

**INDIAN LANE ELEMENTARY SCHOOL**

309 S. Old Middletown Road

Media, PA 19063

WILLIAM M. BENNETT, PRINCIPAL

610-627-7100

[www.rtmsd.org](http://www.rtmsd.org)



PARENT/STUDENT

HANDBOOK

2011-2012

# ROSE TREE MEDIA SCHOOL DISTRICT

## INDIAN LANE ELEMENTARY SCHOOL

### **MISSION STATEMENT**

It is the mission of Indian Lane Elementary School to continue to provide opportunities which enable students of all aspirations and abilities to develop to their full potential.

In pursuit of this mission, Indian Lane Elementary School will:

- Provide experiences that encourage the natural wonder and curiosity of children, and promote critical thinking, problem-solving and life-long learning skills.
- Promote effective communication, individual responsibility, mutual respect, and positive self-esteem.
- Collaborate with families and the community to prepare children to be active participants in a diverse, ever-changing world.
- Value diversity, inter-generational and multicultural ideals.

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## PRINCIPAL'S MESSAGE

**WELCOME!** Whether you are a newcomer to our school, or an experienced Indian Lane parent, we hope you will find this school year to be one filled with excitement.

The pages of this handbook are filled with information that you will find useful about Indian Lane Elementary School. We suggest that you read through this handbook to become familiar with procedures and guidelines that have been established. We also suggest that the parents and students read it together. Please feel free to ask your child's teacher, our guidance counselor, or me for additional information or an explanation of the material contained in this handbook. To ensure we know you received this handbook, please sign and return the sheet located in the back of the book.

We know that close cooperation between the home and school is essential in order to meet the needs of our students. You are encouraged to visit school and to attend our PTG meetings and scheduled parent-teacher conferences. We will be offering workshops on parenting skills and how to understand your child (and yourself) better during the school year. I hope you will take advantage of these programs.

I look forward to working with you and your child this year. Please let me know how I can make your Indian Lane experience better.

A handwritten signature in black ink that reads "William M. Bennett". The signature is written in a cursive style with a large, prominent 'W' and 'B'.

William M. Bennett

e-mail address: [wbennett@rtmsd.org](mailto:wbennett@rtmsd.org)

# ***From our Parent Teacher Group (PTG)***

September 2011

Dear Indian Lane Families,

Welcome and congratulations! It is with great excitement that we welcome you as a member of the 2011-2012 PTG. All parents of Indian Lane students are members. We congratulate you because you are the “P” of a very proactive Parent Teacher Group – one who received an Honorable Mention from PTO Today for the 2011 Parent Group of the Year. Indian Lane’s PTG is comprised of so many devoted and supportive individuals all of whom have common goals: to provide the best educational experience for *every* child, and a cooperative relationship among parents, teachers, administrators, and the community. As a member of the PTG, you provide a voice for your child. ***Every child and every voice matters.***

Welcome back to all the dedicated teachers and staff members who represent the “T” in the PTG. Thank you to all our incredible teachers, friendly office staff, and the supportive teacher aides, cafeteria, and custodial workers, who make Indian Lane special. The PTG appreciates your past support and we anticipate another terrific year working with you. Speaking of support, our principal, Mr. Bill Bennett, has always been open-minded, accessible, and accommodating of the PTG. We look forward to another exciting year working with him.

Over the summer, the PTG Board and Committee members have been working and planning for the new school year. The PTG will continue to support Indian Lane’s effort to go paperless. We encourage you to go online and visit the PTG web site tab on the Indian Lane Elementary School web site. It is an excellent source of information about school activities and news, volunteer opportunities, print forms and flyers, and you can sign up to be added to our PTG email list to keep you “in the know.”

Soon, we hope you will experience the sense of community and the involvement of all the families at Indian Lane. This makes our school very special. There are many ways for you to be involved, be it direct classroom involvement, PTG events, or helping from home. No amount of time you give is too small. Please try to join us at our monthly PTG meetings. You will meet some incredible people when you volunteer at Indian Lane. Our first meeting will be Thursday September 8, 2011 at 7:00 p.m.

Once again, we are proudly promoting **The Bobcat Club Campaign** that offers direct donations to the PTG in lieu of traditional fundraising. Because of your past support, we were able to finance many assemblies throughout the year, provided additional monies for teachers’ classroom supplies, and funded many end of the year activities like field day, fifth grade luncheon, and teachers’ luncheons.

We will continue with our social activities: Bingo nights, movie nights, the Gingerbread House Decorating Party, Run the Lane, and the Mid-Winter Festival. PTG dues remain at \$10 per family and are due by September 16, 2011.

If you have any questions, suggestions, or needs, please contact a PTG Board member. Our contact information can be found online. We look forward to working with you and creating a successful school year together!

Sincerely,

Mary Beth Malone  
IL PTG President  
mediamalone@gmail.com

**FACULTY & SUPPORT STAFF  
ROOM AND VOICE MAIL DIRECTORY  
610-627-7100 FAX 610-566-6582**

Telephone Extension 610-627-XXXX

Principal	Bill Bennett	7101
Secretary	Debbie Reischer	7102
Office Aide	Joann Raport	7167
Guidance Counselor	Jessica Hilden	7103
Nurse	Amy Lenton	7104
Facility Foreman	Joel Schupp	7127
Cafeteria Coordinator	Jennifer Clements	7136
School Aides	Mary Ann Berot	
	Laura DelCasale	
	Mary Ellen Densmore	
	Joann Vann	

**TEACHERS**

**Telephone Extension 610-627-XXXX**

Kindergarten	Room 138	Shirley Huebner (am/pm)	7128
	Room 139	Katie Durant (am)	7129
	Room 139	Marianne Whiteman (pm)	7129
	Room 146	Stacy McMorro	7186
Grade One	Room 113	Lisa Parkinson	7113
	Room 116	Stephanie Herman	7116
	Room 112		7112
	Room 117	Leslie Valuck	7117
Grade Two	Room 114	Wendy Barton	7114
	Room 118	Noreen Ford	7118
	Room 119	Fran Blanchette	7119
	Room 121	Emily Ferdon	7121
Grade Three	Room 9	Abby Burke	7141
	Room 7	Bridget Martin	
	Room 8	Nancy Novello	7140
Grade Four	Room 251	Terry Haskell	7148
	Room 255	Lee Sitkowski	7152
	Room 256	Andre Washington	7153
Grade Five	Room 248	David Woods	7145
	Room 253	Jackie Arbutina	7150
	Room 254	Sue Hendrixson	7151
	Room 249	Jason Pinto	7137
Learning Support	Room 120	Diane McElhenney	7120
	Room 5	Julia Geisel	7137
	Room 250	Carol Townsend	7147
	Room 252	Kristine Acker	7149
Reading Specialists	Room 115	Judy DiMaio	7115
	Room 10	Debbie Preg	7142

IST	Room 107	Martha Phillips	7154
Speech	Room 6	Julia Friedgen	7138
Occupational Therapist	Room 247	Lisa Roccia	7144
Library	Library 124	Tracy Hatton	7109
Technology Assistant		Lynn Ciminera	7131
Art	Room 135	Katie Devine	7126
Music	Room 132	Karen Battavio Jonathan Boyle	7123 7164
Physical Education	Gym 144	Ron Frank Carly Lloyd	7130 7155
AGP	Room 131	Erin Scheivert	7122
Cafeteria		Jennifer Clements	7136
ESL	Room 257	Kay Roberts	7154
Physical Therapist	Room 247	Shannon Mastin	7144

