



**STUDENT HANDBOOK
2019 - 2020**

**ROSE TREE ELEMENTARY SCHOOL
1101 First Avenue
Media, Pennsylvania 19063
610-627-7200**

Dr. Jenny Robinson, Principal

**ROSE TREE MEDIA SCHOOL DISTRICT
308 N. Olive Street, Media
Media, Pennsylvania 19063
610-627-6000**

Dr. Eleanor DiMarino-Linnen, Superintendent

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This handbook is intended for the personal use of parents to review the policies and procedures of the Rose Tree Media School District.

Rose Tree Media School District Administration

Central Office Administration

Superintendent: Dr. DiMarino-Linnen, Ph.D

Assistant to the Superintendent: Mr. William Dougherty

Director of Student Services: Dr. Frances Garner

Director of Technology, Innovation, and STEM: Dr. Casey Cohen

Director of Management Services: Dr. Vanessa Scott

Director of Human Resources: Mr. Thomas Hauptert

Director of Transportation Services: Mrs. Bonnie Kinsler

Principals

Glenwood Elementary	Mr. Eric Bucci	(610) 627-6900
Indian Lane Elementary	Mr. John Reid	(610) 627-7100
Media Elementary	Dr. Paula Voshell	(610) 627-6800
Rose Tree Elementary	Dr. Jenny Robinson	(610) 627-7200
Springton Lake Middle School	Dr. Robert Salladino	(610) 627-6500
Penncrest High School	Mr. Ralph Harrison	(610) 627-6200

Board of School Directors

Susan Henderson-Utis, President

Theresa Napson-Williams, Vice President

Hillary Fletcher

Jackie Gusic

Shelly Hunt

Robert Kelly

Susan Layne

Kelly Schaffer

Kristin Seale

School Board Meetings are held monthly. Local newspapers announce the location of each meeting, or the district cable channel or website (<http://www.rtmsd.org>) can be checked.

Rose Tree Media School Community Expectations

- Respect yourself and others.
- Be safe. Make the school safe for yourself and others.
- Do your best.
- Make good choices. Take responsibility for your choices.
- Cooperate with others. Contribute to the community in a positive way

Guide to the Voicemail System

Use of this system requires a touch-tone telephone 610-627-7200

Main Menu Choices

1. Staff Directory
2. Absentee Hotline
5. Nurse
0. Office

Mission Statement

Students are the focus of the Rose Tree Media School District learning community. Our educational program is based on world-class standards through which all students reach their intellectual, emotional, social and physical potential. Our schools provide an environment that celebrates students' diversity, individual talents and efforts, and promotes collaboration, caring, respect, and life-long learning.

Strategic Goals

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| Strategic Goal 1: | To create a standards-based curriculum, instruction and assessment program that is aligned and data driven. |
| Strategic Goal 2: | To capitalize on our diversity by respecting the needs and utilizing the gifts of each individual. |
| Strategic Goal 3: | To nurture an educational environment that fosters multiple opportunities for success. |
| Strategic Goal 4: | To foster collaborative learning experiences throughout our school community. |
| Strategic Goal 5: | To utilize technology to maximize productivity in teaching, learning and communication. |
| Strategic Goal 6: | To cultivate partnerships to enrich education in our community. |

Communication and Engagement

The Rose Tree Media School District encourages and appreciates the community's support and involvement at meetings and school functions, online, and with special projects and initiatives.

Methods of engagement and communication with parents and the community include:

- Administration committees
- Parent/Teacher Groups
- Principals Advisory Board
- Superintendents Advisory Board
- School Messenger email/phone blasts to parents
- Handbooks
- District and school websites
- Online newsletters
- Social Media Platforms
- Press releases and news/event advisories

District website: The District website provides information on the major departments of the District including contact information for administrators. Information on matters related to the School Board can also be found here. Newsletters related to District-wide topics are also posted on the District webpage.

School building websites: The District communicates about school, co-curricular, and extracurricular activities through each school building's website and monthly newsletter e-messages that are sent by each building principal. Parents can find information regarding the special events, field trips, PTG meetings, concerts, athletic events, other upcoming events, and general informational items in the newsletter as well as on each school building's website.

Items of particular interest may also be communicated to parents through the global messaging system's activation of an automated phone call or email.

Emergency communication: Emergency communication is sent to all parents when there is a district-wide incident/event as in weather emergency closings. Parents of children in a particular school building will also receive communication from the building principal if there is an incident/event that affects a large portion of the student body or the entire building, such as a power failure.

Communication regarding non-building wide incidents: When an isolated incident occurs involving a student or group of students, the District safeguards the privacy of students and their families and provides communication aligned with rules, regulations, the Family Educational Rights and Privacy Act, and PA School Code. Other than the student and his/her/their family, the District does not comment or provide communication to other

parents or the community at large involving disciplinary/health/safety matters related to a student or an isolated group of students. If an incident results in a significant disruption of the school environment, the District will send out a communication through the global messaging system by phone or email to provide parents with clarifying information.

Social Media Platforms: Parents and community members should refrain from commenting on any student behavior using any social media platform. Parents are a child's first role model when it comes to online behavior. As such, a parent's online conduct should demonstrate how social media can be used respectfully and safely. In addition, there may be legal implications around what people post and share about others. Each school has a process in place for raising concerns. If you have a concern, rather than go online, speak directly to your child's teacher, Assistant Principal or Principal. Serious instances of inappropriate online behavior may constitute a criminal offence and become a police matter. School staff, parents, and students may obtain personal legal advice if they feel that online content seriously impacts their reputation or significantly disrupts the educational environment.

