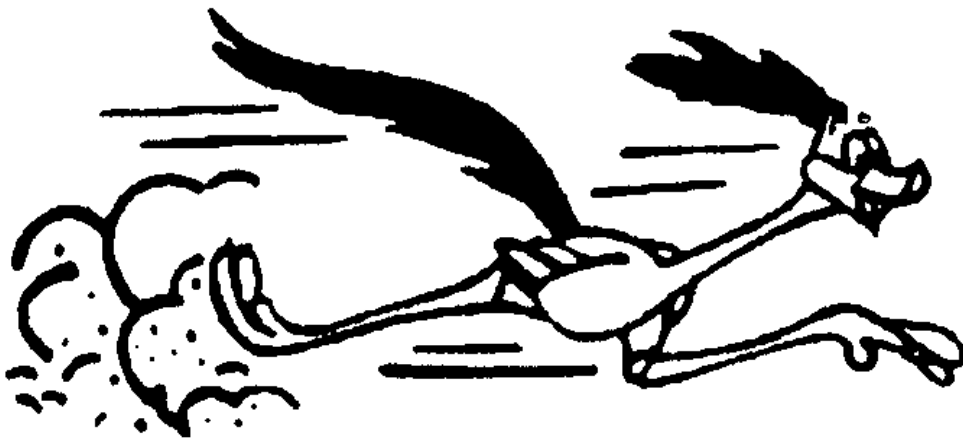


Richardson Park Learning Center And Early Years Program



Parent Handbook

2013-2014

**Gail Humphreys-Mackenzie, Principal
Cynthia Mathis, Ed.D., Assistant Principal
Richardson Park Learning Center
99 Middleboro Rd.
Wilmington, DE 19804
(302) 992-5574**

Table of Contents

Welcome Letter.....	4
Philosophy and Goals.....	5
Important Facts.....	6-7
(Hours, Arrival, Dismissal, Phone Numbers)	
Program Description.....	8
Individualized Education Program	8
Birthdays & Celebrations	9
Bullying Policy	9-10
Breakfast.....	10
Choice Program	10-11
Discipline Policy	11
Student Dress Code	12-13
Field Trips.....	13
Health & Emergency Care	13
Healthy Snacks.....	13-14
Library	14
Lunch.....	14
Media Opt-Out.....	14
Parent Participation	15
Proof of Residence	15-16
Related Services	16
(Occupational Therapy, Physical Therapy, Speech Therapy, Counseling)	
Reporting of Student Grades.....	17
School Closings	17
School Safety.....	17-18
Student Behavior Standards	18

School Attendance	18
Transportation	19
School Visitation Policy	20
Volunteering At RPLC	21
Non-Discrimination Notices	21

Dear Parents,

It is with great pleasure that we welcome you to the Richardson Park Learning Center and the Early Year's Program. As we embark upon the new school year it is important to keep you abreast of the educational opportunities available to your child.

We are working hard to continue to make the Richardson Park Learning Center an environment where our children and families feel comfortable and successful. It is our feeling that together we can work toward a common goal; the growth and increased learning for all of the students at the Learning Center.

We encourage you to become involved and participate with the PTO activities planned during the school year. We need your support to move forward and we hope you will set time aside to participate in activities and scheduled meetings.

This parent handbook is designed to provide you with the basic information concerning our program, policies, procedures and activities. Should you have any questions or concerns at any time, please feel free to contact us at school or visit our website at www.redclay.k12.de.us/

PHILOSOPHY AND GOALS

It is our belief that students attending the Richardson Park Learning Center and Early Years Program, should be provided with the opportunity to experience academic, social and emotional growth commensurate with their abilities; the purpose of which is to prepare each for a position of responsible citizenship in our community. We also believe that education should be a positive process, which can best be facilitated through the establishment of collaborative relationships between educators, parents and students.