**2011-2012 Indian Lane PTG Executive Board Information**

<b><u>Office</u></b>	<b><u>Name</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
<b>President</b>	Mary Beth Malone	610-566-1564	<a href="mailto:mediamalone@gmail.com">mediamalone@gmail.com</a>
<b>Exec. VP</b>	Sue Dermott	610-566-8767	<a href="mailto:sdermott@verizon.net">sdermott@verizon.net</a>
<b>VP Grades K-2</b>	Patti Hannigan	484-442-8830	<a href="mailto:pmhannigan@gmail.com">pmhannigan@gmail.com</a>
<b>VP Grades 3-5</b>	Kim Huggins	484-442-8417	<a href="mailto:hugginsk@comcast.net">hugginsk@comcast.net</a>
<b>Secretary</b>	Angie Iadipaolo	<a href="tel:484-442-8633">484-442-8633</a>	<a href="mailto:angied727@comcast.net">angied727@comcast.net</a>
<b>Treasurer</b>	Bob McLaughlin	610-566-3515	<a href="mailto:damclaughlin@verizon.net">damclaughlin@verizon.net</a>
<b>Principal</b>	Bill Bennett	610-627-7101	<a href="mailto:bbennett@rtmsd.org">bbennett@rtmsd.org</a>
<b>Teacher Representative</b>	Fran Blanchette	610-627-7119	<a href="mailto:Fblanche@rtmsd.org">Fblanche@rtmsd.org</a>
<b>Teacher Representative</b>	Judy DiMaio	610-627-7115	<a href="mailto:Jdimai@rtmsd.org">Jdimai@rtmsd.org</a>
<b>Teacher Representative</b>	Jessica Hilden	610-627-7103	<a href="mailto:Jhilden@rtmsd.org">Jhilden@rtmsd.org</a>
<b>Teacher Representative</b>			

**2010-2011 Indian Lane Committee Chair Information**

<b>Committee</b>	<b>Chairperson</b>	<b>E-mail</b>	<b>Phone</b>
<b>Assemblies</b>	Kim York	<a href="mailto:kimyork1@verizon.net">kimyork1@verizon.net</a>	(484)442-8429
<b>Bobcat Club Campaign</b>	Sue Dermott	<a href="mailto:sdermott@verizon.net">sdermott@verizon.net</a>	(610)566-8767
<b>Board Games Club</b>	Ginny Cave <i>Looking for co-chair</i>	dvcaveo7@verizon.net	610-566-4067
<b>Bingo Nights</b>	Susan Howe-Consiglio Tricia O'Loughlin Stephanie Vlaminck	showe@rtmsd.org toloughlin@gmail.com srlams@yahoo.com	610-566-1826 484-234-5170 610-566-3802
<b>Birthday Bash</b>	Linda Cosgrove	<a href="mailto:lmcmj@comcast.net">lmcmj@comcast.net</a>	610-872-4043
<b>Box Tops</b>	Danielle McLaughlin	<a href="mailto:dancmclaughlin@verizon.net">dancmclaughlin@verizon.net</a>	610-566-3515
<b>Broadcast Club</b>	Tracy Hatton Karen Battavio Lynn Ciminera	<a href="mailto:thatton@rtmsd.org">thatton@rtmsd.org</a> <a href="mailto:kbattavi@rtmsd.org">kbattavi@rtmsd.org</a> <a href="mailto:lciminer@rtmsd.org">lciminer@rtmsd.org</a>	610-627-7109 610-627-7123 610-627-7131
<b>Public Speaking Wkshp.</b>	Mary Ellen Maatman	<a href="mailto:mmaatman@widener.edu">mmaatman@widener.edu</a>	(610)566-2064
<b>Field Day</b>	Mary Beth Malone	<a href="mailto:mediamalone@verizon.net">mediamalone@verizon.net</a>	
<b>Fifth Grade Fun Night</b>	Emily D'Ambrosio	<a href="mailto:Emmyd.a@comcast.net">Emmyd.a@comcast.net</a>	(610)566-4424
<b>Fifth Grade Luncheon</b>	Emily D'Ambrosio Robin Anderson	<a href="mailto:Emmyd.a@comcast.net">Emmyd.a@comcast.net</a> <a href="mailto:Robinmanderson@comcast.net">Robinmanderson@comcast.net</a>	(610)566-4424 (484)443-8084
<b>Food Committee</b>	Patti Hannigan	<a href="mailto:Pmhannigan@gmail.com">Pmhannigan@gmail.com</a>	(484)442-8830
<b>Head Homeroom Parents</b>	Danielle McLaughlin	<a href="mailto:dacmclaughlin@verizon.net">dacmclaughlin@verizon.net</a>	610-566-3515
<b>Holiday Extravaganza</b>	Sue Dermott <i>Looking for co-chair</i>	Sdermott@verizon.net	610-566-8767
<b>Hospitality</b>	Joanna Reagle Sue Kirchoff	<a href="mailto:joreagle@comcast.net">joreagle@comcast.net</a>	610-892-2783
<b>Indian Lane Ink</b>	Sue Boell	sboell@verizon.net	484- 442-8465
<b>Kid Stuff Fun Books</b>	Kelly Johnson	kelly4jim@gmail.com	610-565-7776
<b>Kindergarten Social</b>	Monique Galasso Joan Pakuris	<a href="mailto:Mgalasso78@yahoo.com">Mgalasso78@yahoo.com</a> <a href="mailto:Jpakuris@chesco.org">Jpakuris@chesco.org</a>	(484)480-4295 (610)627-1885

## 2011-2012 Indian Lane Committee Chair Information

Committee	Chairperson	Email	Phone
Library			
-100 Book Challenge	Rachel Peck	<a href="mailto:Peckman229@verizon.net">Peckman229@verizon.net</a>	(610)358-1379
-Read-In (per gr. level)			
<u><a href="#">Market Day</a></u>			
<b>Mid-Winter Festival</b>	Angie Iadipaolo <i>Looking for co-chair</i>	<a href="mailto:angied727@comcast.net">angied727@comcast.net</a>	484-442-8633
<u><a href="#">Movie Nights</a></u>	Sueann McGroary	<a href="mailto:Sueannm@comcast.net">Sueannm@comcast.net</a>	484-444-0152
<u><a href="#">Principals Advisory Board</a></u>	Amy Sernyak	<a href="mailto:amy.sernyak@comcast.net">amy.sernyak@comcast.net</a>	610-566-0990
	Sueann McGroary	<a href="mailto:Sueannm@comcast.net">Sueannm@comcast.net</a>	484-444-0152
	Mary Ellen Maatman	<a href="mailto:mmaatman@widener.edu">mmaatman@widener.edu</a>	610-566-2064
	Elena Umland	<a href="mailto:Elena_umland@yahoo.com">Elena_umland@yahoo.com</a>	(610)565-1346
	Michelle McLaughlin	<a href="mailto:tmmpt@msn.com">tmmpt@msn.com</a>	610-565-8593
	Denise McCarthy	<a href="mailto:Cart32@comcast.net">Cart32@comcast.net</a>	(610)566-2955
	Sheila Roberts	<a href="mailto:Sroberts@wilmingtontrust.com">Sroberts@wilmingtontrust.com</a>	(610)892-2716
<u><a href="#">Publicity</a></u>	Joan Davis (newspapers)	<a href="mailto:cjdavis2@verizon.net">cjdavis2@verizon.net</a>	610-565-3507
	Tracey Gilligan (web)	<a href="mailto:tracey1616@verizon.net">tracey1616@verizon.net</a>	610.891.0634
<u><a href="#">Run the Lane 5K Run/Walk</a></u>	Sue Dermott <i>Looking for co-chair</i>	<a href="mailto:sdermott@verizon.net">sdermott@verizon.net</a>	610-566-8767
<u><a href="#">Service Projects</a></u>	Carla Moscatelli	<a href="mailto:cmoscat@aol.com">cmoscat@aol.com</a>	610-892-4747
	Liz Tumolo	<a href="mailto:lizxpreso@aol.com">lizxpreso@aol.com</a>	610-891-8994
	Amy Sernyak	<a href="mailto:amy.sernyak@comcast.net">amy.sernyak@comcast.net</a>	610-566-0990
<u><a href="#">Spirit Wear</a></u>	Sue Kirchoff	<a href="mailto:kirchoff4@verizon.net">kirchoff4@verizon.net</a>	610-892-1060
<b>Superintendents Advisory Board</b>	Jim Coyne	<a href="mailto:coynejmail@gmail.com">coynejmail@gmail.com</a>	610-565-7776
	Regina Senackerib	<a href="mailto:rmackenzie@beattylincke.com">rmackenzie@beattylincke.com</a>	610-490-0731
	Mary Ellen Maatman	<a href="mailto:mmaatman@widener.edu">mmaatman@widener.edu</a>	610-566-2064
	Caroline Knower	<a href="mailto:caroline@knower.org">caroline@knower.org</a>	610-872-8884
<b>Templeton Coordinator</b>	Mary Ellen Maatman	<a href="mailto:mmaatman@widener.edu">mmaatman@widener.edu</a>	610-566-2064
<b>Tools for Success</b>	Kim Huggins	<a href="mailto:hugginsk@comcast.net">hugginsk@comcast.net</a>	484-442-8417
<b>Welcoming Committee</b>	Tricia Colameco	<a href="mailto:allenevangelista@verizon.net">allenevangelista@verizon.net</a>	610-986-4989
<b>Yearbook</b>	Carla Moscatelli	<a href="mailto:cmoscat@aol.com">cmoscat@aol.com</a>	610-892-4747
	Emily D'Ambrosio	<a href="mailto:emmyd.a@comcast.net">emmyd.a@comcast.net</a>	610-566-4424

**ADVISORY BOARDS**  
Principal's Advisory Board (PAB)

The Principal's Advisory Board shall meet seven times during the year with the Principal and his designees at times most agreeable to all parties. The advisory Board is made up of four teachers and up to seven parents of children in the school. The Principal may designate an additional teacher. Evening Principal's Coffees will be held twice each year to allow for informal exchanges between the principal and parents.