Parent/Teacher Groups: Each school has a Parent/Teacher Group (PTG) which serves to encourage parental participation in school. Parents partner and collaborate with school personnel to support student learning and a positive school environment. The PTG fosters a closer relationship between the home and school and provides service to the school in order to secure the maximum advantages for every student. All parents of enrolled students are invited to attend PTG meetings and become involved in volunteer opportunities. The PTG meetings are concerned with the planning and discussion of our children's education and welfare while in school or traveling to and from school. This forum also serves as an opportunity to discuss interests, learn about partnership opportunities, and have questions answered with other parents and school personnel. Each school has a "PTG" tab on their webpage to access additional information.

Principal Advisory Board: The Principal's Advisory Board (PAB) is a group of grade-level parent representatives who meet with the principal to discuss issues brought up by parents. Parents may contact the PAB representative for their child's grade about any issues, concerns, or suggestions. The grade level representative at each school can be found on each school's website under the "PTG" tab.

Superintendents Advisory Board: A representative and two alternates designated by the PTG meet four times a year with the superintendent to identify problems and discuss programs and district-related concerns. If parents have district-related concerns, they should send their concerns to the PTG and/or the grade level representative serving on the PAB. These individuals will then communicate this information to the Superintendent during the next SAB meeting. The SAB representatives for each school can be found on each school's website under the "PTG" tab.

Additional information can also be found in the Student Handbook for each school.

Raising and Resolving Questions and Concerns

Creating a respectful, supportive, and productive relationship between students, parents, and staff is essential to a healthy learning environment.

Parents should follow the following steps to resolve questions and concerns:

1. If the question/concern is regarding a classroom issue, a learning issue, or discipline issue within a classroom/bus, the parent should begin by reaching out to the classroom teacher and working on getting clarification/resolution at this level. Concerns should be addressed at this level prior to reaching out to a building administrator. If the matter cannot be satisfactorily resolved between the teacher and parent, it shall be discussed by the parent with the building principal.
2. If the question/concern is regarding an issue at the building level related to school management, school procedures, or school policy, the parent should reach out to the building principal or at the secondary level, the assistant principal assigned to the student's grade level. Concerns should be addresses at this level prior to reaching out to the Superintendent.
3. If the question/concern is regarding an issue at the District policy level, the parent should reach out to the Superintendent. Should the matter still not be resolved by the Superintendent, or if it is beyond his/her authority and requires Board action, the Superintendent shall furnish the Board with the information required for the Board to consider any necessary action.

Matters Regarding an Administrative Staff Member

In the case of a concern directed toward an administrative staff member, the concern shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels in accordance with the organization chart of the school district, terminating with the School Board.

School Hours

Teachers Report - 8:30 AM.

Students Arrive - between 8:30 AM and 9:00 AM.

Late Bell for students - 9:00 AM.

A.M. Kindergarten - 9:00 AM to 11:35 AM.

P.M. Kindergarten - 12:50 PM to 3:25 PM.

Children who walk to school or come by car should not arrive before 8:45 a.m. or 12:50 for PM Kindergarten.

The school day ends at 3:30 PM for students and 4:00 PM for teachers.

Arrival Procedures

Students should arrive at school between 8:30 and 8:45 AM.

If your child rides a bus to school, please know that all school buses arrive during this time period. Students arriving by bus enter the school through the bus entrance on First Avenue.

If a parent/guardian drives their child to school, please do not drop your child off before the 8:30 AM bell, as there are no staff members on duty until this time. Students should be dropped off between the orange cones outside the main entrance on Evans Boulevard.

Drivers should remain in their cars while students exit on the pavement side of the car. There is a staff member on duty to facilitate this process.

All students arriving before 8:45 AM meet in the cafeteria (grades 2-5) or gym (Kindergarten and grade 1) where they are supervised by teachers. At 8:45 AM, students are dismissed to their classrooms by grade level.

Late Arrival Procedures

A student who arrives to school after 9:00 AM must report to the office with a parent/guardian. A written excuse from a parent or guardian is required. Elementary students must be accompanied by a parent or guardian. Chronic lateness can become a problem for students because it disrupts the learning process. The number of instructional minutes missed daily due to chronic lateness will be totaled and will result in unexcused absence for a child. This is determined by converting the number of minutes late into a percentage or part of the school day missed.

Dismissal Procedures

Dismissal begins at 3:30 PM. There are specific dismissal procedures in place for walkers, bus riders, and car riders.

Students are designated as walkers or bus riders by the transportation department depending on where the students live in relation to the school. Students living within eight tenths of a mile of the school are referred to as walkers. All other students are referred to as bus riders. A parent is welcome to pick up their child from school on any given day, and the student is then referred to as a car rider. **Please note that a bus rider may not be dismissed as a walker, and vice versa.**

Walkers: As we have over 50 students who walk home, the walkers are dismissed from two exits. Students who live north of the school are dismissed from the bus entrance on First Avenue. All other students are dismissed from the main entrance on Evans Boulevard. An adult will escort all walkers from the school building to the parent waiting area that is demarcated by cones.

Bus Riders: All bus riders meet in the cafeteria or library at the end of the school day. The students sit at tables designated for each bus. As the buses arrive, teachers escort each group of students out of the cafeteria to their respective bus, and ensure that the students board the bus safely. The buses leave from First Avenue as soon as the students are seated.

Car riders: If appropriate arrangements have been made with a teacher or the main office, students may be dismissed as a car rider. If your child is a car rider, please join the car line that forms in the main parking lot by way of Evans Boulevard as well as Second Avenue. It is important that a single car line forms, and that students have easy access to the car from the sidewalk. **Students should not be walking around the car to enter.** Teachers escort all car riders to their parent's car. If the last name of the child is displayed on the passenger side visor, this process takes place very quickly. **For safety reasons, it is important that no car pass any other car in the car line. If a parent needs to help a child into the car, please pull up ahead to the handicapped parking spot.**

Note: **All car riders are dismissed to cars in the car line only. As all school buses drive up First Avenue, it is essential that we do not have parents parking on First Avenue at dismissal time. This is at the request of the Upper Providence Police Department.**

Before and After School Care

Rose Tree Media has contracted with Springboard to provide before and after school care. Before school care is available from 7:00 A.M. until 8:45 A.M., and after school care is available from 3:30 P.M. until 6:00 P.M. For more information, please call the direct line for Springboard at (781) 491-4075.