Accordingly, the staff at the Richardson Park Learning Center/Early Years Program is committed to the expenditure of professional expertise, energy and time leading to the accomplishment of the following goals:

- 1. To provide students with educational and related services based on their IEP (Individualized Education Program) that will enable them to make appropriate academic, social and emotional gains according to their ages and abilities. This may allow for consideration to a less restricted environment and/or the opportunity to have inclusionary opportunities with the students in the Richardson Park Elementary Program.**
- 2. To provide an educational program that considers individual student needs while accessing the general curriculum and adhering to the common core standards.**
- 3. To maintain and promote a positive school atmosphere that encourages academic achievement and feelings of self-worth.**
- 4. To implement effective teaching strategies, as supported by educational research for the purpose of increasing student academic success.**
- 5. To provide and maintain a structured behavior management system compatible with the Student Code of Conduct; the purpose is to promote a school environment which is conducive to the learning process and protects the rights of all students and staff.**

IMPORTANT FACTS

RPLC/EYP Hours

Teaching/Related Services Staff	8:00 - 3:30
Student Day	8:50 – 3:20
Office Hours	8:00 - 4:00
Preschool Hours	9:00 - 11:25 AM 12:50 - 3:15 PM

Please do not drop off your child unattended in the lobby or out in the parking lot area. All students may begin entering the building at 8:25. For security purposes all doors are locked. Car line begins at 8:25 for KN -5th grade students and 8:50 for pre-school students. Please adhere to these times to allow for the parking lot to clear.

If your child arrives after 8:45 they must be escorted to the office by an adult and signed in. All students are considered late after 8:50 and a note is required.

Please do not park your vehicle in the fire lane.

Students must be picked up by 3:30.

All early dismissals and absences require a written note. Children should be picked up prior to 3:00, if leaving early, to alleviate traffic congestion and disruption to the classroom.

Please note that after 3:00 you will need to wait in the car line. If there is an emergency, please contact the school office so we may assist you in having your child ready to be dismissed. Students may not leave early on a daily basis for convenience.

- Photo ID is required in the office for anyone picking up a student.
- All persons must be listed on the student's contact information or a written note as having permission to pick up your child.

For the safety of your child, once the student is placed on the bus we will not be able to remove them.

Frequently Used Telephone Numbers

Mrs. Gail Humphreys-Mackenzie, Principal	992-5574
Richardson Park Learning Center Office	992-5574
Early Years Program	992-5574
Dr. Cynthia Mathis, Assistant Principal	992-5574
Linda Brittingham - secretary	992-5574
Drewcinda Swain – clerk	992-5574
Mrs. Carrie Antonelli, Educational Diagnostician	892-3252
Mrs. Carolyn Henry, Educational Diagnostician Ext. 337	992-5574
Mrs. Cari Phillips, Educational Diagnostician	996-5700
Mrs. Tina Albanese, Early Years Program	892-3227
Mrs. Fran Russo-Avena School Nurse	892-3265
Mrs. Carolyn Walker Ext. 332	992-5574
Red Clay Transportation	322-0251
Red Clay Consolidated School District Information	552-3700

PROGRAM DESCRIPTION

The Richardson Park Learning Center/Early Years Program serves special education students in Pre-School through 5th grade who reside in the Red Clay Consolidated School District. Students who are in preschool may attend if they attend a daycare for a minimum of 20 hours a week and the daycare is located within the Red Clay Attendance zone. All school age students have a special education classification and an Individualized Education Program (IEP).

LOCATION

Richardson Park Learning Center
99 Middleboro Road
Wilmington, DE 19804

POPULATION

Full Day KN through grade 5
½ day pre-school program
(5 days a week AM or PM)

Academic instruction is presented in reading, oral and written language, spelling, handwriting, mathematics, science, and social studies. Students participate in living skills, physical education, music, art, library and technology.

Related services are provided as per each student's individual needs. These services include: occupational therapy, physical therapy, speech/language therapy, and individual/group counseling.

(Rx required for speech/language therapy and counseling).

INDIVIDUALIZED EDUCATIONAL PROGRAM

Federal and State laws require that we annually prepare a program plan for each special education child. This document is referred to as an I.E.P. (Individual Education Program).

The IEP will provide information concerning your child's present level of performance, strengths and weaknesses, as well as goals and objectives for reading, writing, math and related services your child may be receiving during the school year.

Since the IEP represents the educational program prepared for your son or daughter, it is important that you attend this meeting and become a partner in the development of the plan.

