

Glenwood Elementary School Student/Parent Handbook 2021 – 2022

Be Ready, Respectful, Responsible



EVERY DAY HEROES

Glenwood Elementary School

Mr. Eric Bucci, Principal

122 S. Pennell Road, Media, PA 19063

610-627-6900

Rose Tree Media School District

Dr. Eleanor DiMarino-Linnen, Ph.D - Superintendent

Education Center

308 N. Olive Street, Media, Pennsylvania 19063

610-627-6000

Updated 8/5/2021

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

For further up-to-date guidelines, please refer to the RTMSD Health and Safety Plan.

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Voice Mail System

Glenwood Elementary School 610-627-6900

Thank you for calling Glenwood Elementary School. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. If you know your party's extension you may dial it at any time. Please press:

Main Menu Choices

1. Staff Directory

*To use the dial by name feature, press 1

*Enter name of person you wish to speak with followed by # sign.

(last name, first name, #)

2. Report an Absent Child

*You will hear mailbox 5401. Be sure to leave the following information to report an absent or tardy child:

-Date -Your name -Child's full name -Child's teacher

5. Nurse

0. Office

Rose Tree Media School District Administration

Superintendent of Schools: Dr. Eleanor DiMarino-Linnen, Ph.D

Assistant Superintendent Curriculum and Instruction: William Dougherty

Director of Student Services: Frances Garner, Ed.D.

Director of Technology for Instruction, Intervention & Assessment: Christa Consadene

Director of Management Services: Vanessa Scott, Ed.D.

Director of Human Resources: Thomas Hauptert

Supervisor of Transportation Services: Bonnie Kinsler

Rose Tree Media School District Principals

Glenwood Elementary Eric Bucci 627-6900

Indian Lane Elementary John Reid 627-7100

Media Elementary Paula Voshell 627-6800

Rose Tree Elementary Dr. Jenny L. Robinson 627-7200

Springton Lake Middle School Dr. Robert Salladino, Jr. 627-6500

Penncrest High School Edward Roth, Jr. 627-6200

Rose Tree Media School District Board of Directors

Susan Henderson-Utis Theresa Napson-William

Hillary Fletcher Jackie Gusic

Shelly Hunt Robert Kelly

Susan Layne Kelly Schaffer

Jim Morrison

School Board Meetings are held on Thursday evenings. Local newspapers announce the location for each meeting, or check the district cable channel or our web page at <https://www.rtmsd.org/>.

Rose Tree Media School Community Expectations

The success of the community depends on your willingness to commit to these 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.

Parent-Teacher Group

The purpose of the Parent-Teacher Group is to foster a closer relationship between the home and school and provide 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.

More information can be found on our school website under "PTG".

Principal's Advisory Board (PAB)

Representatives are designated by the PTG President(s) from the list of those who volunteer. Parents and faculty members on the advisory board meet with the principal monthly, on mutually agreeable days 2:30 – 3:30 P.M., to discuss school-related matters.

Superintendent's Advisory Board (SAB)

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.

School Hours

Teachers Report at 8:30 A.M.

Students Report between 8:40 A.M. and 9:00 A.M.

Students who arrive between 8:40 and 8:45 and will go directly to their classrooms. **The ideal time to arrive at school is 8:45 a.m.** For reasons of supervision, we ask that students not arrive before 8:40 a.m. Direct instruction begins promptly at 9:00 a.m. Students who arrive after 9:00 will be marked late.

Kindergarten Schedule

Morning Kindergarten begins at 9 a.m. and ends at 11:30 a.m. Afternoon Kindergarten begins at 1:00 P.M. (they should arrive at 12:50 am) and ends at 3:30 P.M. On days when there is a 2 hour delay, information will be sent out from the district.

Before and After School Care

Rose Tree Media has contracted with Leading Edge 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 Leading Edge at (800) 341-5791.

RTMSD ATTENDANCE POLICY #204

Absence

An absent student must be called out for each day of absence from school. This helps to ensure the safety of your children. **All absences require that an electronic note or written excuse be submitted to the school within three (3) days of the student's return to school.** If the electronic form or 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. This excuse documenting an absence is required under the state's compulsory attendance laws.

- Visit the school's website and select the "[Absence](#)" button to submit an electronic note.
- 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 you may use any paper to write the excuse. We can only accept scanned notes with a signature and should be sent to ges-attendance@rtmsd.org.
- In the case of an absence of five (5) or more consecutive days, the child 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.