RTMSD Transportation

Bus Procedures

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 without a note to the principal. Students who are not assigned to the bus cannot accompany another student home on the bus unless there is an extreme family emergency. A note from home must explain the emergency and must be submitted to the school office in the morning prior to the beginning of school. Do not assume, however, that the receipt of a written note means approval.

During inclement weather, students are requested to remain at the assigned bus stop a minimum of one-half hour beyond the scheduled time before assuming the bus will not arrive. Parents are then responsible for transporting students. Those who do not attend class will be marked absent.

School Bus Safety Regulations

Before boarding:

Be careful when approaching the bus stop.

Be on time at the designated school bus stop. Arrive no more than five minutes prior to the bus's scheduled arrival.

Stay off the road at all times while waiting for the bus.

Wait until the bus comes to a complete stop before attempting to board. Respect the property of the neighbors in your community.

While on the bus:

Be courteous to fellow pupils and the bus driver.

Keep hands, feet and head inside the bus at all times.

Assist in keeping the bus safe and sanitary at all times.

Keep loud talking and laughter to a minimum.

Never tamper with the bus or its equipment.

Keep books, coats, packages and other articles out of the aisles.

Help look after the safety and comfort of the smaller children.

Do not throw anything out of the bus windows.

Stay seated until you are supposed to get off the bus.

Horseplay or fighting will result in disciplinary action.

Be absolutely quiet when approaching a railroad crossing stop.

Don't distract the driver when the bus is in motion. However, in an emergency, alert the bus driver immediately.

Smoking is prohibited.

The above rules will apply during any trip under school sponsorship.

Attendance (Policy 204)

Absence

An absent student must be called out for each day of absence from school. Please call (610) 627-7200 and press 2 to leave a message.

All absences require a written excuse be submitted to the school within three (3) days of the student's return to school. If a written excuse is not submitted to the office within that time period, the absence is recorded as unexcused and is deemed by the state to be an illegal absence. A written excuse documenting an absence is required under the state's compulsory attendance laws.

A written excuse must contain the following information: (1) name of the student; (2) student grade level; (3) the date(s) of the absence; (4) the reason for the absence; and (5) a parent or guardian's signature. All absences will be treated as unexcused absences until the school district receives a written excuse satisfactorily explaining the reason(s) for an absence. Parents will be notified in writing after each unlawful absence. The school district provides excuse cards but any paper may be used for the excuse note.

An electronic absence note may be submitted in lieu of a hand-written note. The electronic absence note can be located on the school web page or using the following link: [Electronic Absence Note](#)

In the case of an absence of five (5) or more consecutive days, the student must return the absence card or note accompanied with a note from a licensed health care provider within three (3) calendar days.

Excessive Absences

In cases where a student has accumulated ten (10) or more days of absence, parents/guardians will be notified that future absences will require an excuse signed by a health care professional treating the student. Some types of absences will not count towards the ten (10) days including days excused by a doctor's note, death of an immediate family member, required court appearances with documentation, religious holidays, college visits, suspensions and preapproved educational trips or tours.

Unlawful Absences

The parent/guardian will receive a written warning when his/her child has his/her first and second unlawful absence. No action is needed from these letters. When a student accumulates a third unlawful absence, the state law requires that we send a document ("Official Notice of Child's Unlawful Absence") explaining that future unlawful absences will result in a petition to the local District Justice. Included in the Official Notice will be an invitation to a family/school conference. A Truancy Elimination Plan will be created during this conference.

Please note that the school district considers children who arrive at school after 10:30 A.M. absent for the morning, and children who leave school before 2 P.M. absent for the

afternoon. Parents are asked to call our voice mail to report daily absence or lateness by 8:45 a.m. Please give your child's name, teacher, and reason for absence. These messages are checked against the attendance lists teachers send to the office. Any parent who has not called a child in absent will receive a call of verification from us. Your cooperation with this system is valued since we have designed this system to insure the safety of your children.

Release of Students

Any time a parent or guardian is requesting to pick up their child prior to regular dismissal, the parent must provide written notification to the teacher. Also, for anyone other than a parent or guardian to pick up a child, written authorization must be provided to the teacher by the parent or guardian. The teacher, in turn, will notify the office of the request for release. All releases will be made from the main office.

Pre-Planned Absences

A total of five days may be excused for pre-planned absences each year. In order for days out of school to be approved for family trips or other educational tours, the [Pre-Planned Absence Request Form](#) must be submitted to the building principal a minimum of five (5) days prior to the trip. Please note that trips will not be approved during the standardized testing window. Trips taken without pre-approval by the building principal will be recorded as unexcused absences.

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 school work, students are encouraged to speak with their teachers, counselors, 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 the following observance of religious holidays and religious instruction not to exceed 36 hours per school year.

School Registration

Entering School

An incoming student must register at the Registrar's Office at the Education Center before the individual school administrators can schedule classes. Documents to be presented at the time of registration are: parental proof of residency and a document establishing identity: child's birth certificate or notification of birth certification; proof of child's immunization; child's social security number.

Withdrawing from School

If a family plans to move from the Rose tree Media School District, or for some other reason wishes to withdraw their child from school, you should take the following steps:

1. Send a note in to the office stating when they are leaving and giving the name and address of their new home and the school district to which they are transferring.

2. The office will prepare withdrawal/transfer form, which must then be signed by the parents.
3. The school will send all of the student's records, by mail, to the new school.

Delayed Opening and Emergency Closing

When bad weather causes an emergency or creates a problem relating to the opening or closing of schools, parents will be advised of the situation via email and/or phone call.

The number 542 has been assigned to our school district for radio announcements. Remember that only the number not the name of the school will be given. Radio station KYW 1060 AM will announce emergency school closings and delayed openings.