BIRTHDAY & STUDENT CELEBRATIONS

We cannot celebrate student birthdays in the classrooms at all. We are being respectful of the diversity of our population and the fact that many students cannot be exposed or ingest certain foods. In addition, no balloons should be brought or sent to a child in school due to possible allergies to latex.

We know that many parents like to celebrate birthdays or other occasions with special treats. We encourage parents to celebrate with nonfood items such as stickers, pencils, and themed erasers, rather than food. Any food sent in to share with students must be prepackaged and contain a commercial ingredient label. Please give these items to your child's teacher for distribution. Advise your child not to share or trade food with their classmates. To learn more about food allergy, please visit The Food Allergy & Anaphylaxis Network's website at www.foodallergy.org.

BULLYING POLICY

**Richardson Park Learning Center/Early Years Program
(RPLC/EYP)**

Effective July 1, 2012

The bullying policy in place at the Richardson Park Learning Center/Early Years Program is in compliance with Delaware's Bully Prevention Law, 14 Delaware Code 4112(D). In accordance with the Delaware law, bullying is forbidden in the Richardson Park Learning Center and Early Years Program.

By definition, bullying is repeated, aggressive behavior of a verbal, physical, or psychological nature. Richardson Park Learning Center/ Early Years Program have adopted the following as a means of addressing bullying within the program:

- 1) RPLC/EYP utilizes School-Wide Positive Behavior Support System and targeted interventions as a bullying prevention program.
- 2) A committee for bullying prevention is in place at RPLC/EYP and consists of the school principal, behavior analyst, school psychologist, counselor, Team Leaders, paraprofessional representation, and the PTO.
- 3) The Supervisory Committee on bullying will be responsible for reviewing the school policy on bullying annually.
- 4) All reports of bullying should be reported to administration, investigated, and followed through by administration and/or designee, so that students will gain confidence in telling classroom staff bullying occurrences. Serious cases should be referred immediately to the building administration. Any school employee that has reliable information that would lead a person to suspect that a child is a target of bullying shall immediately report it to administration.

- 5) Administration and/or designee will contact the reporting teacher no later than one (1) day after the report of a serious incident of bullying. Administration or designee will interview all parties to help determine whether or not bullying has occurred.
- 6) The Richardson Park Learning Center/Early Years Program administration will report all confirmed incidents of bullying according to the district/state guidelines.
- 7) Students and/or caregivers who have information about bullying activity should contact Richardson Park Learning Center/Early Years Program administrative staff to report such activity. Administrative staff will follow procedures for investigating the bullying activity as outlined above.
- 8) RPLC/EYP administrative staff will be responsible for notifying the parents of identified bullies and targets; following a teacher report and subsequent determination that bullying has occurred, pursuant to 14 Delaware Code 4112(D) subsections 202(f).
- 9) RPLC/EYP administrative staff will be responsible for notifying appropriate medical professionals as appropriate.
- 10) The bullying policy at RPLC/EYP is in effect throughout the entire school year.
- 11) Richardson Park Learning Center/Early Years Program will notify Red Clay Consolidated School District of compliance with the bullying policy by December 1 of each school year.
- 12) The RPLC/EYP bullying policy will be distributed annually to all parents/guardians of RPLC/EYP students by September 1 of each school year.

BREAKFAST

Breakfast for RPLC school age students (KN – 5th grade) is served in the classroom from 8:25 to 8:40 and Pre-school from 8:55-9:10. Students who do not receive free/reduced lunch will have a morning snack available.

CHOICE PROGRAM

If you decide to take advantage of the Choice Program, you can acquire an application at any Red Clay school at the time of registration, at the Red Clay District Office, or at the Choice Office. You must register at your attendance zone school before filling out a Choice application. Applications for good cause (changes in residence, daycare, or others included in the Choice legislation) may be submitted.

Applications must be submitted before the deadline to qualify for the Choice Lottery.

Applications received after the deadline will be processed and placement made by current space available at the selected school(s).

- Students who are not already registered in a Delaware public school must register at their feeder pattern/resident school before they can apply to Choice to another school.
- Students applying to Cab Calloway School of the Arts must complete a school application in addition to the state application. (School applications will be available online on the school websites or at the respective schools.)