Lateness

Any child arriving at school after 9:00 A.M. must report to the school office to with an excuse note before proceeding to class. 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.

Family Trips and Educational Tours

In order for days out of school to be approved for family trips or other educational tours, the “[Parental Request for Pre-planned Educational Tour or Trip 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.

Student Sales (Fundraising)

Students may not conduct any sales for personal gain in school or on school property, including the bus. All fundraising activities must receive prior approval and permission from the Principal.

- I. Before Boarding Bus
 - A. Be careful in approaching bus stop.
 - B. Be on time to the designated bus stop. Arrive no more than five minutes prior to the bus's scheduled arrival.
 - C. Stay off the road at all times while waiting for the bus.
 - D. Wait until bus comes to a complete stop before attempting to enter the school bus.
 - E. Respect the property of the neighbors in your community.
- II. While on the Bus
 - A. Be courteous to fellow pupils and the bus driver.
 - B. Keep hands, head, and feet inside the bus at all times.
 - C. Assist in keeping the bus safe and sanitary at all times.
 - D. Keep loud talking and laughter to a minimum.
 - E. Never tamper with the bus or any of its equipment.
 - F. Keep books, coats, packages and all other articles out of the aisles.
 - G. Help look after the safety and comfort of the smaller children.
 - H. Do not throw anything out of the bus windows.
 - I. Stay seated until you are supposed to get off the bus.
 - J. Horse play or fighting will result in disciplinary action.
 - K. Be absolutely quiet when approaching a railroad crossing stop.
 - L. Don't distract the driver when the bus is in motion. However, in an emergency, alert the bus driver immediately.
 - M. Smoking is not permitted.

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

Bus Procedures

Busing is available to eligible elementary children. The cooperation of all bus pupils is needed to maintain a high degree of safety. Bus regulations will be strictly enforced by the bus driver. Pupils not abiding by bus safety regulations are first warned and parents are notified. The third infraction of bus rules may result in a temporary loss of riding privileges. Additional infractions may lead to a recommendation to the School Board to rescind transportation privileges permanently.

Students will NOT be permitted to change buses. All riders will have assigned seating to ensure social distancing and we will not be able to accommodate any "bus passes" or changes allowing students to take a different bus or to "go home with a friend".

If the Bus Is Late

RTMSD Transportation Director urges students who use the district's transportation service to wait no more than 15 minutes past their designated pickup time at their bus stop. If the bus does not arrive within this time period, students should return home and contact the [transportation office](#) so that alternate transportation arrangements can be made.

Kindergarten Transportation

1. Transportation for Kindergarten Students

AM Kindergarten: Students travel on the morning buses with older students and return home at mid-day on a smaller Kindergarten-only bus.

PM Kindergarten: Students are picked up on the smaller mid-day Kindergarten-only bus and are dropped off with regular elementary school bus at the end of the day.

Kindergarten students are normally picked up and dropped off at your house, unless you live in a development where there is typically a corner bus stop.

For Kindergarten students, parents must be physically present at the bus stop and need to be seen by the bus driver or we will not drop the child off unless we have written consent from a parent to allow the student to exit the bus with an older sibling. For your child's safety, the transportation department must be contacted if an adult other than the parent will be at the bus stop to meet your child. If a parent or designated adult is not at the bus stop when the bus arrives to drop the student off, the driver will call the transportation office and dispatch will try to get in touch with you, so please always make sure Transportation has a valid number that is best to reach you at any time of the day. If for some reason you are running late to meet your child at the bus stop, please give us a call at the contact number below and we will notify the driver. If dispatch cannot reach you, then your child will be returned to school and you will have to pick up your child from there. In the event there is no one at the school, the driver will bring your child back to the bus depot and the dispatcher or the Transportation Supervisor will sit with your child until you can be reached and your child is picked up. **Your Kindergarten student will not just be dropped off by themselves.**

2. Transportation Request Form Every May, parents are required to fill out a Transportation Request form for each of their children in order to receive transportation the following school year. Parents are notified by email that the form is on-line and ready for their input. Please go to the district website at www.rtmsd.org. In the center of the district home page under District News there is a link named, **2021-2022 Transportation Request Form**. Click on the link and fill out the form ASAP to ensure your child will have transportation in the fall. If you need help filling out the form, do not hesitate to call the Transportation Department, as we will be happy to help you. If you want transportation to and from school, please select AM and PM. If you want transportation into school only, select AM only. If you want transportation home only, select PM only. If no transportation is required, please indicate no transportation. Any questions, please contact us at the below phone number.