**Superintendent's Advisory Board (SAB)**

Two representatives designated by the PTG meet four times a year with the Superintendent to identify problems, and to discuss programs and district related concerns.

**POLICIES AND PROCEDURES**

**AHERA Notification**

Rose Tree Media School District has engaged Eagle Industrial Hygiene Assoc., Inc. to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all students and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facility were inspected for asbestos-containing materials.

The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan, subsequent Inspection Reports and applicable response action documentation is available for review by parents, teachers, employee organizations, short-term workers or other applicable interested parties in the school office during business hours."

**ATTENDANCE**      Please refer to Attendance Policy #204

**Absence**

All absences must be reported prior to 9:00 a.m. Please call 610-627-7100, extension 2, to report your child absent from school. If we do not hear from you, the nurse will call you to verify your child is absent from school. Following an absence of 3 consecutive days or more (for any reason), you must submit a written note with the reason for the absence to your child's teacher the first day your child returns to school. These notes will be kept on file in the main office as required by the State Board of Education. Lack of a written note for an extended absence will result in the absence being unexcused. If parents would like their child to be absent for any reason other than illness, prior written permission must be sought and granted from the Principal prior to the absence in order for it to be an excused absence.

**Lateness**

Parents must accompany a student to the office who arrives after the scheduled beginning time of 9:00 a.m. to sign the child in. An excused lateness will be considered only for doctors appointments, illness, court or lawyer appointments. A written doctor/court note must be submitted. Lack of a written note will result in the lateness or early dismissal being unexcused.

## BIRTHDAY CELEBRATIONS

Please do not send birthday treats to school. The P.T.G. "Birthday Bash" will acknowledge birthdays monthly with a special treat. Rose Tree Media School District has adopted a wellness policy that limits unhealthy snacks.

### BULLYING/CYBERBULLYING

District-wide Policy #249

1. Purpose  
The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying at any time creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
2. Definitions  
SC 1303.1-A  
Bullying means an intentional electronic, written, verbal or physical act or series of acts by a district student directed at another district student or students, at any time, that is severe, persistent or pervasive and has the effect of doing any of the following:
  1. Substantial interference with a student's education.
  2. Creation of a threatening school environment.
  3. Substantial disruption of the orderly operation of the school.
3. Authority  
SC 1303.1-A  
The Board prohibits all forms of bullying by district students.  
  
The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.  
  
The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.
4. Delegation of Responsibility  
Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.  
  
All reports of incidents of alleged bullying should be reported to the principal and the Superintendent or his/her designee.  
  
SC 1303.1-A  
The Superintendent or his/her designee shall ensure that this policy is reviewed annually with students.  
  
SC 1303.1-A  
The Superintendent or his/her designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.  
  
SC 1303.1-A  
District administration shall annually provide the following information with the Safe School Report:
  1. Board's Bullying Policy.
  2. Report of bullying incidents.
  3. Information on the development and implementation of any bullying prevention, intervention or education programs.
5. Guidelines  
Sec. 1303.1-A  
Title 22 Sec. 12.3  
Pol. 218  
The Student Discipline Code, which shall include disciplinary responses to behaviors related to this policy, shall be reviewed annually with students.  
  
This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site.

Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing or imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

Education

SC 1302-A,  
1303.1-A  
Pol. 236

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

SC 1303.1-A  
Pol. 218, 233

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Discipline Code.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 218, 248, 815

**CANCELLATIONS/DELAYED OPENINGS  
(RTM District Number is 542)**

In the event of an emergency, such as a severe snowstorm, the parents will be contacted by the school district's automated message system. Closings due to inclement weather will also be announced on Radio Stations: KYW, WCAU, WCAM, WDAS, WFIL, WFLN, WYSP, and KISS-100 (WYKZ) using the RTM number 542. In addition, school closings will be listed on Television Channel 11 and the RTMSD website.

**Delayed Opening**

On delayed openings we begin our day at 11:00 A.M. for grades 1-5 and we will use the modified schedule for kindergarten:

11:00 - 12:50AM Session

1:35 - 3:30PM Session

This modified schedule will be used on all delayed openings and on snow days. Please make arrangements for your children in the event of an early dismissal. It is very important for them to have a plan to follow if you are not at home or if the day care is closed.

**Emergency Early Dismissal**

Should there be an unscheduled early dismissal, the school district's automated messaging system will be activated. Parents who work should have specific arrangements made for these possible emergency early dismissals.

# CAR RIDERS

## Morning

Parents dropping children off in the morning are requested to use the student drop off area located at the side entrance next to the school marked "Kindergarten". The entrance is accessible from Old Middletown Road. Students are not to be dropped off before 8:30 a.m. or after 8:55 a.m. **Do not use the bus lanes located in the front of the building for discharging or picking up students.**

## After School

Students who are to be picked up after school (car riders) are required to submit a note to the teacher the morning of the dismissal. Phone calls are discouraged unless plans have changed during the day. Parents are requested to pick up students at the designated area at the side of the building located on Old Middletown Road. No car riders will be dismissed from the front of the school. **Please do not use the bus lanes located in the front of the building for discharging or picking up students.** Phone calls to the office for last-minute car riders will not be accepted after 3:00 p.m.

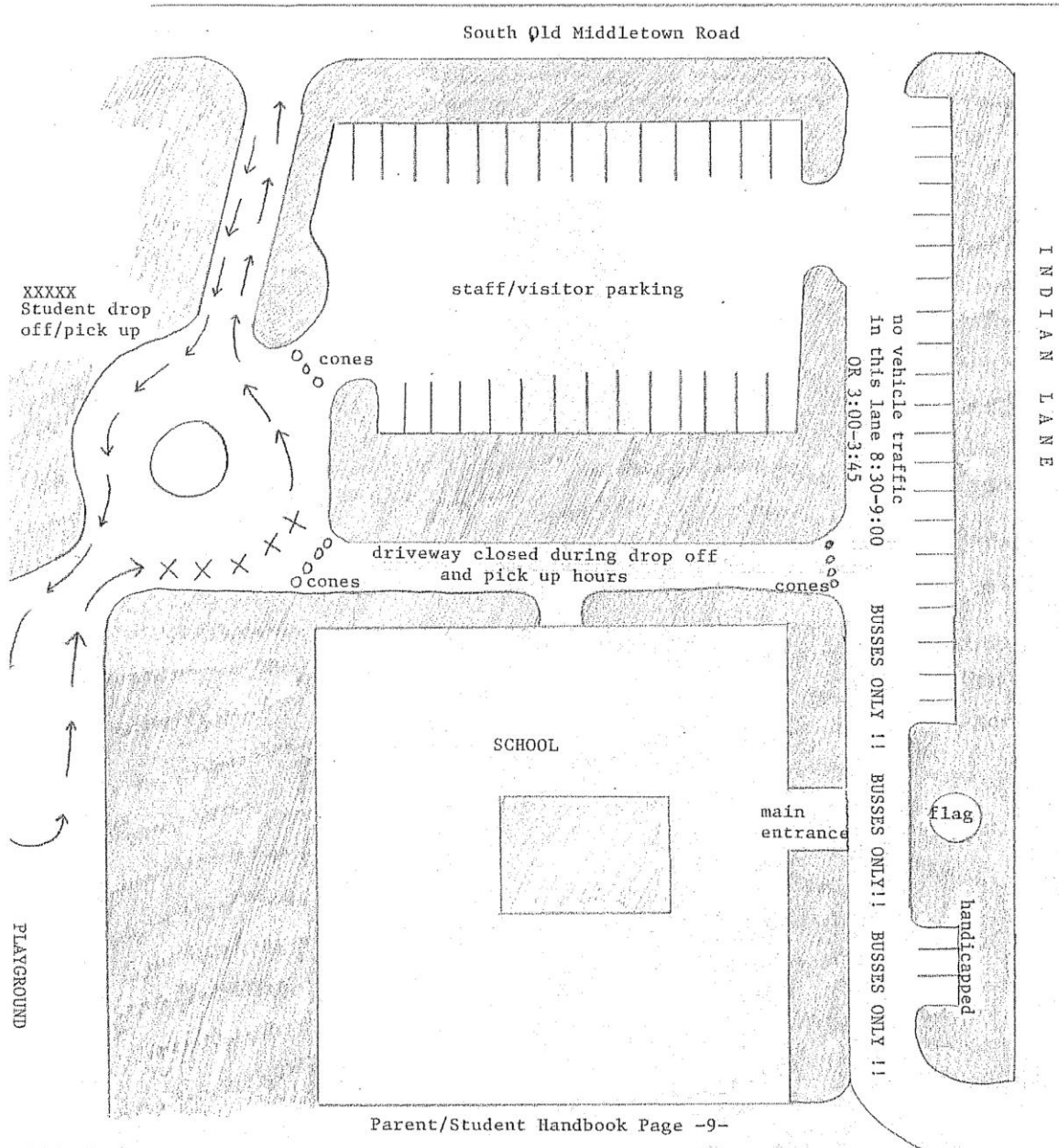
### DROP OFF AND PICK UP INSTRUCTIONS:

