalties for cutting class, support, study halls, etc, are as follows:

- **1st offense:** One B detention will be assigned, 4% grade reduction, loss of free periods and Open Campus, the student will be placed in study hall for a minimum of five (5) school days.
- **2nd offense:** One B detention will be assigned, 8% grade reduction, loss of free periods and Open Campus, the student will be placed in study hall for a minimum of ten (10) school days.
- **3rd offense:** One B detention will be assigned, 12% grade reduction, loss of free periods and Open Campus, the student will be placed in study hall for a minimum of fifteen (15) school days, and a fifteen (15) school day loss of Senior Parking (for students who have parking) will be implemented.
- **4th and subsequent offenses:** Two B detentions, an additional 4% grade reduction for each offense (16% or more), loss of free periods and Open Campus, the student will be placed in study hall for a
minimum of twenty (20) school days, and a twenty (20) school day loss of Senior Parking (for students who have parking) will be implemented, along with a 7 calendar day suspension from all extra-curricular activities. *(Starting the day following a meeting with an Administrator during which consequences are issued.)

**GRADE REDUCTION: EACH CLASS CUT WILL RESULT IN A 4% REDUCTION IN THE MARKING PERIOD GRADE.**

**A class cut is considered an illegal class absence and no credit is given for any assigned work missed**

r. Leaving school grounds without permission
   No pupil may leave school property without permission. This policy covers field trips and other off-campus school sponsored activities. Once a student has arrived in the morning, he/she is not permitted to leave school grounds.

   **Response by School:** Penalties for leaving school grounds without permission are as follows:
   • 1st offense: B detention assignment, loss of Open Campus and free period privileges, the student will be placed in study hall for a minimum of ten (10) school days, and a ten (10) school day loss of Senior Parking (for students who have parking) will be implemented.
   • 2nd offense: B detention assignment and parental contact, and free period privileges, the student will be placed in study hall for a minimum of fifteen (15) school days, and a fifteen (15) school day loss of Senior Parking (for students who have parking) will be implemented.
   • 3rd and subsequent offense: Suspension, loss of open campus and free period privileges, the student will be placed in study hall for a minimum of twenty (20) school days, a twenty (20) school day loss of Senior Parking (for students who have parking) will be implemented, and a parental meeting with administration will occur.

s. Cutting Detention: The length of the detention term gets doubled.
   Missing a detention due to an extracurricular activity is not a valid excuse.

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

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

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

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

a. Continuation of unmodified Level II behaviors
b. Fighting and/or instigating a fight
c. Vandalism (Board Policy #224)
d. Cheating – Academic dishonesty (Board Policy #106)
e. Possession of illegal substance paraphernalia (Board Policy #227)
f. Bullying (Board Policy #249)
g. Technology Acceptable Use Policy violation (Board Policy #815)
h. Stealing
i. Extortion
j. Threats of bodily harm
k. Insubordination
l. Throwing objects from school building or from school bus windows
m. Any act on a school bus which jeopardizes the safety, health, or welfare of other passengers, the driver, pedestrians, and/or drivers of other vehicles
n. Possession or sale of stolen goods
o. Tampering with fire extinguishers, hoses, or other fire-fighting equipment
p. Breaking and entering into any school building, room, closet, or locker
q. Possession or setting off any incendiary device(s)
r. Violation of suspension rules
s. Verbal assault of staff member
t. Bringing unauthorized visitors on campus
u. Possession of laser pointers
v. Hazing (Board Policy #247)
w. Activities, language (written or oral), pictures, gestures, or touching that, in any way, disparages a person’s dignity, an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion is not acceptable. (Board Policy #248)

Response by School: The Administration will do at least three of the following:
- Conference with student
- Parent contact
- HS HOPE referral
- Restitution
- Behavioral contract
- Suspension of bus riding privileges
- Loss of parking permit
- B detention(s)
- Withdrawal from class (WD)
- Confiscation
- Suspension from extra-curricular activities
- Community service
- Out-of-school suspension
- Alternative School placement
- Contact law enforcement authorities
- Criminal prosecution
- Conference with Superintendent, possible recommendation for Expulsion

All employees of the Radnor Township School District have a responsibility to promptly refer any suspected or confirmed conduct, which could constitute a Level III Violation to any Administrator.