3. Bus Schedules

Green Cards Before the start of school, you will receive a green colored card in the mail from your child's elementary school. The card will have your child's name, their address, their bus stop location, bus stop time, and bus number. Please, make sure your child has this card attached to their shirt or their book bag so the school knows which bus to put your child on and the driver knows where your child lives. We suggest that you laminate these cards, as they tend to tear and fade easily. Because students go to daycares on the week, the drop off times may fluctuate. *For example: Johnny goes to daycare on Tuesday so on Tuesdays, the bus will be earlier for Emily who normally gets off the bus after Johnny because the bus did not need to go to Johnny's house.* Also, note that **the Kindergarten buses will always be late the first to second week of school because the teachers and the drivers are taking extra time to load the Kindergarten students on the proper buses... so, please, be patient.**

Website Schedules do sometimes change on a daily basis due to new students and drop off schedules, please check the website at www.rtmsd.org before the start of school to make sure your child's bus stop time has not changed.

The transportation website has a lot of useful information for parents, so feel free to browse at your convenience. The Supervisor of Transportation's email address is on the front page of the Transportation website for your convenience; please contact her if you have any questions

4. Day Care The district policy is to transport students to daycare facilities that are located within the student's elementary school boundary. If you have a question as to which daycares, your child can attend for transportation purposes, please feel free to call the Transportation Office at the number below.

5. Bus Passes Due to limited seating, we will not let students ride home with other students on any other bus but their own. Your student may obtain a bus pass if you have childcare issues and your student rides the same bus as the other student. Please submit a note to school with the both student's names as well as the bus number. We do not transport groups of children for parties.

6. Two Hour Delays and Modified Kindergarten Schedule During the school year, there are days when inclement weather makes it necessary to delay the start of the school day for crews to clear the roads and drivers to clear their buses of snow. On those days when the district calls a two-hour delay with a modified Kindergarten schedule, that means that for grades AM Kindergarten-12, students catch their morning buses two hours later than usual. However, the end of the day is later than normal for AM Kindergarten, as students will arrive home later than normal. For PM Kindergarten students, their day starts later and a different bus and a different driver than normal may pick up students. In mid-September, the Transportation Department will send home a modified bus schedule for those days.

7. No Eating or Drinking on the School Bus The district has numerous students with food allergies, the most common peanuts. Contact with these allergens can be life threatening for some children. If your child has peanuts or any byproducts of peanuts before entering the bus, please make sure you wash your child's hands to prevent the oils from the peanuts or peanut butter from coming in contact with an allergic student.

8. Things You Can Do to Help Transportation Drop your Child off Without Any Incident

- A. Be at the bus stop when the bus arrives
- B. Wait at the bus stop with your child, not in the house or in the garage.
- C. Ensure your child knows their address and your cell phone, if possible.
- D. Make sure your house number is on your mailbox and is visible on both sides of the box. (*We suggest numbers three inches or larger*)
- E. Arrive at the bus stop 5 minutes prior to the scheduled arrival time.
- F. Attach the green colored card to the front of your child's shirt or on their book bag for at least the first 2 weeks of school (this will give the driver time to learn your child's name and address). (*We suggest laminating the card, if possible*)
- G. Support the Transportation Department by reviewing the School Bus Safety Rules with your child.

Together we can ensure safe transportation for your child on the big yellow school bus!
Contact phone # for the Transportation Department: **610-627-6475**

Supervisor of Transportation: Bonnie Kinsler

Dispatcher: Donna Simpson

Secretary: Shannon Walls

Car Riders

Parents dropping children off in the morning must use the designated student drop off/pick up area located in the parking area at the front of the school. **Do not use the bus lane located in the front of the building for discharging children. That lane is designated bus entrance only.** Use the car lane (designated Parent Drop Off), pull up to the front of the lane, and discharge students.

Car Riders After School

Car line is called at 3:30 P.M. Parents who arrive to pick up children are expected to pull into the designated pickup area (the Parent Drop Off lane with overflow in the lanes in the parking lot) and wait in cars.

Students must turn in a note to their teacher to be in car line. Glenwood staff on duty brings all "car line" students out to the waiting area and dismiss the children to you as your car pulls up in line. Parents should not park and enter the building to pick up a child between 3:15 P.M. and 3:40 P.M. After 3:45 P.M. children who have not yet been picked up are returned to the school lobby. **Do not use the side parking lot to try to circumvent car line. That creates a dangerous situation with buses.**

Release of Student Early/Carline

Any time a parent or guardian is requesting to pick up their child prior to regular dismissal or at the end of the day in carline, **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.