Drop off times 8:30 a.m. to 8:55 a.m.

Pick up time: 3:15 to 3:30 p.m.

After 8:55 or 3:30 p.m. students must go to the office

Late students must be signed in by an adult



### **Picking up/dropping off students During the School Day**

When it is necessary to pick up a student during the day for a doctor or dentist appointment, a note (with the date/time of the early dismissal) must be sent to the teacher/office the morning of the dismissal. Please park in the visitor's parking area in front of the building. Children who are scheduled for an early dismissal may be picked up in the school office at the agreed upon time. Adults who are picking up students must sign the child out and may, in order to safe guard the child, be asked to show identification.

The first day following the appointment, a doctor's note verifying the appointment must be sent to the office. Children with health needs such as illness, accidents, or a call from the school nurse may be picked up in the health suite and do not require a follow-up note.

### **CHAPERONE GUIDELINES**

For the enjoyment and safety of all our students, we ask that you please keep the following in mind:

1. Students must remain seated on the bus at all times. While students may talk to their neighbor(s), shouting or loud singing is forbidden.
2. Once we reach our destination, please remain with your assigned group. To insure that children are properly supervised at all times, socializing with other chaperons is discouraged.
3. If a child in your group should become lost or ill, notify his/her teacher immediately.
4. You are responsible for the behavior and discipline of your group. Children whose behavior is particularly difficult should be reported to the appropriate teacher as soon as possible.
5. We request that you not consume any alcoholic beverage or any drugs (e.g., antihistamines, Dramamine) which may impair your ability to safeguard the welfare of our children.
6. We request that you refrain from cigarette smoking while on field trips.
7. Please understand that as a chaperon, you are expected to give the children in your group your full attention. Therefore, you are not invited to bring your preschooler along.
8. Our rigorous schedule does not permit time for shopping. Please refrain from visiting gift shops and discourage the children from approaching any street vendors.
9. Only one parent per child is allowed to go as a chaperon.
10. Parents may not drive to trip destinations in their own cars -riding on the bus is an important part of the field trip experience.

### **CODE OF CONDUCT**

A set of General Principles Guiding Student Behavior in the Rose Tree Media School District

1. Respect yourself and others.
2. Speak kindly and avoid physical violence.
3. Respect personal and school property.
4. Strive to understand and respect differences among each other.
5. Conduct yourself in a safe and orderly manner.
6. Comply with all school board policies, local, state, and federal laws.
7. Take responsibility for your education.
8. Avoid disruptive dress and behavior.
9. Be honest and kind in your actions and words.

This Code of Conduct includes the following description of Bullying (revised June 25, 2007):

A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

- Harm or hurt is intended
- A power imbalance exists between the target and the perpetrator
- The perpetrator repeats the behavior, often in a systematic way
- The victim is hurt physically or psychologically and has a sense of being persecuted or oppressed. Source: Olweus (1993) Davis (2004) Sullivan (2000), Coloroso (2003)

For more detailed information, please refer to RTMSD Policy 248 - Harassment

### **DELIVERING FORGOTTEN ITEMS**

Forgotten items should be brought to the office, not to the classroom. The office staff will make arrangements to deliver the item to the student.

### **DISCIPLINE POLICIES**

The ultimate goal in school discipline is that the student accepts responsibility for his/her own behavior, both in structured and unstructured situations. We understand that self-discipline is not an inherent quality, but it must be developed by establishing initial guidelines that are fair and consistent. In an environment where the child is made aware of acceptable behavior in a positive way, the child can feel secure and more able to accept responsibility for his/her own behavior. The development of this attitude is essential to the student's intellectual and social growth. It is only with each student directed toward this goal that effective group learning can take place. Corporal punishment — namely, physically punishing a student for an offense — may not be administered to students by teachers, school officials or any other school district personnel except in accordance with the following:

- A. To quell a disturbance
- B. To obtain possession of weapons or other dangerous objects
- C. For the purpose of self-defense
- D. For the protection of persons or property.

### **Guidelines for Discipline**

The basic goal of Indian Lane is to help each child achieve self-discipline in school. It is the child's responsibility to follow district, school and classroom rules. It is understood that no set of guidelines can be established to be followed in exact sequence or situations. The extreme situation will be taken care of when the emergency and/or action occurs within the school environment.

### **Discipline Procedures for Teachers**

1. If behavioral or academic problem arise, the teacher will first try to resolve them with the student.
2. If the problems can't be solved or if the problems reoccur, the teacher will involve the parent.
3. The unresolved problems will be referred to the principal or his designee who will meet with all concerned.
4. The principal, at his discretion, may then involve other personnel from the school or district.

## **Procedures for Parents**

1. If anything out of the ordinary is occurring in the child's life (e.g., death, illness, houseguests, trips, etc.) Parents are encouraged to contact their classroom teacher, as this may affect the child's behavior in school.
2. If a child brings a problem home, the parent should discuss it with the child.
3. If the parent feels that a problem should be handled at the school level, he or she should contact the teacher.
4. The unresolved problems should be referred to the principal or his designee. A conference with all concerned may be arranged.
5. The principal, at his discretion, may then involve other personnel from the school or district.

## **DRESS CODE**

We believe there is a correlation between how one dresses and how one behaves; and so, all students are encouraged to dress in a manner which reflects pride in self, in family, and in school. We believe that students' dress and grooming are primarily the responsibility of students and their parents. Parents and school authorities have an obligation to counsel students about dress and grooming and to adopt practices that will be conducive to establishing a favorable atmosphere for learning free from distractions and with consideration for the health and safety of students.

## **Standards for Dress and Grooming**

1. We believe that no student should dress in such a way as to present a risk to him or herself or to others.
2. We believe that no student should dress in such a way as to distract from teaching or learning.
3. We believe that no student should dress in such a way as to give offense or intimidate.
4. We believe that no student should dress in a manner which advocates illegal or anti-social behavior.

## **Guidelines for Appropriate Dress**

Comfort and ease of movement shall be a goal in selecting school clothing. Health, safety and the minimizing of distractions for both wearer and fellow students should also be considered.