- Students applying to Conrad Schools of Science should check out the Conrad Admission Process.
- At Cab Calloway, due to limited seats in 7th, 8th, 10th, 11th and 12th grades, applications for those grade levels are limited to Red Clay residents.
- Decisions regarding Choice requests will be made at the February 15, 2012 Board of Education meeting. Families will be notified by mail one week later.
- To be considered for available seats in kindergarten it is best to apply for choice during the open period of November 1, 2013 to January 8, 2014.

School Choice is designed to increase access to educational opportunities for all children in the state. A parent residing within Delaware may enroll his or her child in a public school in any school district independent of the student's area of residence.

If parents choose to send their children to a public school outside of their district or attendance zone, they are responsible for getting their children to the school or to a bus stop on that school's route without reimbursement. The transportation stipends were discontinued by legislative action in FY09 (2008-2009 School Year)

For questions about the Choice Program please contact:

Choice Office
1502 Spruce Avenue
Wilmington, DE 19805
302-552-3789

DISCIPLINE POLICY

It is our belief that school is a place in which learning should occur. To accomplish this task, it is critical that an environment be established which is safe, positive and conducive to the educational process. A behavior management system is implemented for the purpose of informing students of appropriate behaviors, and to indicate the consequences of inappropriate behaviors.

We recognize that the best approach to school behavior is one of cooperation, involving parents, educators and students.

The Code of Conduct is distributed to students and discussed in general terms with them in the classroom. We also ask that you review the Code of Conduct at home, and sign the form that is sent to you and return it to your child's teacher.

DRESS CODE FOR STUDENTS

Dress Code 2013-2014 Richardson Park Learning Center

The following RPLC Dress Code is in effect from the first day of school through the last day of the school year for KN – 5th grades:

- ❖ Solid color shirts any color with collar and sleeves (short or long-sleeved). Turtleneck shirts are permitted under collared shirts. Students *may not* wear sleeveless, tank tops, or shirts with messages, characters, print or pictures.
- ❖ Students should dress appropriately for the weather; it is suggested that students have a sweatshirt or sweater. They are to be solid blue, khaki or white. Sweaters and sweatshirts may not have hoods.
- ❖ Khaki or navy blue pants, Capri's, shorts, skirts, skorts, dresses, and jumpers are permitted. Shorts, skirts, etc. must be finger-tip length to the knee. Elastic banded pants or sweatpants (of the same color) are permitted (as per individual need). Leggings are not permitted. Tights and socks must be blue, white or khaki. Students will not be permitted to wear denim except on designated days determined by the principal.
- ❖ Clothes must fit appropriately so as not to expose undergarments. Belts must be worn at the waist and cannot have designs, be oversized or have decorative buckles.
- ❖ Due to safety concerns, shoes must be tied, buckled, or Velcro-fastened. Flip flops and other backless shoes are not permitted. Sneakers MUST be worn on gym day and are advised for recess.
- ❖ Hats and head coverings may NOT be worn inside the building although exceptions will be made for religious purposes.
- ** Oversized jewelry is not permitted and all jewelry must be removed for physical activities including gym and recess.
- *** Individual accommodations will be discussed and documented with parents by administration and/or designees.

First Violation: The school will make a phone call home and a uniform will be provided to the student to wear for the school day.

Second Violation: The school will make a phone call home and send a letter to parent in regards to school uniform violation. A uniform will be provided to the student to wear for the school day.

Third and Subsequent Violations: A parent conference is required and a uniform will be provided to the student to wear for the school day.

FIELD TRIPS

Field trips will be an extension of the school program. You will be informed of any field trip being planned for your child's class and will be requested to sign a form granting permission for your child to participate. You will receive information from your child's teacher with specific criteria which will outline behavioral expectations to participate on the trip. Some field trips do not require parent chaperones. You will be notified if chaperones are needed.

HEALTH AND EMERGENCY CARE

The Richardson Park Learning Center has the services of a full time school nurse, Mrs. Fran Russo-Avena (892-3265).

In a medical emergency involving your child, we will want to contact you. Therefore, it is **extremely important** that we have current information on your child's emergency card, including telephone numbers and address. If you do not have a telephone, we must have the number of someone who can contact you.

Please update the office if there are any changes in your contact information.