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

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

a. Terroristic threats, including bomb or weapon threats (Board Policy #218.2)
b. Possession and/or use of a “weapon” which includes, but is not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury (Board Policy #218.1)
c. Arson
d. Inciting a riot
e. Violation of Substance Abuse Guidelines. A student shall not knowingly sell, distribute, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any kind of controlled substance. This rule pertains to actions on school grounds, at any school activity, function or event, or in any vehicle designated or used by the school for student transport, including public transportation or while traveling to or from school.(Board Policy #227)
f. Physical assault of a staff member or a student
g. Causing a false alarm

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

Response by School: The Principal, in consultation with the Superintendent, will do three or more of the following:

- Parent contact
- Conference with student
- Suspension of all privileges and extra-curricular activities
- Out of School Suspension
- Conference with Superintendent
- Alternative School placement
- Expulsion (Requires School Board action)
- Contact law enforcement authorities
- Criminal prosecution

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

**DRUG ABUSE AND ALCOHOLIC BEVERAGES**

Radnor School District School Board Policy #227 addresses Drug and Alcohol Abuse. A copy of this policy is included in the appendix of the handbook. The following are the major provisions of that policy:

1. The first offense for abuse or possession of drugs, paraphernalia or alcohol, will result in a minimum of a five (5) day out of school suspension, loss of current and future parking privileges, and a referral to the Student Assistance Program (HS HOPE). Student **must** meet with an Administrative committee before returning to school. Police may be notified if the incident, in the judgment of the Administration, warrants such notification.

   - 1st offense During the first five suspended school days the student shall not be permitted to attend meetings, practice, or participate in school activities including weekends and holidays. The student participant shall not be permitted to attend, participate/practice in any school related activities, competitions or performances for an additional ten school days. Suspension from all school extracurricular activities will total 15 calendar days, including the days of the suspension. During this same period of time, non-athletes or non-performers shall not be permitted to attend or participate in any school related activities.

2. The second offense, for abuse, possession of drugs, paraphernalia or alcohol, will result in a ten (10) day out of school suspension, loss of current and future parking privileges, and a referral to the Student Assistance Program (HS HOPE). Police will be notified, and the School Board may take expulsion action on this offense.

   - For the second offense the student shall be suspended from participation in school activities for 90 school days from the return date of the school suspension. During the 90 school days after the return to school, the student participant shall not be permitted to attend, participate/practice in any school related activities, competitions or performances. During this same period of time, non-athletes or non-performers shall not be permitted to attend or participate in any school related activities. Evidence of participation in a formal program addressing chemical dependency must be present to be reinstated.

3. The third offense will result in a ten (10) day out-of-school suspension and recommendation to the School Board for expulsion. For a third offense, the student shall be suspended from participation and attendance of any school activity for 180 school days.

4. Involvement with or possession of alcohol, an illegal drug, or any other illegal substance on school property or at a school-sponsored activity may be construed as guilt. Anyone finding material suspected of being illegal should report the fact to the nearest member of the professional staff. One should **not** pick up the material with intent to turn it in.
5. In the case of a student selling or dispensing illegal drugs, (or possessing any amount of illegal drugs), the student will be given a 10 day out-of-school suspension and the case turned over to the police. The School Board may take expulsion action. If a student is expelled, the expulsion will begin on the date of the Board expulsion order and continue for as long as the Board will determine. In no event will the expulsion be for less than the balance remaining, if any, of the semester during which the expulsion occurred, plus two additional full semesters.