Emergency closing information will be recorded on our school telephone. Dial 610-627-7200, press #3 for school information, and then press #1 for special announcements.

Emergency closing information can also be found on the School District's cable channel #11 or web site www.rtmsd.org.

If it is necessary to begin classes two hours late the modified schedule will be as follows:

Grades 1-5	11:00 AM – 3:30 PM
AM kindergarten	11:00 AM – 12:50 PM
PM Kindergarten	1:40 PM – 3:30 PM

Food Services (Policy 808)

Students are expected to conduct themselves in an orderly manner during the lunch period.

Children have the choice of bringing a packed lunch to school, or buying their lunch in the cafeteria. There is a choice of menus each day, and monthly menus are posted on the website. The cost of a student lunch is \$2.55, which includes milk. Milk and snacks may be purchased separately. Money may be designated for deposit in two ways: Open Account (money deposited here may be used to purchase any item, including snacks), or a Pre-paid Lunch Account (purchase of lunch platter only). You are able to monitor your student's activity at MySchoolBucks. Payments into a student's account may be made with cash, checks (payable to "RTMSD Food Service") or online through MySchoolBucks (please keep in mind there is a fee to make online payments.)

Students must have enough money in their accounts to purchase meals. Students are allowed to charge three meals. After three charges, a student will be offered a cheese or peanut butter sandwich, fruit and milk. The student will be charged for this meal.

Rose Tree Media School District Cafeteria Guidelines

A district committee developed the following, more explicit set of rules for all students.

1. Polite behavior is expected at all times.
2. Students will enter and leave the cafeteria in a quiet and orderly manner.
3. Students will obey the aides and teachers on duty.

4. Students may leave the cafeteria after receiving permission from the adult supervisor. They may not return to their classrooms for play equipment, snacks, or other forgotten items.
5. Students will hang up their coats upon entering the cafeteria.
6. Students will remain in their seats while eating their lunches or snacks.
7. Conversations among students should be in soft tones. No shouting, please.
8. All trash will be placed in the appropriate containers.
9. Plastic ware, dishes, and trays will be returned to the designated location.
10. Students will be dismissed by table. To be dismissed, students must be seated, reasonably quiet, and the table top and floor where they are sitting must be clean.
11. Sharing or selling of food, snacks, lunch tickets, and money is not permitted.
12. Children are discouraged from charging their lunch.
13. Snacks will be sold only after everyone has been served lunch.
14. All food is to be eaten only in the cafeteria.
15. Good eating habits will be encouraged at all times.

Playground Guidelines

1. Good safety rules will be followed on all playground equipment.
2. No wrestling, fighting, tackling, piggyback riding or rough-housing, etc. is permitted on the playground.
3. No throwing of ice, snow, snowballs or hard objects is permitted.
4. Any games that required the student to be on the ground, tackled, etc. are forbidden.
5. The use of balls will be restricted to playground type (inflatable), "Nerf" balls, tennis balls, basketballs, soccer balls and soft footballs. No hardballs of any type will be permitted on the playground. This includes solid rubber type balls (super balls) and baseballs and footballs.
6. A child who wishes to go inside the building before the end of recess must first receive permission from one of the playground supervisors on duty.
7. No climbing fences or trees.
8. Objectionable or dangerous objects, such as knives, water pistols, pea shooters, hockey sticks, or skate boards are not allowed in school or on school property.
9. When the bell rings, children must immediately stop all games, ball tossing, etc., and report to the building entrance doors. Lines will form promptly in the designated area. The teachers or aides on duty will instruct the children to enter the building in a quiet, orderly fashion.
10. Children must obey the playground supervisors at all times. Problems that cannot be resolved with the playground supervisor should be brought to the principal's attention.
11. All accidents must be reported to one of the playground supervisors on duty immediately.

Wellness Policy (Policy 246)

The Wellness Policy was developed in response to a federal mandate that each school district participating in the National School Lunch Program develop a policy to address school nutrition, physical education, physical activity, foods served in school other than the National School Lunch Program, and food served at school-based activities. The federal mandate was aimed at addressing the national epidemic of childhood obesity, as well as supporting wellness and healthy lifestyles for all students. This is why all foods offered to students during the school day should promote student health and reduce childhood obesity.

Classroom Parties

Elementary students may enjoy classroom parties to acknowledge various holidays including, but not limited to: Halloween, Winter Holidays, Valentine's Day, as well as the end of the school year. The Nutritional Standard published by the Pennsylvania Department of Education, Division of Food and Nutrition, states that classroom parties will offer minimal amounts of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will provide fresh fruits and vegetables, water, 100% fruit juice, or milk. In addition, any foods offered should be moderate in sodium content, provide minimal to no trans fatty acid, contain more than 2 grams of fiber per serving, and not offer any foods with minimal nutritional value.

So as to conform to the federal mandate as well as the RTMSD's Wellness Policy, we respectfully request that the following guidelines be followed.

Classroom Party Food Guidelines

When planning a classroom party, students may be provided with a maximum of a single serving from each of the following listed categories: drink, fruit or vegetable, savory snack, and/or sweet snack. The food choices that are recommended for students are those listed on the table titled ***Recommended Vendors and/or Food Brands*** which can be found on the school webpage. A variety of foods that are free of peanuts, tree nuts, gluten, and dairy are included. The website SnackSafely.com is used to keep this list updated. Teachers must be consulted before any food choices are selected for classroom parties.

Birthday Celebrations

In accordance with the RTMSD's Wellness Policy, we respectfully request that no birthday treats are sent in to school. Families are welcome to send in a new pencil or something similar to celebrate their child's birthday. The monthly "Lunch with the Principal" sponsored by the PTG acknowledges each student's birthday. A birthday snack from the ***Recommended Vendors and/or Food Brands*** table will be offered during the birthday lunch.