1. Students should be encouraged to dress appropriately for school - neatly dressed in clean clothes, with all aspects of personal hygiene cared for at home. The nurse will give assistance when needed.
2. Students are encouraged to wear shirts, polo shirts or blouses. Halters, midriff tops and tank tops are not suitable for classroom wear. Shorts are permissible, but must be as long as the student's middle finger when their hands are at their sides.
3. Footwear must be worn and should be firmly attached to the wearer's foot; therefore, no flip-flops or clogs should be worn. Unmanageable heel heights and non-breathable boots are discouraged. Shoes and boots with black leather heels leave black marks on the floor. These are not permitted. Sneakers must be worn during gym periods.
4. Slacks or shorts may be worn during gym class.
5. During inclement weather, students should bring a change of footwear for classroom use as needed. Gloves, hats, mittens, boots, scarves, coats, and jackets are to be worn during outdoor cold winter months.
6. Students are encouraged to have an extra sweater in school during cold weather when temperatures may affect student health and comfort.

7. Outer jackets and coats shall not generally be worn in the classroom; hats shall not be worn in the school building.

## **ELECTRONICS POLICY**

In an attempt to aid us in creating an atmosphere that promotes learning, effective communication, individual responsibility, mutual respect, and positive self-esteem, we are asking that all hand-held video games NOT be brought to school. This includes items such as Nintendos and Nintendo DSs, Game Boys, virtual pets and IPODs. Cell phones will be permitted for emergency use only and must be kept in the backpack.

## **FAMILY VACATION PROCEDURE**

Parents are requested to put their requests in writing two weeks before the vacation begins. All requests should be sent to the classroom teacher. Parents are strongly encouraged to not plan vacations during standardized testing.

## **FOOD SERVICES - CAFETERIA**

The Rose Tree Media School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. RTMSD Policy on Student Wellness (Policy #246) will be used as a guideline.

The children have the choice of bringing their lunches and buying milk (\$.50) or buying their lunches. There is a choice of four menus each day. Menus for the month are sent home with the children as part of the monthly newsletter, Smoke Signals. The cost of lunch is \$2.00, which includes milk. A variety of snacks can also be purchased. The cafeteria has a Point of Sale system that allows families to deposit money in an account and each time a student makes a purchase, that amount of money is deducted from the account. Students are given a unique identification number that they will enter each time they make a purchase. Students will use the same number throughout their school careers in Rose Tree Media School District.

### **Lunch Schedule**

4 <sup>th</sup> grade	11:00 – 11:25
5 <sup>th</sup> grade	11:20 – 11:45
3 <sup>rd</sup> grade	11:40 – 12:05
1 <sup>st</sup> grade	12:10 – 12:35
2 <sup>nd</sup> grade	12:30 – 12:55

### **Cafeteria Guidelines**

- A. Use inside voices at all times
- B. Stay in your seats at all times.
- C. Raise your hands if you need something.
- D. Always walk in the cafeteria.
- E. Food is only for eating.
- F. Be responsible for your own food and tickets.
- G. Hands and feet should never touch another person.
- H. You will be dismissed to empty your trash.
- I. Make sure all trash is placed in the trash cans and all trays are stacked.
- J. Be courteous and respectful at all times.
- K. Use good table manners.
- L. Students must have a pass to use the restroom. Passes should be returned to the adult who gave the student the pass.

- M. Classes will be dismissed to leave the cafeteria.
- N. Students who are to wait for their teachers must have a pass from the teacher.
- O. Glass containers and sodas are not permitted in the cafeteria.
- P. You should not share your food because of the dangers of allergies.

### **Consequences for Misbehavior**

- 1. Verbal warning
- 2.
  - a. move to another seat
  - b. move to a desk
  - c. loss of recess time

### **HOURS OF SCHOOL**

The school day for teachers begins at 8:30 A.M. Students in Grades 1-5 and morning kindergarten begin at 9:00 A.M. Morning kindergarten is dismissed at 11:35 A.M. The afternoon kindergarten session begins at 12:50 P.M. and all students are dismissed at 3:25 P.M.

### **HEALTH SERVICES**

Each child must have two emergency contact sheets on file in the nurse's office and the main office. They should be completed and returned to school on or prior to your child's first day of school. Please remember to update this information during the year should there be any changes in emergency contacts or addresses or phone numbers.

### **MEDICATION POLICY**

According to the Rose Tree Media School District's medication policy, medication(s) should be given at home before and/or after school whenever possible. If medication must be given during school hours the following criteria must be met. In accordance with new guidelines from the Pennsylvania Department of Health, starting September 2010, ALL medications, both prescription and over the counter, must be accompanied by a written, signed order from a licensed prescriber. In addition, the parent/guardian must sign the *RTMSD Student Medication Authorization* form for each medication to be administered in school. (See School Health Professional for copy of form) The exception is acetaminophen and ibuprofen, as these medications are covered by a standing order and permission can be granted on the Student Emergency Card. Prescription medication must be in a current pharmacy container with directions for administration from the physician and all over the counter medications must be in their original container. There are provisions for students who need to self carry emergency medications. Please check with your school nurse for more information. Orders and medication authorization forms must be renewed every year.

### **Accident Insurance**

All students of the school should be covered by accident insurance, either under the family's policy or through the purchase of a school policy. Low cost accident insurance for all students is available. Forms are sent home early in the year or provided to students moving into the school district. Questions should be directed to the school nurse or principal.

## Communicable Diseases

Any student suspected of having any of the following communicable diseases must remain out of school for the indicated time:

DISEASE	INCUBATION PERIOD	EXCLUSION
Chicken Pocks	14-21 days	6 days from the last crop of vesicles Scabs must be dry
Conjunctivitis	24-72 hours	Until the eyes are free of discharge or under treatment for 24 hours
Fifth Disease		No exclusion
Scabies	7 days	24 hours after start of treatment
Scarlet Fever & Strep Throat	1-3 days	24 hours after start of treatment
Staph of Skin & Strep of Skin	1-3 days	Until skin is clear or under treatment for 24 hours
Pediculos (Lice)	2 weeks	Until treated and free of lice
Pinworms	None	Until first dose of prescription is given
Impetigo	4-10 days	Until skin is clear or under treatment for 24 hours
Ringworms	4-10 days	Until skin is clear of all Scabs and crusts
Any undiagnosed Rash or fever		Until diagnosis is established or symptoms are gone for 24 hour

## Dental Examinations

State law requires a dental examination upon entry into school. An additional examination is scheduled in grade 3.

## Immunization

State law requires a physical examination and up-to-date immunization on original entry into school. The requirements include month and year of DT and OPV, day, month and year of measles, mumps, and rubella inoculations, as well as hepatitis B vaccine inoculations.

## Screening Programs

Students are screened annually for height, weight, and vision. Hearing tests are performed in kindergarten and grades 1, 2 and 3.

## AIDS POLICY - STUDENTS

The following shall be the policy of the Rose Tree Media School District regarding students who are diagnosed with AIDS. For purposes of the policy AIDS includes infections caused by human T-Tlymphotropic virus, Type III (HTLV-III) also called lymphadenopathy-associated virus (LAS), acquired immune deficiency syndrome (AIDS), and AIDS related complex (ARC).

**Authority**

This policy shall apply to all students in all programs conducted by the Rose Tree Media School District.

**Identification**

The parent/guardians of all entering students shall be asked to provide confidential health information including whether or not their child has been diagnosed with AIDS as defined in this policy.

**Contact**

The Superintendent of Schools is the central person for information related to the AIDS cases.

**Decisions**

Decisions regarding the educational status and attendance of students with AIDS will be made on a case-by-case basis and will be consistent with information available from the United States Center for Disease Control.

**Procedures for Decision Making**

- A. When a student with AIDS is identified, a screening committee made up of the superintendent or his designee, a consulting school physician and the principal shall be convened within five (5) days. The Superintendent of Schools or his designee will serve as Chairman.
- B. The committee shall consult with the attending physician, the student's parents or guardian, and if appropriate, the educational personnel in the proposed placement.
- C. The committee may make limited waiver of the physician/patient privilege a condition of admission the extent necessary to protect the patient and others.
- D. The committee is empowered to make decisions on behalf of the district regarding the educational placement of the student, subject only to the review and approval/disapproval of the Superintendent of Schools and the Board of Directors.
- E. Decisions shall be based both on the student's susceptibility to other diseases and the likelihood of others becoming infected.
- F. The committee shall review each case monthly, or more frequently, to determine the current status and to make revisions, if necessary, in the original decisions based upon new information and changing conditions.