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

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

**BEFORE AND AFTER SCHOOL DETENTIONS**
All detentions will be served on the day of assignment or on the following day if there is an acceptable and valid reason verified by the appropriate administrator. Any student who does not attend an assigned detention without a valid excuse will be subject to additional consequences which could include loss of privileges and possibly Suspension. After school detentions will be held Monday through Friday, morning detentions will be held Tuesday through Thursday in room 150 with the following classifications:

<table>
<thead>
<tr>
<th>Detention Type</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Detention</td>
<td>assigned lunch period</td>
</tr>
<tr>
<td>“A” Detention:</td>
<td>2:35 – 3:05</td>
</tr>
<tr>
<td>“B” Detention:</td>
<td>2:35 – 3:35</td>
</tr>
</tbody>
</table>

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

1. Detention begins at 2:35 p.m. **Any student arriving after 2:35 p.m. will not be admitted into detention.** This action will be considered a detention cut.
2. All students must present a school I.D. card upon entering detention
3. Students must bring study materials or reading materials to detention.
4. There is no talking, sleeping, eating, use of electronic devices or communicating with other students permitted.
5. Students MUST work independently.
6. Students may not leave the room to go to their lockers.
7. Students should go to their lockers and the rest room before detention.
8. Violations of the rules will result in a dismissal from detention subsequently being considered a detention “cut”.

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

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

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

EXPULSIONS
In accordance with Radnor Township School District Policy #233, which is included as an appendix to this handbook, students may be recommended to the Superintendent and School Board for expulsion proceedings for:
  1. Any Level Four (4) behavior
  2. Repeated Out of School Suspensions

GUIDANCE AND COUNSELING SERVICES
School and life in general do not always go as planned. We all have difficult circumstances and situations in life. Your guidance counselor is the person you should first seek out if you are having academic, social, or emotional concerns. Your conversations with the guidance counselor are confidential. The guidance counselors will also guide students through the post high school selection process.

The 2018-19 counseling assignments are as follows:

Class of 2022 Grade 09
A - Da  J. Semar
De - He  J. DiGirolamo/N. Fine
Hi - Ma  A. Wess
Mc - R   J. Lemon
S - Z    S. Pace

Class of 2021 Grade 10
A - Cl   J. Semar
Co - Ha  J. DiGirolamo/N. Fine
He - Lei  A. Wess
Len - Q  J. Lemon
R - Z    S. Pace

Class of 2020 Grade 11
A - Da  J. Semar
De - Hs  J. DiGirolamo/N. Fine
Hu - Ma  A. Wess
Mc - R   J. Lemon
Sa - Z    S. Pace

Class of 2019  12
A - Cl  J. Semar
Co - Gi  J. DiGirolamo/N. Fine
Go - La  A. Wess
Le - Pl  J. Lemon
Po - Z    S. Pace
PROCESS FOR ADDRESSING CONCERNS ABOUT A PERSON OR PROCEDURE

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

This chain of command should be adhered to thus insuring an appropriate and proper outcome to the concern.

CHILD ABUSE

If a teacher, coach, administrator or other school personnel suspect that a student may be the victim of child abuse the concern will be reported to a building administrator who will begin a formal investigation. The safety and welfare of our students is the responsibility of each and every staff member.

OPEN CAMPUS PROGRAM

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

**Students must carry at least 6.50 credits to be eligible for Open Campus privileges**

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

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

- Study, read, and/or research in the library
- Study in a supervised area
- Socialize in the cafeteria or other appropriate on campus locations
- Make an appointment to see a counselor
- Seek help or work in the Math Center/Writing Center/Support Services area
- Make up missed tests, meet with teachers/staff, etc.…

NOTES:

- **NO ONE MAY LEAVE THE BUILDING DURING COMMUNITY PERIOD.**
- Socializing is allowed only in the Cafeteria, Auditorium Lobby and, the Back Gym Hall and the outdoor courtyards (weather permitting).
- Socializing in any academic hallway and quiet work areas, including the International Café, is not permitted during class time. This causes interruptions to our academic setting and will not be tolerated.

- Students must have a valid student ID when exercising OC privileges.
- Students exercising off campus privileges must present their student ID card to security at the main office when leaving and immediately upon returning.
- Students may only exit and re-enter through the main entrance doors.
- Students whose parents have checked NO on the Open Campus form have no open campus privileges, meaning the student may not leave campus during the school day.
- Students will lose their open campus privileges for certain attendance or discipline violations. These procedures are outlined in the “Attendance and Discipline” section of this Handbook.
Parents and students should read and discuss the school rules and regulations, which appear in the Student Handbook, as well as discuss the advantages and disadvantages of the Open Campus Program.