Minor accidents and illnesses will result in the administration of first aid. We will contact you should the situation be serious in nature. If you are not at home, we will call work telephone numbers, followed by any other emergency numbers you have supplied. If you are unable to be reached in any situation requiring a doctor, we will transport your child to a hospital for emergency treatment.

Medicine **cannot** be sent to school with your child. State regulations require that medication be brought to school by a parent in a container with the pharmacy label. If you wish your child to have non-prescriptive medication in school, you will be asked to sign a permission form.

HEALTHY SNACKS

At RPLC we are dedicated to educating the “whole child.” Our wellness initiatives are an essential element of our school curriculum and impact every child every day during classroom instruction, physical education classes, and recess. We know there is a strong correlation between healthy eating/living and academic performance. You may view Red Clay’s Student Wellness policy at:

<http://www.redclay.k12.de.us/boardpolicy/8000/8012StudentWellness.pdf>. We are asking for your support in adhering to this policy to maintain a healthy learning environment.

As a reminder, the Red Clay Consolidated School District has also adopted a Food Allergy Policy which states that all food sent in to share with students must be pre-packaged and contain a commercial ingredient label, no homemade food items are allowed.

We appreciate your ongoing support as we work together to maintain a healthy, safe learning environment for all students.

LIBRARY

Students are allowed to check books in and out of the library. However, if a child has any charges that have not been paid, they will not be allowed to take books home. It is important to clear up all charges for Library.

LUNCH

A balanced and nutritious lunch is served each day at our school. A menu will be sent home with your child at the beginning of each month and is available online.

Applications for free and reduced lunches are also available through the school office. If your child pays for lunches, you can pay in advance into your child’s account. If your child’s account reaches \$0.00 and they have no money for lunch, the cafeteria will allow them to charge only one lunch. This is due to the high number of unpaid balances. Lunch is a time for your child to socialize with his/her peers.

Please return your lunch forms to ensure accurate information for free/reduced lunch.

MEDIA OPT-OUT FORM

If you do not want your child to be included in public media coverage or photographed to be used publicly, you will need to complete the Red Clay Consolidated School District Media Opt-Out form. One is included in this handbook or it can be obtained on the district web site. Go to Parents /Students section and then on the left-hand side you select Forms and Publications and then select the Opt-Out form.

PARENT PARTICIPATION

Parents are a vital part of any school endeavor. This is especially true at the Richardson Park Learning Center/Early Years Program. Activities and events in which we would like you to become involved are:

- Parent/Teacher Conferences
- IEP meetings
- PTO Meetings
- Open House
- Student based school events

Notices will be sent home for these events or will appear in periodic newsletters. One of the ways in which you can demonstrate support for your child is through attendance at functions such as these. We value your participation.

See visitor's policy in regards to volunteer activities.

PROOF OF RESIDENCE

There are several times we may ask for proof of residence. If mail is returned to our office, we will ask you to provide proof of residence. If you move, you need to change your address and provide proof of residence. If the visiting teacher goes to a home address and no one is living there, we will ask you to provide a proof of residence. The documents you bring for proof of residence must have your name and your physical address on the document. The following may be accepted as proof of residence. You will need to provide **Two Proofs of Residence.**

AT LEAST ONE ITEM FROM GROUP A AND ONE ITEM FROM GROUP B MUST BE PROVIDED

Group A

- ☐ Copy of the most recent month's mortgage statement
(Copy of home settlement statement may be accepted in lieu of mortgage statement if the home was recently purchased and a mortgage statement has not been received)
- ☐ Rental agreement (showing legal parent, legal guardian, or relative caregiver as an occupant)
- ☐ Sewer bill (current year)
- ☐ Real estate tax receipt (current year)
- ☐ A recent original gas or electric bill

Group B

- ☐ Current automobile registration card or automobile insurance policy statement
- ☐ Rental insurance policy statement
- ☐ Most current year's tax documents
- ☐ Pay check or pay stub (dated within the past 30 days)
- ☐ Two consecutive bank statements (dated within the past 90 days)
- ☐ Official US Postal Service change of address notification on returned mail (yellow label with new address should be attached to envelope next to the old address)
- ☐ Correspondence from a DE state agency such as DHSS, DSCYF, Department of Labor, and DSS

If living in a residence of another person (not a rental property):

Both parties must complete an Affidavit of Multiple Occupancy. The owner of the property must provide at least one item from Group A and one item from Group B (listed above). The parent of the student being registered must provide at least two items from Group B (listed above)

If living in a rental residence of another person:

Both parties must complete an Affidavit of Multiple Occupancy. The lessee must provide a copy of the current lease agreement and one item from Group B (listed above). If the parent/legal guardian/relative caregiver and child are on the leaseholder's lease agreement, they must provide one item from Group B (listed above). If the parent/legal guardian/relative caregiver and child are not on the leaseholder's lease agreement they must provide two items from Group B (listed above).