**Confidentiality**

Persons involved in the education of an HTLV-III infected student should respect the student's right to privacy, including maintaining confidential records. The number of personnel who are aware of the student's condition should be kept to the minimum needed to assure proper care of the student and to detect situations where the potential for transmission may increase, i.e., bleeding injury. In individual situations such people may include the following: principal, school nurse, and the student's teachers. Notification should be made by a process that would maximally assist confidentiality - ideally, by direct person-to-person contact. It is not necessary to notify parents of other students regarding the HTLV-III- status of any other school students.

**Placement**

- A. First consideration should be given to returning the student to the regular class assignment. Any decision for an alternative placement shall be based on the student's susceptibility to other diseases and the student's likelihood of presenting a risk of infection to others.

- B. Students diagnosed as having AIDS and unable to attend school shall be considered for homebound instruction or other alternative means of education as provided under the Public Code of 1949, 24 P.S.S.-1-101 et seq.
- C. A student may be excused from school attendance by the School Board upon satisfactory evidence or urgent reasons which prevent the student from attending school. Such an excuse must be approved by the Pennsylvania Department of Education prior to the exclusion.
- D. The following AIDS students should be excluded from the classroom:
  - 1. Those who lack control of body secretion
  - 2. Those who exhibit behavioral problems such as biting
  - 3. Those with oozing lesions
  - 4. Those whose immune system is sufficiently depressed or impaired so as to increase significantly the risk of serious infection as a result of contact with the school population.

### **LOST AND FOUND**

Lost clothing items can be found in the cafeteria. Other items such as jewelry, cameras, cell phones, etc. will be held in the office until claimed. Unclaimed lost clothing will be donated to the City Team charity twice a year (January and June). To encourage the return of lost clothing, parents are asked to label all coats, hats and outerwear.

### **PARKING – REGULAR AND HANDICAPPED**

Please park only in designated parking spots around the building. We realize that parking is at a premium, but the side lot can serve as overflow parking. Please do not park in front of the building along Indian Lane. There are three spaces designated as “Reserved Parking” for handicapped individuals in front of the school. Please do not use these spaces unless you have the proper designation from the state. You will be subject to all applicable fines if you park in the handicapped spaces.

### **PARTIES IN THE CLASSROOM**

Learning is the most important reason students are in school. Even still, we want our children to enjoy themselves. To that end, classrooms will have various celebrations throughout the year. Each class will have a Halloween party, a winter break party, and an end of the year party. Parents are urged to send in a wide variety of snacks for these celebrations, including a selection of healthy choices. Homeroom parents will inform parents of any allergy issues that may exist in each classroom. Students will celebrate Valentine’s Day with the traditional exchanging of cards, but the party will focus on heart healthy activities and lessons, since February is Healthy Heart Month.

### **SAFETY/SECURITY**

#### **Safety Guidelines for Your Child’s Protection**

- 1. The front doors are only to be used for bus arrivals and departures between 8:30 and 9:00 AM and 3:15 and 3:50 PM. We need to focus our attention on the more than 400 students who ride a bus each day. Please use the Kindergarten doors for dropping off and picking up your children. The front doors will operate on a video/buzzer system between the hours of 9:00 a.m. and 3:15 p.m. Please do not enter through any other door.
- 2. If your child needs to ride a different bus due to childcare reasons, please send in a note making that request.
- 3. If you want to pick up your child, rather than having him or her ride the bus as usual, please send in a note making that request.

4. If an emergency arises during the day and you must change your child's departure plans, we ask that you call the office before 3:00 PM to make that request. Teachers cannot accept phone calls about such requests because of they need to remain focused on their classroom duties. Someone from the office will notify the teacher of any changes in a child's departure plans.
5. If you attend a special event at the school that takes place near dismissal and you want to pick up your child, please sign them out in the office. In addition, we ask that you leave before dismissal begins at 3:20 PM. If you leave after that time, you will need to meet your child outside at the Kindergarten doors.
6. If you are visiting during our various safety drills, you will be expected to take part in them, too. We have developed plans to make sure all adults are accounted for, as well as our students. If you arrive during a lock drill, you will not be able to enter the school until the drill is completed.
7. If there is some emergency situation either at school or in the area, we ask that you not rush to the school until we issue a statement about how we will be handling the event. We will implement a plan to release students based on the situation. Any such plan will enable us to know exactly when each student is released.

**TRANSPORTATION**  
**Phone: 610-627-6475**

**Bus Riders**

Students assigned to a bus are requested not to walk to school. They are to return home on the bus originally assigned to them. Children are not allowed to change stops or buses unless it is an extreme emergency. A note from home must explain the emergency and must be submitted to the office in the morning prior to the beginning of school. Students are expected to behave properly on the bus. Those who do not may lose their riding privileges. All general questions regarding busing procedures should be directed to the Transportation Department.

**Bus Behavior Expectations**

1. Be on time at the designated school bus stop. Arrive five minutes before the scheduled bus arrival.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding.
4. Respect the property of neighbors in your community.
5. Keep hands and head inside the bus at all times.
6. Assist in keeping the bus safe and clean at all times.
7. Speak in a quiet voice at all times.
8. Treat the bus and it's equipment as you would valuable furniture in your own home.
9. Keep books, coats, and all articles out of the aisles.
10. Help look after the safety and comfort of younger children.
11. Do not throw anything out the bus windows.
12. Stay seated at all times while the bus is moving.
13. Be courteous to fellow students and the driver at all times.
14. Be silent when approaching a railroad crossing.
15. Do not distract the driver.
16. Smoking is not permitted.
17. Wait until the bus comes to a complete stop before leaving your seat.
18. Proceed directly and quickly to the appropriate sidewalk or driveway after exiting the bus.
19. Do not linger in the streets - go straight home

### **If The Bus Is Late**

The RTM Transportation Supervisor urges students who use the district's transportation services to wait no more than 15 minutes past their designated pick-up time at their bus stop. If the bus does not arrive within this time period, students should return home and contact the transportation office, 610-627-6475, so that alternate transportation arrangements can be made.

### **VISITORS IN THE SCHOOL**

All visitors to Indian Lane must enter through the main entrance and report to the school office to sign in and obtain a visitors badge. **YOU ARE NOT PERMITTED TO ENTER THROUGH ANY OTHER DOOR.** One day each fall is designated for visitation so parents may observe actual teaching procedures during a normal school day. Other visits may be scheduled with your child's teacher.

### **WEAPONS POLICY**

Students may not have any weapon in their possession or control in school; in their locker; on school property; at any school function or activity; at any school event held away from school; while on their way to or from school; or on property used by the school. The term weapon shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb, or pellet gun, look-alike gun, chemical agent, explosive devices, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. A student who violates this rule will be recommended to the School Board for expulsion from school for no less than one year.

## **CURRICULUM INFORMATION**

### **Art Education**

Three 50-minute periods of art instruction is given during each 12-day cycle and protective coverings or smocks are required.

### **Art Goes to School**

Art Goes to School is an art enrichment and appreciation program for elementary school children. The purpose of the program is to enrich students with experiences in art appreciate and to motivate them to be aware and interested in art through all its periods. Volunteers from the community with an interest in art and art education visit the school.

### **Band**

Fourth and fifth grade students have the opportunity to begin band instruction on woodwinds, percussion, and brass instruments. All instrumental music students receive a 30-minute lesson once a week. A district-wide band performs several concerts during the year.

### **Book Fair**

The Indian Lane PTG sponsors an annual Book Fair. Reasonably priced books are available for all school age children. Children visit the Book Fair during school hours, and one night is scheduled for parents, as well.

### **Chorus**

All fifth grade students will participate in chorus. Concert preparation will occur during general music lessons. All fifth grade students are expected to participate in two concerts each year, Winter and Spring.

### **Conferences**

Kindergarten conferences are held following the first report period. Conferences for grades 1 through 5 are held in November and March. Parents should feel free to request other conferences as the need arises. These may be arranged through the teacher or the office.

## **Cumulative Records**

Parents may request access to their child's school records by scheduling an appointment with the principal.

## **Field Trips**

Field trips may be taken during the school year. Each parent will be informed of the trip in advance and must return a signed form to the teacher. When trips involve fees, students are expected to pay their own expenses. Checks should be made payable to R.T.M.S.D.