- Consequences for students leaving campus without permission or the Open Campus privilege can be found on page 30.
- All students are required to carry an I.D. issued by the school.

GRADE PRIVILEGES - related to departing campus

NO STUDENT IS PERMITTED TO LEAVE CAMPUS DURING COMMUNITY PERIOD!

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

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

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

SENIORS
- Seniors may leave campus during the student’s scheduled lunch period.
- Seniors may leave campus any time class is unassigned.

Students exercising their privileges to leave campus must present their student ID card to security at the main office when leaving and immediately upon returning.

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

PARKING

Parking for students is at a premium at the High School. Permits are for seniors only and determined through a lottery and assignment process for eligible members of the senior class, as there are a limited number of spots. Additional information regarding Radnor High School parking can be found on the high school web site (https://www.rtsd.org/Domain/924).

Student parking regulations are as follows:

1. The parking permit must be hanging from the rear view mirror at all times while the vehicle is on campus. Permits will be available by following our parking process for a cost of $75.00. All information can be found here: https://www.rtsd.org/Domain/924 or in the Main Office. Spaces are limited.
2. Parking is permitted only in the upper student lot or in the west end of the lower lot which is adjacent to the King of Prussia Rd. entrance to the Radnor High School campus in the lot that contains the numbered spaces corresponding to the hangtag number. Spots will be available on a first come/first serve basis in the aforementioned spots. Additional spots are available in the wedge lot adjacent to the main parking lot. There will be no parking permitted outside of these lots (in fire lanes, visitor, staff, administrative, any parallel parking spaces, etc.,) at any time. Students who are granted a hang tag have permission to PARK on campus but do not OWN a spot.
3. Students who violate parking regulations will be subject to fines. Repeat offenders will be towed at the owner’s expense.
4. Only the Radnor High School registered driver may operate his/her vehicle while on campus during school hours.
5. The speed limit on campus is 15 mph.
6. Students may not loiter in the parking lots or in parked cars.
7. Any student driving in a reckless manner may have privileges temporarily or permanently revoked at the discretion of the Administration.
8. Any senior who received a final grade of an F in any class the previous year is not eligible for a permit.
9. Only students with Open Campus Privileges may obtain/possess a parking permit.
10. Students must present their student ID card to security at the main office before leaving the building. Failure to follow Open Campus procedures may result in a loss of parking privileges.
11. Students parking without a valid permit or permission may be subject to fines and/or towing at the owner’s expense.
12. Parking privileges may be suspended for chronic lateness to school, or other disciplinary offenses.
13. The RHS smoking policy directs action to be taken for possession of tobacco products on campus. This policy includes tobacco products in cars driven or parked on campus.
14. Permits MAY NOT be sold, borrowed, or traded.
15. The Radnor High school Administration reserves the right to search any vehicle located on Radnor High School property reasonably suspected of containing illegal matter such as drugs, alcohol, weapons, explosives, or stolen property, or any other items related to a student’s suspected use or possession of such illegal matter.
16. Any person parking on school district property must have a thorough understanding of the Radnor School District Parking Policy #223.
17. The High School is not responsible for any vehicle or its contents while on school property.

Parking permits may be revoked or suspended for any violation of these regulations.

(Parking fees will NOT be reimbursed for suspended or revoked permits.)
STUDENT ASSISTANCE PROGRAM – HS HOPE
Radnor High School Student Assistance Program is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is school staff, all professionally trained, with a team approach. Team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student. When the problem lies beyond the scope of the school, the Student Assistance Team will assist the parents and student so they may access services within the community. The team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment by our school psychologist for treatment.

All referrals are confidential and can be made through administration, guidance, or any staff member. If you or someone you know may be experiencing difficulties please make a referral. Call the following number to leave a confidential message, 610-293-0855 x6118

More information regarding HS Hope can be found here: http://www.rtsd.org/domain/187

ELEVATOR KEYS
Elevator keys are available for students who are unable to use the stairs. Only the student to whom it is issued may use the key. Replacement of lost keys will carry a $25.00 charge.