RELATED SERVICES

Occupational therapy, physical therapy, speech/language therapy and counseling are related services which support a child's educational program. Please note that any child receiving physical therapy must have an updated script from their doctor before therapy can begin. Therapies are provided based on each child's needs and may include direct treatment, classroom programming and/or consultation to the classroom teacher and parents based on the IEP. Students attend the RPLC for an academic education. Related services are provided when necessary to help a child access the general curriculum.

The philosophy of the Related Services program is one of "integration." As much as possible, therapy services are integrated with normal classroom activities. The therapists, working as a team with the teachers, plan and carry out many activities within the classroom to support the academic curriculum.

When individual student needs cannot be met through an integrated classroom program, children may be removed from class for individual or group therapy in a therapy room. The main objective, however, is to keep each student in the classroom learning environment as much as possible.

REPORTING OF STUDENT GRADES

In addition to IEP meetings, you will be able to determine your child's progress at the conclusion of each marking period. At this time, report cards will be sent home with IEP goal checks. You may also receive interim notices to inform you of mid marking period grades and behavior. Should you have questions or concerns about anything that appears on the report card or updated benchmarks, we urge you to contact the school for a parent-teacher conference.

Please remember that opportunities for student academic success increase with positive parent/professional partnerships.

SCHOOL CLOSINGS

Weather conditions, particularly snow and/or icy roads may necessitate cancellation of school, a delay in starting time, or an early dismissal. If school is cancelled, delayed or dismissed early you may check the district website at www.redclay.k12.de.us and listen for announcements on local radio stations, including WDEL (1150 AM), WSTW (93.7 FM), WILM (1450 AM), WJBR (99.5 FM) and WNRK (1260 AM). You will receive an Alert Now Message from the Superintendent in regards to closings, and early dismissals due to weather and late openings.

If no announcement is made, school will open as scheduled.

Parents who are not home during the day should make arrangements for adult supervision of their children. Students need to know where to go in the event of an emergency or early dismissal.

Unless it is a legitimate emergency, please do not call the school for information during situations such as these. We need to be able to keep our telephone lines available for instructions from school officials and other authorities.

SCHOOL SAFETY

We at RPLC also take pride in our school climate and ensuring the safety of our staff, students, and visitors. We still ask all visitors to use the intercom system at the front entrance to enter the building and report to the office to acquire a visitor's badge after signing in. However, safety does not only pertain to inside the building; it also includes the building grounds as well. There are many ways you can help us keep our community safe.

Some examples include:

- being mindful of your speed in the parking lot as there are hundreds of children entering and exiting the building on a daily basis
- keeping pets at home as some students may have allergies, phobias to animals, or not understand proper etiquette when it comes to encountering

someone else's pet (i.e., waiting for owner's permission to pet the animal, not tugging on tail, ears, etc., approaching owner too quickly)

- not parking and exiting your vehicle in the car line area as it causes a traffic jam and may result in an accident (a staff member will escort your child to class)

STUDENT BEHAVIOR STANDARDS

Red Clay Consolidated School District schools are positive learning environments where students:

- a) Assume responsibility for their own actions;
- b) Respect and believe in themselves and others;
- c) Demonstrate the ability to get along with others;
- d) Understand and respect individual differences;
- e) Obey rules and laws, and understand the consequences of their choices; and
- f) Demonstrate the importance of being generous, kind and helpful.

At Richardson Park Learning Center our motto is:

At Richardson Park Learning Center we are:

- Responsible &
- Polite
- We listen &
- Cooperate.