ID may be required at the time of pickup. This procedure is for your child's protection.

Before and After School Clubs/Activities

We have a variety of after school clubs/ and clubs offered at the elementary level. While these programs are offered at no additional cost to families, transportation is NOT provided. It is the parents' responsibility to arrange transportation. Failure to do so may result in the child's exclusion from these activities.

School Day Procedures

Delayed Openings/Cancellations (RTM District Number is 542)

Closings due to inclement weather will be announced on Radio Station KYW - 1060 AM, and the district cable channel. The website will be updated. In the event of an emergency, the parents will be contacted by telephone and an update through school messenger will be sent to all e-mail subscribers. Please be sure that the office has up-to-date telephone numbers.

Emergency Early Dismissal

Should there be an unscheduled early dismissal, there will be a global alert sent to the emergency telephone number from school messenger to all email subscriptions. Parents who work should have specific arrangements made for these possible emergency early dismissals.

Change of Address and Phone

It is important that changes of address and phone numbers, both home and business, be sent to the school immediately. Up-to-date records are essential in handling emergency situations. Please be sure to give up-to-date emergency information.

Delivering Forgotten Items or Food

Food or forgotten items should be brought to the office, **not** to the classroom. Those persons bringing food for parties and/or materials for class projects should report to the office.

Lost and Found

The Lost and Found Container is inside the cafeteria. *Please make certain that all belongings are clearly marked with your child's name.*

School Volunteer Sign-in Procedures

Parents and guardians are welcome in the building. However, to avoid interruptions in the classroom and for the security of the students, all visitors must first report to the main office, sign in, scan their photo ID, and receive a visitor's badge. **(Please see section labeled Volunteer/Chaperone Clearances for more information)**. Even though you may think "we know you," remember that not all building personnel can know all parents. We want to be sure that no one is in the building who should not be here. Please understand that we may stop you, even though "we know you," because as you move throughout the building you may encounter staff members or substitutes who do **not** know you. **Anyone not wearing a badge will be stopped by school personnel and sent back to the office to verify identification and sign in.** This is to insure the security of our students.

One day each fall is designated for visitation so parents may observe actual teaching procedures during a normal school day.

Early Release of Student

When it is necessary to pick up a student during the day for an emergency, illness, doctor's appointment, etc., 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. Children with health emergencies such as illness, accidents, or a call from the school nurse may be picked up in the health suite. If you are planning a scheduled early dismissal, please send in a note to your child's teacher explaining the situation and stating the time of dismissal.

RTMSD [Food Services](#) and Cafeteria Procedures

Students are expected to conduct themselves in an orderly manner during lunch time. Please make sure children are familiar with the cafeteria procedures described below.

Children have the choice of bringing their lunches and buying milk or receiving a school lunch. There is a choice of menus each day, and [menus](#) for the month are posted on the website. The full lunch includes milk, however children may also purchase beverages or a la cart items as well as snacks from the cafeteria.

FREE LUNCHES TO ALL STUDENTS IN RTMSD:

- 1) All students under the age of 18 are eligible for a free lunch at school or through weekly pick up for virtual families.
- 2) Participation in the free lunch program helps sustain the food service department.
- 3) Participating in this program does NOT take any food services away from another family's ability to participate.
- 4) The USDA will reimburse the school district for the meals.

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.)

Glenwood has 5 lunch periods:

Grade 1	12:25 p.m. - 12:50 p.m.
Grade 2	1:00 p.m. - 1:25 p.m.
Grade 3	11:15 a.m. - 11:40 a.m.
Grade 4	10:45 a.m. - 11:10 a.m.
Grade 5	11:45 a.m. - 12:10 p.m.

Students are dismissed by table. To be dismissed, students must be seated, reasonably quiet, and the tabletop and floor where they are sitting must be clean.

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.

RTMSD STUDENT WELLNESS POLICY #246

Glenwood Elementary School Wellness Committee meets to discuss the RTMSD Wellness policy and review current practices within Glenwood Elementary School. The RTMSD Wellness Policy infers that each school is to establish its own practices in regards to wellness.