SCHOOL STORE
The school store, which is run and staffed by the PTSA, is located in the cafeteria. It is open after school. General school supplies, snacks, gym uniforms, and other items are available. Monies raised are used to defray class expenses and for other student needs.

HALL LOCKERS
The following guidelines for locker use should be followed:
1. Students are responsible for upkeep of assigned lockers.
2. Students are to use only the locker assigned by the administration.
3. Students are encouraged to lock their lockers. Locks can be purchased at the school store. Unauthorized locks on lockers will be removed (at the expense of the student) and the contents of the locker will be confiscated.
4. Students are to use lockers only between classes so as not to disturb classes in session.
5. Students are responsible for clearing out lockers as required by deadlines set by school.
6. Lockers are the property of the District and, as such, may be searched by the Administration if there is reasonable suspicion that the locker may contain any illegal substance, weapon or any other item that may be a danger to the health, safety, and welfare of the school community. The locks will be removed (at the expense of the student) and the contents of the locker will be confiscated.
7. Radnor Township School District is not responsible for any lost, damaged or stolen items.

PHYSICAL EDUCATION UNIFORM POLICY
1. A Radnor PE shirt, athletic shorts or pants and sneakers are required for all physical education classes, grades 9 through 12.
2. The Physical Education shirt is a gray Tshirt- with “Radnor” on the chest. The T-shirt may be purchased in the school store. Incoming ninth graders may wear their Radnor Middle School shirt.
3. Students failing to wear the t-shirt and athletic clothing will be considered unprepared. Continued unpreparedness will result in a grade reduction.
4. Swimming Classes - Students enrolled in swimming classes may wear a one-piece bathing suit for girls and board shorts/mesh shorts for boys that are dark in color purchased at a location of your choice.
5. All Physical Education students should lock all personal items in a locker during class. Radnor Township School District is not responsible for any article that is lost, stolen or damaged. Locks can be purchased at the school store.

LOST AND FOUND
Students seeking a lost item should check in the Main Office. All unclaimed items are donated to charity at the end of each year.
**MEDICATION**

Students are not to carry medication. This includes both prescribed and over the counter medicines (Tylenol, Advil, etc.). If the student needs to take any medication during the school day, that medicine must be turned over to the School Nurse. Students may then make arrangements to take the prescribed dosage in the Nurse's Office (x3558) with the consent of a parent. The RHS medication form can be found here:


**WITHDRAWAL FROM SCHOOL**

The process for withdraw from school is addressed in Radnor Township School Board Policy #208 which is included in the appendix of the Student Handbook.

1. To accomplish a withdrawal, a letter from a parent or guardian stating the purpose of and information relative to the request must be submitted to the Ms. Nadine McDevitt, RHS Registrar, in the main office.

2. No school reports will be released until the student's checkout process has been completed and all financial obligations have been met. The checkout process is as follows:
   a. Obtain a withdrawal and check out form from Ms. Nadine McDevitt, RHS Registrar, in the main office.
   b. Have all those designated on the form sign it to indicate materials turned in, debts cleared, etc.
   c. Return forms to Ms. Nadine McDevitt, RHS Registrar, in the main office.

**VISITOR POLICY**

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

1. Visitors are those people who are not currently employed by the Radnor Township School District.
   a. Employees of the Radnor Township School District must wear their ID badge at all times while school is in session.

2. All visitors must register with security at the main entrance.
   a. During registration visitors must present their driver’s license to be scanned for a criminal background check.
   b. Visitors who do not pass a background check as well as those who do not have a driver’s license will not be permitted to enter RHS.

3. All visitors must wear a visitor identification sticker in a visible place.

4. All visitors must give a minimum of 24 hours notice prior to their arrival to teachers and staff with whom they wish to meet.
   a. A list of approved visitors, the employee they have an appointment scheduled with, and the time of their visit will be kept by security.
   b. In the event a potential visitor is not on the list, a secretary will attempt to contact the staff member to confirm the appointment.
   c. If the staff member is unable to be reached, security will notify building administration who will make a determination.