Party Invitations

Birthday and other party invitations that parents and/or children send home via the classroom create a hardship for those children not invited, and place our teachers in an

awkward situation. Please let party invitations remain a home concern and do not use the classroom to distribute them unless the entire class is invited.

Health Care Services

It is important that children are healthy and feel well to fully participate in classroom activities. It is school district policy that a child with a temperature of 100 degrees or higher be excluded from school. He/she may return twenty-four hours after temperature has become normal.

Communicable diseases should be reported to the school nurse upon diagnosis.

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. 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.

Administration of Medications (Policy 210)

All prescription medications must be in a pharmacist's labeled container marked with the student's name, name of physician, date of prescription, name and telephone number of pharmacy, and name of medication, dosage and frequency of administration. Sample medications will be administered only with a physician's note.

Nonprescription medication must be in its original packaging. It will only be administered according to the package directions for age and weight. Only FDA approved medications (prescription and non-prescription) will be administered.

The parent, guardian, or designee should bring the medication to school. The parent or guardian must complete the Rose Tree Media School District Student Medication Authorization Form. Medication must be delivered directly to the nurse, school principal, or his/her designee. Epipens and inhalers may be carried by the student with appropriate instruction and permission from the physician.

Written instructions from the physician and/or the parent or guardian are required. This should include the date, student's name, name of medication, dosage, times of administration, and length of time to be administered in school and physician's and/or parent's signature. If the student is to receive the medication for an extended period of time, the nurse may ask the parent or physician to complete a more detailed form which would include the above information as well as diagnosis, possible side effects and special instructions for administration of the medication.

The nurse will instruct the child and other staff members about the procedure for obtaining the medication during the school day. Parents are permitted to come to school to administer a medication to their child.

Parents are responsible for transporting sick children home. It is important to complete and return the emergency card provided at the beginning of the school year designating neighbors or relatives to contact in case a parent cannot be reached.

Accident Insurance: All students of the school should be covered by accident insurance, whether 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.

Immunization Requirements: State law requires a physical examination and up-to-date immunization on original entry into school.

The following minimum immunizations are required for all students entering school for the first time at the K or first-grade level:

1. Diphtheria and Tetanus--4 or more properly spaced doses with 1 dose administered on or after the fourth birthday.
2. Polio--3 or more properly spaced doses of polio vaccine (IPV or OPV).
3. Measles--Two properly spaced doses of measles vaccine (preferably two MMRs) with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence.
4. German Measles (Rubella)--One dose of rubella vaccine administered at 12 months of age or older, or rubella immunity proved by serological evidence. Two MMRs are preferred.
5. Mumps--One dose of mumps vaccine administered at 12 months of age or older, or a written record of a physician's diagnosis of mumps disease. Two MMRs are preferred.
6. Hepatitis B--Three properly spaced doses of hepatitis B vaccine.

Screening Programs: Students are screened annually for height, weight and vision. Hearing tests are performed in kindergarten and grades 1, 2, and 3. These screening procedures will be redone upon request by a teacher or parent.

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

Communicable Diseases in School Children

Disease Readmission Criteria

- Diphtheria - two weeks from the onset or until appropriate negative culture tests
- Measles - four days from the onset of rash. Exclusion may also be ordered by the Department as specified

- Mumps - nine days from the onset or until subsidence of swelling
- Pertussis - three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy
- Rubella - four days from the onset of rash
- Chickenpox - five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner
- Respiratory - streptococcal infections 24 hours after the institution of appropriate including scarlet fever antimicrobial therapy
- Infectious conjunctivitis - until judged not infective; that is without a (pink eye) discharge
- Ringworm - immediately after first treatment, if body lesions are covered
- Impetigo contagiosa - 24 hours after the institution of appropriate treatment
- Pediculosis capitis - after first treatment or until judged not infective by school nurse
- Scabies - after completion of appropriate treatment
- Trachoma - 24 hours after institution of appropriate treatment
- Neisseria meningitidis - until judged not infective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective

HIV (Policy 203)

The following shall be the policy of the Rose Tree Media School District regarding students who are diagnosed with AIDS. This policy shall apply to all students in all programs conducted by the Rose Tree Media School District.

Identification

The parents/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 contact person for information related to the AIDS policy or AIDS cases.

Decisions

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

Confidentiality

Persons involved in the education of an 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, e.g. 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 school students regarding the medical status of any other school student.

Academic Considerations

Students Records (Policy 216)

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

Homework (Policy 130)

I. Specific purposes for assigning homework:

- A. Reinforcement of a skill or concept taught in school.
- B. Enrichment of daily lessons.
- C. Development of responsibility within each child.
- D. Development of self-confidence gained by completing an assignment.

II. Recommended guidelines for the administration of homework:

- 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 evaluated in an appropriate manner.
- D. Where appropriate, teachers should encourage the use of an assignment book.
- E. The teacher may require the signature of parent or guardian on written assignments.

III. Hints for parents:

- A. Provide 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.

Parent Request for Homework

When a child is absent from school for one or more days, parents are encouraged to call and request the assignments, which may be completed at home. These materials may be picked up in the office at the end of the school day. At least one day's notice is required when requesting homework for extended absences due to illness or an educational family trip.

Family Night

Each month, at least one Family Night is scheduled. No homework is assigned on Family Night. Family Night may coincide with a night when other school activities are taking place, or might simply be a night for families to spend time together.

Field Trips (Policy 121)

Educational field trips may be taken during the school year. Trips for each grade level are planned to instruct students and support the curriculum. Each parent will be informed of the trip in advance and must return a signed permission form to the teacher. When trips involve fees, students are expected to pay their own expenses. A limited number of parents will be asked to chaperone and help supervise students on each field trip.