## **Guidance Counselor**

The school counselor services extend to every child in the school. The counselor works with children, administrators, teachers and parents to help provide a learning climate where children feel good about themselves in their academic studies and in their relationships with others. The counselor provides classroom lessons in grades 1-5 on various topics. The counselor would welcome a call about specific needs of children.

## **Homebound Instruction**

Students who are unable to attend school for an extended period of time may receive instruction at home. Parents should contact the principal.

## **Homework**

Homework consists of any instructional requirement assigned by a teacher to be completed by the student as a continuation and/or extension of classroom instruction. Homework is a necessary part of the curriculum and to the learning process. Any questions about homework should be directed to the student's teacher.

### **Homework Guidelines**

- A. It is the teacher's responsibility to inform the parents of the specific homework policy pertaining to that class.
- B. In prescribing homework assignments, the time, length and difficulty should be considered.
- C. Homework will be acknowledged and reviewed each day.
- D. Where appropriate, teachers should encourage the use of an assignment book.
- E. Homework may be assigned four nights a week (Monday -Thursday).
- F. The teacher may require the signature of parent or guardian on written assignments.
- G. Homework should be practice of previously learned skills.
- H. The amount of time spent on homework may vary, but should average the times listed below:
  - Grades 1, 2: 15 -30 minutes a night
  - Grades 3, 4: 30-45 minutes a night
  - Grade 5: 60 minutes a night

### **Hints for Parents**

- A. Provide a good study area for students with supplies readily available.
- B. Book bags and/or backpacks make carrying papers and books easier for the students.
- C. Setting a regular study schedule may be beneficial to the student.
- D. Parents are encouraged to monitor their children's homework and to provide help as needed.
- E. Parents are encouraged to contact teachers if there are any questions pertaining to homework.

- F. If your child is spending more time than those listed earlier in this section, please contact your child's teacher.

### **Instructional Support Team (IST)**

Indian Lane has an IST that meets regularly to make suggestions for students who may be having difficulties in school. The team consists of the response to inter teacher, principal, counselor, other instructional staff members, the nurse, and possibly the school psychologist. Parents or teachers may refer a child to the team. Please speak with your child's teacher or the instructional support teacher.

### **Library**

Each class is scheduled for three 50-minute visits to the library over the 12-day cycle. Books are loaned for one week but may be renewed twice. There are no overdue fines, but children are expected to adhere to return due dates. Students who have overdue books will receive a notice from the library technician. If the book is not returned by the next visit, a notice will be mailed home. Please call the library technician if you have any questions about the library. If a book is lost or damaged, the cost of replacement/ repair will be charged.

### **Make-Up Assignments Due to Illness**

If schoolwork is to be sent home because a student is ill, the parent is asked to call the school office before 11:30 A.M. for the assignment. Parents should notify the office if the work is to be sent home with another child, or if they will pick it up in the office at 3:30 P.M.

### **Math Wizard**

Students in grade 3-5 are able to participate in this program. Students report to the cafeteria by grade level and take timed tests in one of ten different mathematical operations. Tests in addition, subtraction, addition and subtraction mixed, multiplication, division, and all four operations mixed have 100 problems. Tests in double digit addition and subtraction have 50 problems, while tests in double digit addition and subtraction with regrouping have 36 problems. Students must get at least 90% correct in six minutes in third grade, in five minutes in fourth grade, and in four minutes in fifth grade. Students who master an operation will receive a certificate and have their name posted on the cafeteria wall. Second graders begin in January.

### **Music**

Music study is offered to grades 1-5 three times each 12-day cycle.

### **Orchestra**

Students are given the opportunity to learn a stringed instrument in third grade, (violin, viola, cello, and bass). They are required to participate in 30 minute lessons each week on their instrument of choice. In their second and third years of playing a stringed instrument (fourth and fifth grades), in addition to the weekly lessons students must participate in weekly district-wide rehearsal, which takes place before the school day. Third grade beginners perform an annual spring concert. Fourth and fifth grade non-beginners perform an annual holiday and spring concert.

## **Parents' Right to Information about the Curriculum**

1. Parents have the right to information about the curriculum including expected student learning outcomes, instructional materials, and assessment techniques.
2. Parents will be afforded opportunities to review instructional materials.
3. Parents have the right to request in writing that their children be excused from specific instruction which conflicts with their religious beliefs.
4. Parents have the right to have their children excused from state assessment by providing a written request to the school district.
5. Parents wishing to exercise their rights as described in this policy are asked to contact the principal.

## **Physical Education**

Four 50-minute periods are scheduled for each class in grades 1-5 during each 12-day cycle. Girls must wear shorts or slacks and tops. Girls and boys must wear sneakers. A doctor's note is required to miss class. Students will observe in the gym while they are not participating.

## **Progress Reports**

Progress reports are issued twice yearly to kindergarten students and three times yearly for students in grades 1 through 5.

## **Religious Holidays and Instruction**

The Rose Tree Media School District respects the rights of students to participate in the religion of their choice. Whenever students' religious obligations are found to be in conflict with their schoolwork, students are encouraged to speak with their teachers, counselor, or principal. Every effort will be made to find a satisfactory accommodation.

The Public School Code of Pennsylvania and the State Board Regulations specify that a student may be excused from school for all or part of a school day for observance of religious holidays and religious instruction not to exceed 36 hours per school year.

## **Special Education**

Those children who have been identified and require special education placement during the school day will be assigned to a special education teacher in a learning support room. The amount of time spent in the special placement during the school day will be determined when the individualized educational program is developed. Parents who believe their child is exceptional (i.e. Handicapped and/or academically talented) and is not receiving appropriate special education may request an evaluation. The request should be submitted in writing to the principal.

## **Teachers' Aides**

Teachers' aides play an important role in the life of Indian Lane Elementary School. Some of their varied duties include:

- working with small groups of children or individual children who need assistance or challenge, under the direction of a teacher
- providing coverage in classrooms for brief periods of time
- making copies and laminating materials for teachers.
- providing supervision in the cafeteria and on the playground.
- providing supervision during morning arrival and afternoon dismissal.
- many other task too numerous to mention

Teacher's Aides, like any other adult in the school, deserve the respect of our students. Please remind your child that they are important members of the Indian Lane professional staff.

## **TECHNOLOGY**

Each of our elementary schools is equipped with:

- 4 desktops in every classroom
- 1 PC based computer lab
- Distance Learning mobile kiosk
- 2 iMacs for digital video editing
- 1 mobile laptop cart
- 8 desktop computers in library
- Classroom projectors
- Digital still and video cameras
- Classroom Smart Board

### **The Rose Tree Media School District Acceptable Use Policy Of Computer Networks/Internet**

#### **SECTION 1 PURPOSE:**

The School Board supports the use of the Internet and other computer networks in the School District's instructional program in order to facilitate teaching and learning through interpersonal communications, access to information, research and collaboration.

The use of the School District's network facilities shall be consistent with and used to support the School District's curriculum adopted by the School District as well as the varied instructional needs learning styles, ability and developmental levels of students and support services. In addition, use of these facilities shall be to support communications and research for teachers, administrators, and support staff.

The School District will also make the School District's network facilities available to community users under appropriate circumstances in order to promote community participation in the use of these facilities.

#### **SECTION II - AUTHORITY:**

Communications over the School District's network facilities and use of the Internet are not to be considered private. The School District reserves the right to log network use and to monitor fileserver utilization by School District users. It may be necessary for the School District to access user accounts in order to perform routine maintenance and security tasks. User accounts are, therefore, the property of the School District and are not confidential. The system administrator has the right to access user accounts to uphold this policy and maintain the School District's network facilities. The School District reserves the right to remove a user account from the School District's network to prevent further unauthorized or illegal activity if such activity is discovered.

The School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The School Board has established that use of the Internet is a privilege, not a right; therefore, inappropriate, unauthorized and/or illegal use will result in a cancellation of those privileges by the violating user and appropriate disciplinary action will follow.

#### **SECTION III - DEFINITION:**

The School District computer network includes all local area networking and wide area networking within the School District community as well as all on-line and direct-wired networking such as the Internet to which the School District network may be linked.

#### **SECTION IV - RESPONSIBILITY:**

The School District shall make every effort to insure that the School District's network facilities are used responsibly by students, employees and community users.