The Glenwood Elementary School Wellness Committee (comprised of teachers, parents, school nurse, school counselor, and building principal) has made the following recommendations:

- Birthdays will be celebrated at the monthly birthday bash;
- Parties will be held on Halloween, Winter Holiday, Valentine's Day, and the end of the year;
- Healthy choices should be made available at the above mentioned parties;
- In order to promote a safe and healthy school environment, students' birthdays should be recognized in their classes in a manner that does not include food; and
- A list of healthy snacks/lunches will be provided to the homeroom parents.

Due to schedule conflicts, kindergarten students are unable to attend the monthly birthday bash. Therefore, parents of kindergarten students should check with their teacher for specific guidelines regarding birthday celebrations.

Classroom Snack Guidelines:

One of the many things that can help a child learn is good nutrition. At times during the school day, students may have snacks within our classrooms. We encourage snacks that support a healthy lifestyle. The best snacks are nutritious- low in sugar, fat, and salt, and area portion size appropriate for a child. Glenwood Elementary School uses the following guidelines for classroom snacks:

Preferred Snack Choices include: fruits, vegetables, dairy (such as yogurt, milk, & cheese), whole grain (such as whole grain crackers, pretzels or dry cereal), and water

Acceptable Snack Choices include: baked crackers, cheese snack crackers, juice boxes with 100% juice, pretzels

Unacceptable Snack Choices: cookies, fried chips, fruit roll-ups, fruit snacks, donuts, candy, marshmallows, rice krispie treats, and soda

*Please note that each of these lists are not all inclusive

We also want to remind parents that in our schools, students are not to bring any items to share with multiple people in the lunchroom. This includes birthday cakes, cupcakes, pizzas and other such food items.

Due to information regarding the impact on children's health, we recommend that students do not consume the following at school: energy drinks, coffee, soda, and other caffeinated beverages.

When choosing a snack for your child, please consider an appropriate portion size so that it may be eaten in a reasonable amount of time and will take very little time clean up.

Party Invitations

It is not appropriate to distribute party invitations in the classroom unless the entire class is invited.

Academic Considerations

RTMSD STUDENT RECORDS POLICY #216

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

Progress Reports/Conferences

Progress reports are issued twice yearly to kindergarten students and three times yearly to students in grades 1 through 5. Kindergarten conferences are held following the first report period. Conferences for grades 1 through 5 are held in November and March. Parents may request other conferences as the need arises. These may be arranged through the teacher or the office. **Good communication between home and school is critical.** You may leave a voice message for or email your child's teacher at any time.

RTMSD 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.

Family Night

Typically the last Wednesday of each month is Family Night. No homework will be given on this night, but various activities that build family unity may be suggested by the counselor.

Student Work Expectation While on Family Trip/Vacation

1. A minimum of five days before the vacation begins, parents should put their requests in writing to the principal, with a copy to the teacher.
2. Parents should notify the teacher if they want assignments sent home with the child or if they will pick them up after their vacation. After notification, assignments can be picked up in the office at 3:30 PM.
3. A pink absence card should be completed and presented to the office upon return.
4. All work should be completed within one week after returning from a family trip unless otherwise specified by the classroom teacher.
5. Because testing may take place during a family trip or immediately following one, special consideration will be made for make-up testing.

RTMSD FIELD TRIP 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. Parents/guardians 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. (If the expense of a trip is an issue, the family should contact the teacher, guidance counselor, or principal.) A limited number of parents will be asked to chaperone and help supervise students on trips.

As a safety measure, students are asked to wear a green Glenwood T-shirt that will make them easily recognizable as part of the group. The T-shirts also help the children identify their group and stay together. Our PTG has made a limited number of shirts available for families who would have financial difficulty buying a shirt. Parents for whom purchasing the shirt would be difficult should contact our counselor.

Chaperones for Field Trips

The purpose of chaperones is twofold: to ensure the safety of the children, and to facilitate the learning environment. The number of chaperones for each trip is determined by the grade level teachers in consultation with the principal. The number varies depending upon the requirements/restrictions of the trip. Variables include the age of the children, destination, bus issues, and 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. Parents should not assume that they may accompany their children on a trip. Chaperones are selected from the list of parent volunteers who sign up at the beginning of the school year. Parents/guardians only, not other family members, will be allowed as chaperones. Chaperones must arrive at school by the designated time (determined 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. Parking at Glenwood may be an issue on some field trip dates. Chaperones may be asked to park in a designated area in the back parking lot behind the dividers and/or car pool.
2. Chaperones are expected to sit with their student group on the bus.
3. Students must remain seated on the bus at all times. While students may talk to their neighbors, shouting or loud singing is not allowed.
4. Once we reach the destination, chaperones must remain with their assigned groups. To ensure that children are properly supervised at all times, socializing with other chaperones is discouraged.
5. If a child in a chaperone's group should become lost or ill, the chaperone should notify his/her teacher immediately.
6. 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.
7. 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.
8. 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.
9. 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.)