5. Visitors without an appointment will be denied access to Radnor High School with the following exceptions:
   a. Parents/Guardians coming to pick up their children or visiting Guidance
   b. Contractors and businesses making or accepting a delivery (i.e.: UPS, FedEx, Brinks, etc.)
   c. Representatives from colleges/universities
   d. Outside agencies arriving for IEP, transition or other school related meetings (i.e.: DCIU)
   e. Guests invited for specific events (i.e.: ASK meetings, Has-Beens luncheon, etc.)
   f. Parent volunteers approved by the School Board here to assisting with a specific event

6. Parents wishing to drop off items for their children will do so at the security desk

7. Recent graduates of RHS wishing to visit their teachers or retrieve materials must adhere to the visitation procedure outlined above.

8. The high school administration reserves the right to approve or deny access to any visitor

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

1. All student guests must be approved no less than one week (5 school days) prior to the date they are to visit by the building principal.

2. It is the responsibility of the Radnor student who wishes to bring a guest to notify their teachers. This notification will take place after approval has been given by the principal, but no fewer than 2 school days prior to the visitation date.

3. Student guests are only permitted to visit one day per school year.
4. Students are not permitted to bring guests during testing windows (PSATs, Keystones, Midterms, AP Exams, Finals) or on the day of the LM Pep Rally.

5. Classroom teachers reserve the right to disallow student guests in their classrooms.
   a. Any student guest who does not have a place to go during a period should report to the main office.


7. Radnor students must be with their student guests at all times.

**INCLEMENT WEATHER AND SCHOOL CLOSING**
In the event of inclement weather (snow, etc.) local radio and television stations announce early in the morning all school closings and delayed openings. The information is also carried on local cable TV stations. Numbers identify school districts and Radnor Township School District's number is 457.

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

**FOOD, BEVERAGE AND CAFETERIA**
Student behavior in the cafeteria should follow the rules of common courtesy and common sense. All students should adhere to the following Food and Beverage Policy:

Food and beverage should not be consumed outside the cafeteria during the school day. There will be no food or drink consumed in the halls, corridors, lobbies, stairwells and restrooms unless granted permission from an administrator. Bottled water will be an exception and consumption is permissible in halls, corridors, lobbies, stairwells and restrooms. The following exceptions will be honored:

- Consumption of food or beverages, including water, in instructional areas, computer labs, and classrooms will be at the discretion of the assigned teacher.
- Medical reasons that would require students to have food or beverage at their work areas.

**FIRE DRILL**
Fire drills are designed to prepare faculty, staff and students to evacuate the building in a timely fashion in the event of a real fire. When a fire alarm sounds students should be attentive to teacher directions and should move quickly and quietly out of the building in single file lines. Once outside teachers will take roll to ensure all students are in attendance. Any student who does not have an assigned class during that time should exit the building, find a teacher, and ensure they are accounted for. Following the drill, students who were present in school, but marked absent during the fire drill, will be called to the office and assigned a consequence.

**DRESS REGULATIONS**
It is the family function to set standards of dress. The central role of the high school is to maintain an atmosphere in which effective learning can take place. Therefore, a student’s manner of dress and appearance must not be disruptive to the teaching/learning process. A students’ clothing should be clean and in accord with health and safety regulations of the Commonwealth of Pennsylvania (e.g. shoes or sandals must be worn) and RTSD Board Policy #221. In addition, appropriateness of dress for students is at the discretion of the school administration.

1. Clothing that is indecent, obscene/offensive, or contains direct or indirect references to sex, drugs, alcohol, violence, or violent groups will not be permitted.
2. All tops must have sleeves (2) or shoulder straps (2).
3. All tops must totally cover the body from the belt line to an imaginary line from underarm to underarm.
4. The length of skirts and shorts must be at least as long as where the fingertips rest when the arms are hanging at the student’s side.
5. Tops and bottoms of clothing should not be made of see-through material.
6. There should be no visible underwear.
7. There should be no midriffs showing.