Chaperones for Field Trips

The purpose of chaperones is twofold: to ensure the safety of the children, and to facilitate the learning experience. The number of chaperones for each trip is determined by the grade level teachers in consultation with the principal. The number of chaperones often depends on the requirements or restrictions of the field trip. Variables include the age of the children, destination, travel constraints, or site restrictions. In general, many of the trips students take in the primary grades require a greater number of chaperones. As students' progress through the grades, many trips allow/require fewer chaperones. Chaperones are selected from the list of parent volunteers who are available to accompany the students. Only parents or guardians are permitted to act as a chaperone. Chaperones must arrive at school by the time designated by the teacher and travel on the bus with the students. Chaperones may not drive to a field trip and transport their student. Every attempt will be made to ensure that each parent who volunteers will have an opportunity to chaperone a trip.

Guidelines for Chaperones

Please understand that as a chaperone you are expected to give the children in your group your full attention. For the enjoyment and safety of all of our students, we ask that you please keep the following in mind:

1. Chaperones are expected to sit with their student group on the bus.
2. Students must remain seated on the bus at all times. While students may talk to their neighbors, shouting or loud singing is not allowed.
3. Once the destination is reached, chaperones must remain with their assigned groups. To ensure that children are properly supervised at all times, socializing with other chaperones is discouraged.
4. If a child in a chaperone's group should become lost or ill, the chaperone should notify his/her teacher immediately.
5. Chaperones are responsible for the behavior and discipline of their groups. Children whose behavior is inappropriate should be reported to their teachers as soon as possible.

6. Neither smoking nor alcoholic beverages are permitted on field trips, and we request that chaperones not consume any drugs (e.g., antihistamines, Dramamine) which may impair their ability to safeguard the welfare of our children.
7. No younger children may be brought along on field trips. We also ask that chaperones refrain from use of cell phones or pagers other than for emergencies.
8. Our rigorous schedule does not permit time for shopping. Do not visit gift shops and do not allow children to approach street vendors. (Exceptions may be made by prior arrangement before longer trips, at the discretion of the grade level teachers in consultation with the principal.)

Clearances for Volunteers and Chaperones

Recent changes in the Child Protective Services Law require all volunteers who have direct contact with students to obtain the following three clearances: A Child Abuse Clearance, a Pennsylvania State Police Criminal Background Check and an FBI Clearance. Information on obtaining these clearances is available on the Human Resources Department's website ([Clearances](#)). Once the three clearances have been obtained, they should be turned in to the main office. The clearances will be sent over to Human Resources for verification. The verification process can take a few days, so be sure to allow enough time between turning them in and wanting to chaperone. Please be aware that all clearances must be less than 12 months old. Once they have been obtained, clearances are valid for five years.

Special Services

Guidance Counseling (Policy 112)

The counselor's 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 welcomes any calls about specific needs of children.

Special services and/or testing for speech, hearing, reading, math, and psychological purposes are available upon request of a teacher, principal, or parent.

Any parent who believes his/her child is exceptional (i.e. physically challenged 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.

Special Education (Policy 113)

Students who are evaluated and found to be eligible and in need of special education services may receive specially-designed instruction and accommodations through an Individualized Education Program (IEP). Concerns about your child's learning should be discussed with the classroom teacher, building principal, or school psychologist.

As required under the Individuals with Disabilities Education Act (IDEA), the District provides special education services for students who are found eligible and in need of

these services. If you believe that your child may be eligible for special education services, please contact your child's guidance counselor or school psychologist. Parents may request that their child be evaluated to determine if they have a disability by sending in a written request to the building principal.

Response to Instruction and Intervention

Response to Intervention Team (RTII) is a positive, success-oriented program which uses specific assessment and intervention techniques to assure that students receive an effective instructional program in the regular education classroom. Teachers and parents are able to refer specific students for this program. The RTI Leader will be happy to answer any questions about the program.

Homebound Instruction (Policy 117)

A student who cannot attend school temporarily for physical or mental health reasons may receive up to 5 hours per week of homebound instruction in core academic subjects (English/Language Arts, Mathematics, Science, Social Studies/History) if the period of time between the onset of the illness and their ability to return to school extends beyond 10 consecutive days. If the period of absence is 10 days or less, the student's parent(s)/guardian should contact the student's elementary teacher or secondary guidance counselor in order to obtain materials and assignments. The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance. Homebound instruction is provided as a temporary excusal and cannot exceed three (3) months unless approved by the District and the Pennsylvania Department of Education. If an extension is not granted by either the school district or PDE, the student must return to school. 18

1. Requests for homebound instruction must be submitted in writing and appropriate documentation must be provided along with the request. Parents may request the appropriate form and instructions from their child's guidance counselor. It is the responsibility of the parent/guardian to ensure adequate documentation is provided or the request may be denied.
2. Homebound instruction is provided for temporary and urgent reasons; it is not a long term solution. Students on homebound are generally confined to a home or a care unit. A physician does not "order" homebound instruction, but rather provides the diagnosis to enable the District to make an informed decision on how best to provide for the student's education.
3. Since the goal is to rehabilitate a student so that they can return to school, documentation of an illness/disorder must be submitted by an appropriately licensed professional for a specific type of excusal. For example, if a student suffers emotional/mental illness, the District requires that medical information submitted to substantiate homebound instruction be prepared by a psychologist or psychiatrist. The District will evaluate the request for homebound instruction, review documentation, and determine if the request will be approved.

4. Documentation must indicate that the student is involved in ongoing treatment by an appropriately licensed professional to provide treatment in the area of the illness/disorder for which excusal is being sought. Frequent updates on the student's progress, from an appropriately licensed professional, are a condition of continued excusal.
5. Documentation from the treating physician/licensed professional must include the nature of the illness, the way the illness interferes with school attendance, the treatment steps that will be undertaken to resolve the illness/disorder so that regular school attendance can be achieved, and the anticipated date the student will return to school. Open-ended requests for excusal will not be approved by the District.
6. Excusals that result in absence from school for a significant period of time may impact the student's ability to acquire academic credit at the same pace as students with regular attendance. Individuals with extensive absences will be given the opportunity to repeat a course or engage in credit recovery alternatives based on the recommendations and approval of the building principal, guidance counselor, and/or Director of Pupil Services.
7. Students who are receiving homebound instruction due to an illness or disability shall not participate in extracurricular activities sponsored by the District. Moreover, a student's participation in employment outside of the home shall disqualify a student from eligibility for homebound instruction.