Administrators, teachers and support staff have a professional responsibility to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

School District student, employees and community users have the responsibility to respect and protect the rights of every other user in the School District and on the Internet.

#### **SECTION V - GUIDELINES:**

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. The use of network resources, including the Internet, is a privilege, not a right and inappropriate use shall result in the cancellation of those privileges.

##### **A. ACCEPTABLE USE:**

The use of the School District's computer network must be in support of education and research and must be consistent with the educational objectives of the School District. Use of networking computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes. The determination as to whether a use is appropriate lies solely within the discretion of the School District. The use of the School District's network facilities for illegal, inappropriate or unethical purposes by School District employees and/or students is prohibited. More specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement, sale of a product or service, or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, pass words, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

17. Repairing, reconfiguring, modifying and/or attaching external devices to the system(s) and/or equipment.

#### **B. SECURITY:**

System security is protected through the use of “passwords.” Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following policies shall be followed.

1. School District employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another School District employee’s or student’s name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### **C. SAFETY:**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication.

1. Any network user who receives threatening or unwelcome communications shall immediately bring the communication(s) to the attention of a teacher or supervisor. The teacher or supervisor shall immediately relay this information to the appropriate administrator.
2. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

#### **D. CONSEQUENCES FOR INAPPROPRIATE USE:**

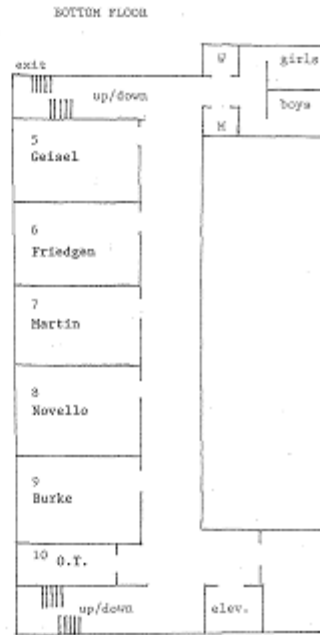
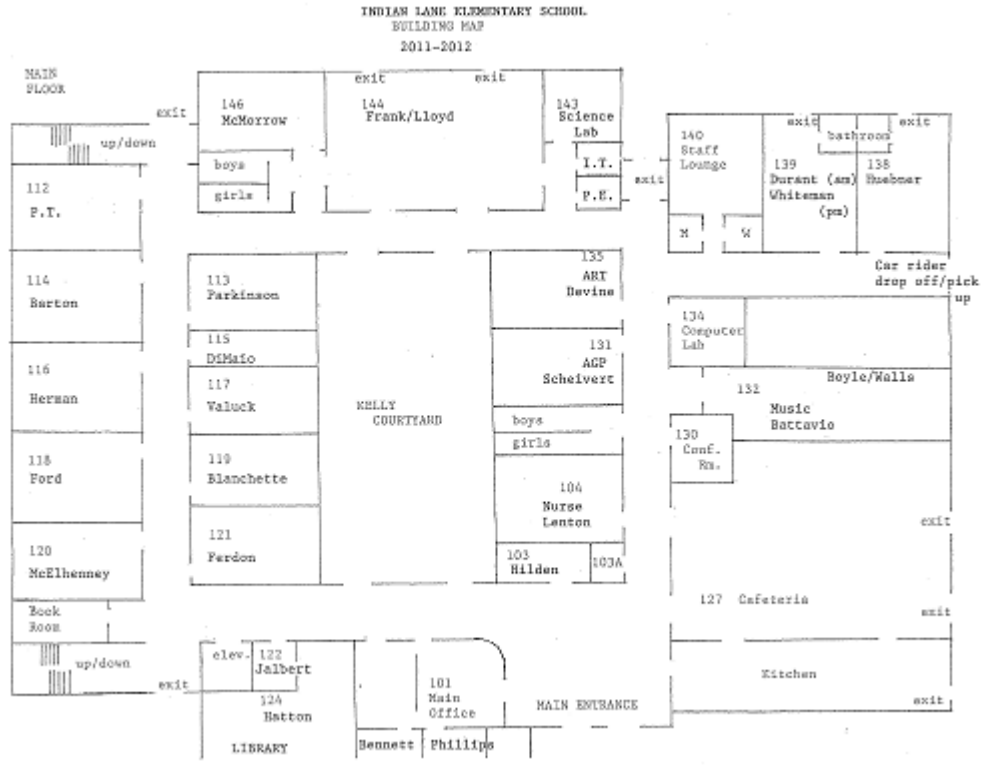
The network user, whether School District employee or student, shall be responsible for damages to the equipment, systems or software resulting from negligent, deliberate or willful acts. Failure to follow the procedures and prohibited uses previously listed in this Policy may result in loss of network access. Other appropriate disciplinary action may take place, as applicable, for School District employees and students who fail to adhere to these procedures and uses and prohibited uses. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; negligent, deliberate or willful damage to equipment, systems or software; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

#### **E. COPYRIGHT:**

The illegal use of copyrighted software by School District employees and students is prohibited. Any data uploaded to or downloaded from the School District’s network facilities shall be subject to “fair use” guidelines.

Approved: Board of School Directors - Thursday, October 23, 1997 Complete copies of this policy may be reviewed in the Community Relations Office.

# Indian Lane Elementary School BUILDING MAP 2011-2012



**Rose Tree Media School District Education Center  
308 N. Olive Street Media, Pennsylvania 19063  
610-627-6000**

Superintendent ..... James M. Wigo, Sr.  
 Director of Teaching and Learning/Elementary Education .... Dr. Angela Gilbert  
 Director of Management Services .....Mrs. Grace Eves  
 Director of Pupil Services ..... Dr. Linda Bluebello  
 Director of Human Resources ..... Mrs. Anne Callahan

**District School Principals**

Glenwood Elementary ..... Mr. William Dougherty ..... 610-627-6900  
 Indian Lane Elementary ..... Mr. William Bennett ..... 610-627-7100  
 Media Elementary ..... Mrs. Maria Kotch ..... 610-627-6800  
 Rose Tree Elementary ..... Mrs. Karen Daugherty ..... 610-627-7200  
 Springton Lake Middle School ..... Dr. Joyce Jeuell..... 610-627-6500  
 Penncrest High School .....Mr. Richard Gregg ..... 610-627-6200

**Board Of School Directors**

Linda Kinsler Fox,President..... 47 Rampart East, Media, PA 19063  
 Nancy Fronduti, Vice President ..... 400 Olde House Lane, Media, PA 19063  
 John Hanna, President ..... 6 Arrowhead Trail, Media, PA 19063  
 Veronica C. Barbato ..... 320 W. 5th Street, Media, PA 19063  
 William Montgomery ..... 2246 Deerfield Drive, Media, PA 19063  
 William O'Donnell ..... 2320 Martingale Road, Media, PA 19063  
 Jeffrey Pettit ..... 731 Farnum Road, Media, PA 19063  
 Peter Barry ..... 157 Glen Riddle Road, Media, PA 19063  
 Nancy Mackrides ..... 1020 Beverly Lane, Newtown Square, Pa 19073

School Board Planning and Legislative Meetings are held on Thursday evenings. Check the activities calendar or the web site for each month's meetings. Local newspapers announce the location for each meeting. Meetings are also posted on the front doors of Indian Lane Elementary.



## Unity

By Ray A. Lingenfelter

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's  
mind  
And they fashioned it with care.

One was a teacher:  
the tools she used were books and music and art;  
One was a parent  
With a guiding hand and gentle loving heart.

And when at last their work was done,  
They were proud of what they had wrought.  
For the things they had worked into the child  
Could never be sold or bought!

And each agreed she would have failed  
if she had worked alone.  
For behind the parent stood the school,  
and behind the teacher stood the home!

## VERIFICATION OF HANDBOOK RECEIPT

Last Name: \_\_\_\_\_

Please list name and grade of children attending Indian Lane Elementary School:

Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I/We verify that we received and reviewed the policies and procedures as outlined in the Indian Lane Handbook for 2011-2012. My child and I understand the contents of the handbook, including the Ahera Notification and the following policies: Discipline, Transportation, Cafeteria, and Acceptable Use of Computers.**

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**Parent Signature** **Date**

**PLEASE RETURN TO THE OFFICE  
AS SOON AS POSSIBLE!**