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

THE LIBRARY
The Library is open from 7:00 to 3:30 pm Monday through Thursday and 7:00 to 3:00pm on Friday. Students are welcome to use the Library during these times. The use of this facility should be considered a privilege. The goal is to encourage access to information in a variety of formats and introduce young adults to literature and other resources. The first priority of the library is providing services to classes doing research units where the teacher has reserved time in the library. Students may come to the library during an unscheduled period or from study hall with a library pass, which they can obtain from their classroom teacher. If the library is overcrowded, students may be admitted on a limited basis. There are rules in the library, but they are important:
   a. The library is for use of resources and quiet study only.
   b. No food or drink is permitted in the library.
   c. Inappropriate or disrespectful behavior may result in loss of library privileges and additional disciplinary consequences.
   d. The picture I.D. is also the library card. It is required for borrowing from the library. Each student is responsible for all materials checked out on his/her library card. Do not lend your I.D. card. If you lose or damage a book, you must pay the full cost of the book so that a replacement copy may be purchased.
   e. A fine is charged for any material returned after the due date; the fine schedule is posted in the library. Any material lost or damaged must be paid for at the full replacement cost and will include a processing fee.
   f. Computer use must be in accordance with posted rules as well as the Acceptable Use Policy.

ANNUAL NOTICE OF SPECIAL EDUCATION SERVICES
The Annual Notice of Special Education Services is posted in the Delaware County Daily Times prior to the beginning of each school year in August. A full copy of this posting, also called the Child Find Notice, is available here:


This can also be picked up in hard copy 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.

RTSD Verification of Residency and Eligibility for Educational Services

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

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

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

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

You are keeping a school aged child whose parents reside elsewhere
If you are keeping a school-age child in your home, whose parents or guardians reside elsewhere, you must complete and submit an Affidavit of Residency form before the start of each school year. This form constitutes a sworn statement that you are providing gratis support to the school-age child as if he/she was your own, and that the living arrangement is continuous and not just for the school year or solely for the purpose of attending school in Radnor Township. If you have previously completed an Affidavit of Residency form, a form will be mailed to you prior to the start of the school year. If you do not receive the form, please contact your child’s school to make arrangements to receive a copy of the Affidavit of Residency. A new Affidavit of Residency must be completed each year for each child and submitted with proof of residency. See below for acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child’s withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child’s removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

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

Acceptable proof of residency documents
Parents / Guardians must provide three proofs of residency (ONE of the following: original lease or deed signed by both parties, mortgage payment booklet, or agreement of sale followed by original copy of settlement papers within 45 calendar days of settlement; PLUS any TWO of the following showing identical name and address: valid driver’s license, valid vehicle owner’s card, current utility bill, paycheck stub containing home address, tax bill or sewer bill).

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

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

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 your school's certified school nurse.

Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information Related to Emergencies and Disasters

Introduction

The purpose of this guidance is to answer questions that have arisen about the sharing of personally identifiable information from students’ education records to outside parties when responding to emergencies, including natural or man-made disasters. Understanding how, what, and when information can be shared with outside parties is an important part of emergency preparedness.

Summary

The Family Educational Rights and Privacy Act (FERPA) prohibits a school from disclosing personally identifiable information from students’ education records without the consent of a parent or eligible student, unless an exception to FERPA’s general consent rule applies. In some emergency situations, schools may only need to disclose properly designated “directory information” on students that provide general contact information. In other scenarios, school officials may believe that a health or safety emergency exists and more specific information on students should be disclosed to appropriate parties. Understanding the options available under FERPA empowers school officials to act quickly and decisively when concerns arise. FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students.

Background

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education (“Department”). In this guidance, when we refer to “school districts,” “schools,” or “postsecondary institutions” we mean “educational agencies and institutions” subject to FERPA. Private schools at the elementary and secondary school levels generally do not receive funds from the Department and are, therefore, not subject to FERPA.