Homebound instruction for students with disabilities may be granted in the same manner as for students without disabilities. However, if the temporary condition that precipitated the excusal from attendance results in a change in the student's placement, need for special education services, or specially-designed instruction, the student's special education case manager or 504 Coordinator will schedule a conference with the student's parent(s)/guardian. A meeting to review the student's IEP/504 plan is mandatory if the homebound instruction is to exceed one month, unless otherwise agreed upon by the building principal.

Responsible Use of Internet, Computers and Network Resources (Policy 815)

Section I. 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 ensure 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, passwords, 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.

Student Discipline (Policy 218)

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, and by teaching students skills that will enable students to interact with others, solve problems, and develop good judgment. 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.

Elementary School Guidelines

It is understood that no set of guidelines can be followed in exact sequence for all situations. The extreme situations will be taken care of when the emergency and/or action occur within the school environment.

RTMSD Code of Conduct:

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.

Procedures for Teachers:

1. If behavioral or academic problems 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 contact/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, house guest, trips, etc.) parents are encouraged to contact the classroom teacher, as this may affect the child's behavior in school.
2. If a child brings up a problem at 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.

General Guidelines:

1. Students are expected to show respect for adults and each other at all times.
2. It is up to the teacher whether or not students bring toys to school. However, toys will not be allowed in the cafeteria or on the playground unless they are approved playground equipment. (See Playground Rules.)
3. De-facing of school property will be considered an act of vandalism.
4. Chewing gum and tobacco products are prohibited on the school premises.
5. Children may not bring to school any items that could be considered a weapon.
6. Hallways are quiet zones. Noise should be kept to a minimum at all times.
7. Students should always take the most direct route to their destination.
8. At dismissal times students should proceed immediately to designated areas safely and promptly.

Disciplinary Responses to Student Misconduct:

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:

Reasonable force may be used by teachers, school officials or school district personnel for the following reasons:

- 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.

Exclusion from school may be affected by suspension or expulsion. "Suspension" shall mean exclusion from school for an offense for a period of up to ten days. "Expulsion" shall mean exclusion from school for an offense for a period exceeding ten days, and may be permanent expulsion from the school rolls.

Examples of offenses which would lead to exclusion from school are:

1. Creating or posing a threat to the health or safety of the school staff or student body.
2. Possessing, using, distributing, attempting to sell, or selling illegal drugs or alcoholic beverages.
3. Committing or threatening to commit an act of physical violence upon a member of the school staff or student body.
4. Committing an act of serious insubordination.
5. Committing a serious disruption of the educational program of the school district.

6. Committing acts of vandalism against school district property.
7. Committing an act of serious disrespect to staff or faculty.

This list is intended to be illustrative and not exhaustive of all possible offenses. Furthermore, the board will consider expulsion of any student who receives four suspensions during any one school year. The superintendent may, at his discretion, postpone the scheduling of expulsion hearings as warranted.

Whenever there is evidence that a student possesses uses, sells or is under the influence of illegal drugs or alcohol on school property or activities under school auspices:

1. The police will be notified.
2. The parents will be notified.
3. A report of the incident will become part of the student's file until he attains a high school diploma or reaches age twenty-one (21), whichever comes first.
4. The student will be suspended for a minimum of five (5) days. He may be suspended up to ten (10) days if circumstances so warrant.
5. The student's participation in or attendance at any RTM school function will be limited to the academic/instrumental program for thirty (30) calendar days.
6. The superintendent may conduct a pre-expulsion conference, and may recommend the board conduct an expulsion hearing.
7. For second and subsequent offenses, the student will be suspended for ten (10) days. The superintendent will conduct a pre-expulsion conference, and the board will consider the student's expulsion at a special hearing convened for that purpose.