Guidelines for School Volunteers, Chaperones and Visitors

Volunteer – An individual who voluntarily offers and provides service to the District without compensation

Single Event Volunteer –single event lasting not more than a few hours - *No clearances needed*

Short-term Volunteer – on an occasional basis during the school year - *Clearances needed*

Long-Term Volunteer – assists from time to time throughout the school year - *Clearances needed*

PTG Volunteer - recruited by the PTG to work PTG Events held on school district grounds and involving direct contact with Rose Tree Media students - *Clearances Needed*

Chaperones – parents or other adults, not school district employees, who travel with students on a field trip, either a day trip or overnight trip - *Clearances Needed*

Contact with Students – Has direct contact with students whether on his/her own or under the supervision of a teacher or administrator employed by the district - *Clearances needed*

Visitor – A parent or other adult who attends an event at school but who is not responsible for students

Example: Parent attending a concert, a grandparent who attends Grandparents' Day, A parent who comes in to attend a Halloween Party - No Clearances needed

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. All clearances are now available electronically.

The cost of obtaining the clearances will be your responsibility. Once you have obtained the certifications please submit them to the office of the building you will be volunteering. They will be sent to the Human Resources Department for verification. Please allow enough time for the clearances to be verified prior to the date your volunteer work is to begin. Once obtained, clearances must be renewed every 5 years.

PARENT VOLUNTEERS

Parent volunteers are critical to our success. We are always looking for new ways to use parent volunteers. Parent volunteers are asked **not** to bring younger children when volunteering. Please review the “Volunteer Compact” for guidelines about confidentiality.

How to Obtain Clearances

All information on obtaining your clearances may also be found on the RTM website: <http://www.rtmsd.org>.

Volunteer Compact

*This form must be signed and submitted to the school office each year.
To be completed by: homeroom parents, RSVP tutors, field placement students,
student teachers, library volunteers, and community volunteers*

I agree to serve as a volunteer in the Rose Tree Media School District. As a volunteer, I understand my work with students is important and must remain confidential. I will discuss student-related information only with relevant school personnel. Student-related information includes any personal/family information or observations regarding a student's behavior or learning.

Should it be determined that I failed to honor a student's confidentiality, I will no longer be permitted to serve as a volunteer.

Volunteer support is essential to our students' success. The staff recognizes and values your time and commitment to the school. We appreciate your efforts for our students.

Print Name

Date

Signature

VISITATION

Parent/Guardian Classroom and Program Site: [RTMSD VISITATION POLICY #815](#)

Statement of Purpose

The Rose Tree Media School District encourages parents and guardians to make informed decisions about the programs and services recommended for, or to which the district has assigned, their children. Informed decision-making can involve visiting a recommended or assigned classroom or program site. The district also encourages parents to become involved in the ongoing education and development of their children and recognizes that occasional classroom or program site visits can promote effective parental involvement. The interest that parents and guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that recognize the need of parents and guardians to inform their decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

Classrooms and Program Sites that are subject to Visitation

A parent or guardian may visit a classroom or program site when:

- (a) The district has specifically recommended that classroom or program for their child;
- (b) The district has assigned the child to that classroom or program; or
- (c) The child is currently placed in that classroom or program.

Visitations to which this Guideline does not Pertain

This guideline does not pertain to (a) participation in school-wide or classroom events or activities to which all parents or parent volunteers or chaperones are invited; (b) participation by invitation in meetings with professional staff either after student dismissal, in non-classroom space, or in unoccupied classrooms; (c) observation of extracurricular events or activities to which all parents or members of the community in general are invited.

Scheduling-Advance Notice

Parents or guardians must arrange visitations at least three days in advance with the principal of the building in which the classroom or program is located or, in the case of a special education program or service, with the responsible supervisor of special education or gifted education. The parent or guardian must state the reason for the visitation.

Limitations

Nothing in these guidelines shall require the district to schedule a visitation within three days of receipt of the request unless it is required to do so by law, regulation, or order.

Scheduling-Time

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:

- Visits shall not exceed 30 minutes of silent observation in areas in which children are receiving instruction or are participating in activities;
- The total number of visits to any one classroom or program site shall not exceed two for any one child during any twelve-month period; and
- The district may limit the timing or duration of visits based on the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.