FERPA gives parents certain rights with respect to their children’s education records at elementary and secondary schools that are subject to FERPA’s requirements. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution at any age (“eligible student”). Under FERPA, a parent or eligible student must provide
a signed and dated written consent before a school discloses personally identifiable information from the student’s education records. 34 CFR § 99.30. See 34 CFR § 99.3 for the definition of “personally identifiable information.” Exceptions to the general consent requirement are set forth in § 99.31 of the FERPA regulations. The term “education records” is defined as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. See 34 CFR § 99.3 for the definition of “education records” and a list of records that are not included in the definition. Accordingly, all records, including immunization and other health records, as well as records on services provided to students under the Individuals with Disabilities Education Act (IDEA) and records on services and accommodations provided to students under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, that are directly related to a student and maintained by a school are “education records” under FERPA.

STUDENT RIGHTS/SURVEYS (Board Policy #235)
A student who has reached the age of 18 possesses the full rights of an adult and may authorize those school matters previously handled by parent/guardians.

1. All instructional materials including teacher’s manuals, audiovisuals, or other supplementary instructional material used in the instructional program is available for parent/guardian inspection. Instructional materials do not include tests or academic assessments.

2. All surveys used to collect information from students shall relate to the district’s educational objectives. Parents/guardians have the right to inspect surveys created by third parties prior to students taking them. Such requests shall be made in writing and submitted to the building principal.

3. No student will be required to submit to a survey, analysis or evaluation that reveals personal or sensitive information without written parental consent as outlined in School Board Policy #235. Parents/guardians have the right to inspect all related materials, and opt their child out of participation of any survey by submitting a request in writing to the building principal.

4. Parents/guardians have the right to inspect all related materials, and opt their child out of participation of any activity that results in the collection, disclosure or use of personal information by submitting a request in writing to the building principal. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.

ANTI-HAZING (Board Policy #247)
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 the purpose of 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.”

TECHNOLOGY ACCEPTABLE USE (Board Policy #815)
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.

Students who do not follow the Acceptable Use Policy may lose computer privileges, network access privileges or receive other disciplinary consequences.

**SOCIAL MEDIA (Board Policy #815.1)**

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

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 chose 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 nor share inappropriate media of any kind. Teachers and students must only represent themselves and not express or imply they represent the official position of the district in any way. Teachers and students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators.

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


**PERSONAL ELECTRONIC COMMUNICATION DEVICES (Board Policy #829)**

The District and Radnor High School acknowledge that students often bring various personal, family-owned electronic devices to school. These devices include, but are not limited to, netbooks, tablets, iPads/iPod Touch devices and eReaders. At the discretion of individual teachers, students are permitted to use these devices for instructional purposes that do not disrupt the classroom and in ways that are consistent with the District’s Acceptable Use Policy 815 and it’s 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 locker rooms, bathrooms, pool areas or other locations where there is an expectation of personal privacy. Students are prohibited from creating a “mobile hot spot”. The District is not liable for the loss, theft, damage or unauthorized use of personal electronic devices nor are any district personnel permitted to provide tech support for these devices.

**USE of VIDEO CAMERAS on BUSES**

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

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

[http://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2016&sessInd=0&act=56](http://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2016&sessInd=0&act=56)
APPENDIXES

Radnor Township School District Board Policies:

The Radnor Township School District Board policies are located on-line: http://www.rtsd.org/domain/808

106 - Academic Honor Code
130 - Homework
204 - Attendance
208 - Withdraw From School
218 - Graduation Requirements
218 - Student Discipline
218.1 - Weapons
218.2 - Terroristic Threats/Acts
218.3 - Code of Student Conduct
220 - Student Expression/Distribution and Posting of Materials
221 - Dress and Grooming
222 – Use of Tobacco and Electronic Smoking Products
223 - Use of Bicycles and Motor Vehicles
227 - Controlled Substances/Paraphernalia
233 - Suspensions and Expulsions
235 – Student Rights/Surveys
247 – Anti-Hazing
248 - Unlawful Harassment
249 - Anti-Bullying
815 - Technology Acceptable Use
815.1 – Social Media
829 – Personal Electronic Communication Devices
Rooms are numbered in increasing order left to right in main academic hallways on the Ground, First, and Second floors.