The policy also establishes orderly due process procedures from the time of an alleged violation through the actual expulsion. In every case, communication with parents or guardian is of utmost importance and ample opportunity for appeal is provided.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>Level I Minor misbehavior on the part of the student committed on school property or in school-related activities which impedes or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but may require the intervention of other school support personnel.</p>	<p>(List is not all inclusive) Littering Horseplay/pushing Classroom tardiness Abusive language/behavior Chronic failure to complete assignments or carry out directions Classroom/building/bus disturbance Dress Code violations Failure to respect person's property Violation of Code of Conduct</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>A proper and accurate record of repeated offenses and disciplinary action must be maintained by the staff member.</p> <p>Parental contact may be made by the teacher and/or administrator.</p>	<p>Conference with student(s) Verbal Reprimand Special Assignment Behavioral Contract Withdrawal of Privileges Detention Parental Contact/Conference Work Detail</p>
<p>Level II Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>The infractions, which usually result from the continuation of Level I misbehaviors, require intervention on the administrative level because the execution of Level I disciplinary options has failed. Included are misbehaviors which do not represent a direct threat to the health and/or safety of others but whose educational consequences are serious enough to require corrective action.</p>	<p>Continuation of unmodified Level I misbehavior School tardiness Truancy Using forged notes or excuses Disruptive classroom/building/bus behavior Cutting class and/or detentions Defiant failure to complete assignments or carry out directions of school personnel Obscene language or gesture Cheating, lying and misrepresentation Bullying/Cyberbullying</p>	<p>Repeated misbehavior requires a conference between the student, administrator and/or teacher.</p> <p>The administrator meets with the teacher, parents and student (as required).</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>The teacher must be informed of the administrator's action.</p>	<p>Any Level I Option Schedule Modification Modified Day In-School Suspension Saturday Detention Behavioral Modification Plan Referral to School/Community Support Services</p>
<p>Level III Actions against people or property whose consequences do not seriously endanger the health or safety of others.</p> <p>These actions may be considered criminal but can, in most cases, be handled within the disciplinary structure in the school. Corrective measures depend on the school's resources for remediating the situation in the best interest of all students.</p>	<p>Continuation of unmodified Level II misbehavior Fighting Threats and/or extortion Chronic cutting and/or truancy Insubordination Harassment/verbal or physical Forgery (official school-related documents) Stealing Possession and/or use of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.) or its paraphernalia Vandalism/graffiti Obscene language/gesture to staff Bullying/Cyberbullying</p>	<p>Intervention if appropriate. Refer to an administrator.</p> <p>Administrator begins disciplinary action by investigating the infraction and conferring with staff as necessary.</p> <p>Administrator meets with student, confers with parent about the misconduct and disciplinary action to be taken.</p> <p>Administrator keeps accurate record of offenses and disciplinary actions, and informs staff of them.</p> <p>In some cases, the police will be contacted regarding these major offenses.</p> <p>Specialized counseling and/or referral to outside agency may be necessary.</p>	<p>Removal from Class Alternative Programs In-School Suspension Out-of-School Suspension Work Detail Restitution of Property and Damages Expulsion Proceedings See "RTMSD Acceptable Use of Computer Networks/Internet Policy" Monetary Fines Counseling/Referral for Psychological Evaluation</p>
<p>Level IV Actions resulting in violence to another person or property, or posing a direct threat to the safety of others.</p> <p>These actions are clearly criminal and must require administrative reactions resulting in the immediate removal of the student from the school. The intervention of law enforcement agencies/authorities and/or action by the school board will ensue.</p>	<p>Continuation of unmodified Level III misbehavior Possession, use, and/or transfer of weapons (Act 167) Sale and/or transfer of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.) Major theft (includes possession and/or sale of stolen property) Arson in or around school buildings or on school buses Tampering with fire alarms and/or extinguishers False fire alarms and/or bomb threats Breaking and entering Assault/battery Vandalism/reckless driving on school property Any other criminal acts committed on school property or during school-related activities Bullying/Cyberbullying</p>	<p>Building administrator verifies offense, confers with staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. The parents are notified.</p> <p>Law enforcement officials are contacted.</p> <p>A complete and accurate report is submitted to the Superintendent and to the Board of School Directors.</p> <p>A referral may be made to outside agencies.</p>	<p>Out of School Suspension Expulsion Proceedings Alternative Placement in/out of District Other Appropriate Board Action Restitution of Property and Damages Police Intervention</p>

Dress and Grooming Code (Policy 221)

Statement of General Principles:

The Rose Tree Media School District believes 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.

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

Rose Tree Elementary Guidelines:

1. Comfort and ease of movement should be goals in selecting school clothing. Health, safety and the minimizing of distractions for both wearer and fellow students should also be considered.
2. Students are expected to dress appropriately for school. Shirts, polo shirts or blouses are suitable. Halters, midriff tops and tank tops are not suitable. Students should wear properly sized pants, skirts and shorts. Short-shorts are not permitted.
3. Students are not permitted to wear clothing with offensive language or artwork or references to drugs, alcohol and tobacco.
4. For safety, footwear must be worn and should be firmly attached to the wearer's foot.
5. Flip flops are not permitted.
6. Slacks or shorts should be worn during gym class.
7. Gloves, hats, mittens, boots, scarves, coats and jackets are to be worn during cold weather.
8. In general, hats shall not be worn in the school building.

Drug Awareness (Policy 227)

Whenever there is evidence that a student possesses, uses, sells, or is under the influence of illegal drugs or alcohol on school property or activities under school auspices:

1. The police will be notified.
2. The parents will be notified.
3. A report of the incident will become part of the student's file until the student attains a high school diploma or reaches age twenty-one (21), whichever comes first.
4. The student will be suspended for a minimum of five (5) days. The student may be suspended up to ten (10) days if circumstances so warrant.
5. The student's participation in or attendance at any RTM school function will be limited to the academic/instrumental program for thirty (30) calendar days.
6. The superintendent may conduct a pre-expulsion conference, and may recommend the board conduct an expulsion hearing.

Weapons (Policy 218)

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 not be 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 device, 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.

Tobacco Use (Policy 222)

The law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record. On August 26, 1999, the Rose Tree Media School Board of Directors approved a revised smoking policy creating a completely smoke free school district. This means there will be no smoking allowed in school district buildings, on school district grounds, or in any school district vehicles. The designated smoking areas at each location will be eliminated. This policy will become effective on November 18, 1999, the Great American Smoke Out.

Student Rights (Policy 235)

No student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Harassment (Policy 248)

It is the policy of the Rose Tree Media School District to maintain a learning and working environment that is free from sexual harassment. Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. 24

Racial/Ethnic/Religious Harassment Intimidation Policy It is the policy of the Rose Tree Media School District to maintain a learning and working environment that fosters the democratic principles of tolerance and respect. In view of this, any member of the school community, as well as visitors to the school community, engaging in bias or hate-based conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community, or disrupts the educational process, shall be subject to disciplinary action. The district will provide a system of review should an allegation of such conduct be made. Complaint forms are available at all district buildings.

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Bullying/Cyber-Bullying (Policy 249)

The district is committed to providing a safe and positive learning environment free of fear and intimidation. The intentional electronic, written, verbal or physical act or series of acts by a district student at another student which interferes with a student's education, creates a threatening environment, or disrupts school is considered bullying, including cyberbullying. Students are encouraged to report incidents immediately and complaints will be addressed immediately with corrective action taken when allegations are verified. Confidentiality shall be maintained and no retaliation shall occur as a result of good faith reports of bullying.

AHERA Regulations

"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 student 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 offices during business hours.”