Conditions of Visitations

The following conditions shall be observed for all visits:

- Visitors shall consist of not more than two parents, legal guardians, grandparents, or surrogate parents.
- A district staff member other than the teacher working with the child shall accompany any visitor.
- Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation
- No photography or audio/video taping may occur during the visit
- The district staff member accompanying a visitor or the staff member responsible for the classroom or program may, in his or her sole discretion, terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff
- During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the accompanying district staff member or the staff member responsible for the classroom
- Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying district staff member, or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members; and
- District staff shall not share with any visitor personally-identifiable information concerning any students other than the student who is the subject of the observation.
- In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the district may waive any time line or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.

Library Procedures

Each class at Glenwood has a regularly scheduled library time. Kindergarten students have a thirty-minute class each six-day cycle; first through fifth graders have a fifty-minute library period.

In kindergarten through third grade, students first have a story read to them, then select their books for the cycle. Fourth and fifth-grade students work on teacher-assigned research projects and select books for pleasure reading. Each grade has an allotted number of books students may check out each cycle. In addition, students working on assignments may select an additional book for their projects.

Students may return books to the library during specific times based on established classroom procedures. They may also come to the library to work independently or in small groups as directed by their teachers and previously scheduled with the Librarian.

If a student has not returned a book due from the previous cycle, that overdue book counts as one selection. (For example, if a first grader may check out two books and has one overdue, he or she may still check out one new book.) The librarian will ask students to continue to search for overdue books, and will also check the library shelves to see if the item has been returned, but not checked in.

After a month, a bill will be issued for a lost book. When payment is received, that title will be entered into the "lost book" register, and the student's record is cleared. If a book is later found and returned to the library, a refund will be issued.

Special Subjects

Art

Art classes are held three times a cycle, allowing a 50-minute period for grades one through five. Children are required to have a smock or painting shirt. There is a Spring Art Exhibit.

Music

Music study is offered three times a cycle to grades one through five in 50 minute periods weekly. Students learn to play recorders in grade three. The school supplies one recorder for each third grade student.

Instrumental Music

Strings: In grades 4 & 5, small group lessons are offered to those interested in violin, viola, cello, or string bass. Instruments may be rented from a local music store. Students in grade five district orchestra meet once a week before school. Most students taking lessons perform in the December & May Concerts.

Band: Band instruments are introduced to interested 4th and 5th graders. Small group lessons are available for percussion, woodwind, and brass instruments. Band instruments may be rented from a local music store. The 5th grade band has two concerts per year, winter and spring. The 4th grade band has one concert in the spring. The district elementary band meets once a week before school.

Physical Education

All gym periods are co-ed. Classes meet four times a cycle for 50 minutes. At the end of the school year, the primary grades and intermediate grades incorporate special skills and activities in field day activities. There is an intramural program for students in grades 4 and 5.

Special Services

RTMSD 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.

RTMSD 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.

RTMSD 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.

HOMEBOUND GUIDELINES

- 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.

RTMSD STUDENT DISCIPLINE CODE

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 our 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 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.

RTMSD STUDENT DISCIPLINE POLICY #218

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:

1. Reasonable force may be used by teachers, school officials or school district personnel for the following reasons:
 - a. to quell a disturbance; or
 - b. to obtain possession of weapons or other dangerous objects; or
 - c. for the purpose of self-defense; or
 - d. for the protection of persons or property.

Exclusion from school may be effected 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 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 her discretion, postpone the scheduling of expulsion hearings as warranted.

RTMSD SUSPENSION AND EXPULSION POLICY #233

Exclusion from the education program of school is the most severe sanction that can be imposed on a student after due process. The principal may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days, immediately notifying the parents/guardians in writing.

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>

RTMSD Code of Conduct: A Set of General Principles Guiding Student Behavior

A district committee developed the following code for all Rose Tree Media students.

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.

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.

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. *This is important.* [*RTMSD Weapons Policy #218.*](#)
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.

RTMSD DRESS AND GROOMING POLICY #221

A district committee developed the following set of rules for all Rose Tree Media students.

1. Comfort, safety, and ease of movement should be considered in selecting school clothing. Health, safety, and the minimizing of distractions for both wearer and fellow students should be considered.
2. Students should be encouraged 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 and skirts must extend past the fingertips when the student's arms are extended by his/her legs.
3. Students are not permitted to wear clothing with offensive language or artwork or with references to weapons, violence, drugs, alcohol, and/or tobacco.
4. For safety, footwear must be worn and should be firmly attached to the wearer's feet.
5. Slacks or shorts may be worn during gym class. **Reminder: Sneakers must be worn for gym class.**
6. Gloves, hats, mittens, boots, scarves, coats, and jackets are to be worn during cold weather.
7. In general, hats shall not be worn in the school building.

Students' dress and grooming are primarily the responsibilities of students and parents. Parents and school authorities have an obligation to counsel students about dress and grooming. All should adopt practices that will be conducive to establishing a favorable atmosphere for learning.

Lavatory Procedures

1. Students shall go to the lavatories or get drinks of water before school, during recess, or at lunch. Special lavatory times for classes must be supervised by a teacher.
2. Students shall use bathroom facilities and supplies properly.
3. Defacing of school property will be considered an act of vandalism.
4. Students shall avoid loud talking and laughter.
5. Students shall behave properly toward other students in the lavatory.
6. Students shall return to classrooms promptly.

Rose Tree Media School District Playground Guidelines

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

1. Good safety rules will be followed on all playground equipment. One at a time, feet first, etc.
2. Wrestling, fighting, tackling, piggyback riding or roughhousing, etc. is not permitted.
3. The throwing of ice, snow, snowballs, or hard objects is not permitted.
4. Any games that require 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), 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. The climbing of fences or trees is not permitted.
8. Objectionable or dangerous objects, such as pocket knives, water pistols, pea shooters, hockey sticks, or skate boards are not allowed in school or on school property.
9. When the bell rings (or signal is given), 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.

RTMSD 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:

- a. The police will be notified.
- b. The parents will be notified.
- c. 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.
- d. 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.
- e. 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.
- f. The superintendent may conduct a pre-expulsion conference, and may recommend the board conduct an expulsion hearing.

RTMSD 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.

RTMSD 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.

RTMSD 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.

RTMSD 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.

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.

RTMSD 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.

Health Care Services

It is important that children are healthy and feel well to fully participate in classroom activities. Please make every effort to make sure your child is feeling well when he or she arrives. 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. School personnel are not permitted to give medication of any kind without a written note from the child's physician and parent. School district policy requires parents/guardians to bring medicine to school. Children are not permitted to bring medicine in themselves. 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.

RTMSD 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, name of medication, dosage and administration frequency. 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. A parent/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 may come to school to administer a medication to their child.

RTMSD IMMUNIZATION POLICY #203

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 for kindergartners and new first graders. An additional examination is required in grade 3. These can be done by a private dentist or can be performed free of charge by the school dentist. Of course, school dental exams are brief--they do not include cleaning or preventative care--so parents are encouraged to have their child seen regularly by a private dentist.

Communicable Diseases in School Children: Guidelines for Readmission to School Criteria

- Diphtheria - 2 weeks from the onset or until appropriate negative culture tests
- Measles – 4 days from the onset of rash. Exclusion may be ordered by the Department as specified
- Mumps - 9 days from the onset or until subsidence of swelling
- Pertussis - 3 weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- Rubella - 4 days from the onset of rash
- Chickenpox - 5 days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever comes first
- 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

12/02 per revised Pa. Dept. of Health Regulations Published 1/02

RTMSD HIV POLICY #203.1

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.

RTMSD STUDENT ACCIDENT INSURANCE POLICY #211

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.

Hotlines, Helplines, Crisis Intervention & RTMSD Tipline

The Rose Tree Media School District, local law enforcement officials and RTM DARE (Drug and Alcohol Resistance Effort) have established an anonymous RTM tipline that parents, students and community members can call to alert officials of potentially dangerous situations within the schools or the community. The tipline number is 610-627-6101. Community members are urged to join school and police officials in their efforts to keep students safe by contacting officials directly or by calling this number with information about situations that they feel are potentially volatile.

LOCKERS

Each third, fourth, and fifth grade student is issued a locker in the corridor for coats and books. This locker is school district property and is loaned for student convenience. School authorities may search a student's locker upon reasonable assumption that the locker contains materials that threaten the health, welfare and/or safety of students. School officials may make periodic locker inspections at any time without warning.

PERSONAL SEARCHES

Students and/or their personal effects (purse, book bag, etc.) may be searched when a school authority reasonably suspects that the student possesses illegal, unauthorized or stolen materials.

RTMSD RESPONSIBLE USE OF 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 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, 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, 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.

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 offices during business hours.”

Community Engagement and Communication

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.