STUDENT ATTENDANCE

When a child is absent or tardy, a note explaining the absence or tardiness must accompany the child upon returning to school. Legal reasons for which a child may be absent from school include the following:

1. Illness or recovery from an accident
2. Death in the family
3. Quarantine
4. Unexpected emergency
5. Health care
6. Observance of religious holidays

Absences for other reasons must be considered unexcused. Family vacations are not considered an excused absence. Letters will be sent home after the student is marked absent for the 3rd, 5th and 10th absence. Refer to Code of Conduct for Board Policy in regards to attendance.

TRANSPORTATION

Most students who attend the Richardson Park Learning Center/Early years Program are transported on Red Clay Consolidated School District buses. Bus transportation is a privilege that requires safe and orderly student behavior. The privilege may be revoked for inappropriate behavior, in which case the parents will be notified. If your child is suspended from the bus, attendance at school is still required.

If your child is having problems on the school bus with other students, please contact the school. Problems concerning bus routes, bus arrival time, etc. should be referred to the Transportation Office at 322-0251.

Should your child be suspended from the school bus, it will be necessary for you to have a conference with the administration before bus privileges are restored.

The Red Clay School District is requiring a parent/guardian or designee to meet their child at their assigned bus stop each and every day for the following groups of children:

- The student who is a kindergartener
- The student who is under five years of age
- The student who has special needs and requires adult assistance

Failure of a parent/guardian or designee to meet their child as identified above at their assigned bus stop will result in the following action:

- Transportation will contact the student's school and report that no one is home to receive the child.
- Transportation will return the child to school. The parent will be responsible for picking the child up at school. At this time, the parent will receive a letter reminding them of the district's policy.
- Second offense: Parent will receive a warning indicating additional offenses will result in termination of transportation.
- Third offense will result in terminating transportation services along with a referral to the Division of Family Services.

We thank you in advance for your cooperation in this matter. If you have any questions or concerns, please contact the school at 992-5574 or the Transportation Department at 322-0251.

All RPLC/EYP students have a transportation addendum included in their IEP. The addendum must include all persons who may receive the child from the bus. If we do not have the name of the responsible parties, **your child will be brought back to school.** If you have a Minor meeting your child, we must have their name and age on the addendum.

SCHOOL VISITATION POLICY

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

Definition of Visitor:

For the purpose of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)

VISITATION GUIDELINES:

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District's objective is to promote a safe and welcoming learning environment for all learners.

- All visitors are required to show a picture ID
- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors' log and will be issued a visitor's badge.
- Visitors are required to wear the badge during all times while in the school building.
- Visitors are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
- Parents/guardians are welcome to visit their child's classroom to view a lesson (maximum of 2 hrs). However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal at least 24 hours in advance. Teachers may request that an administrator attend during the classroom visit.
- Visitor badges are valid to/from the location noted in the visitors' log. The badge does not denote permission to travel to other areas of the building without authorization.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
- District staff may ask for photo identification. Visitors are assured that this safeguard is for the protection of all students.

LIMITATION OF VISITS:

- Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.

Volunteers at RPLC

We appreciate all volunteers at RPLC/EYP for all children. Parent volunteer activities will be through the scheduled PTO activities. Parent Volunteer activities will not be during instructional times and/or lunch/recess periods.

Nondiscrimination Notices in Spanish & English (School Level Version)

Nondiscrimination and Section 504 Notice

All parties, procedures, and policies of the Red Clay Consolidated School District shall clearly exemplify that there is no discrimination in the recruitment, employment, and subsequent placement, training, promotion, compensation, tenure, and all other terms and conditions of employment over which the Red Clay Consolidated School District Board of Education shall have jurisdiction, or in the educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, handicap, genetic information, veteran status, or any legally protected characteristic. This school's building level coordinator of compliance for Title IX/Equal Educational Opportunity Officer are Gail Humphreys-Mackenzie/Cynthia Mathis. The building level coordinator of compliance for section 504 is N/A.

Aviso sobre no discriminación y el Artículo 504

Todos los individuos, procedimientos y políticas del Distrito Escolar Consolidado Red Clay deben demostrar claramente que no existe discriminación alguna en la contratación, empleo y subsiguiente colocación, capacitación, promoción, remuneración, permanencia en el cargo y todos los otros términos y condiciones de empleo respecto a los cuales el Consejo de Educación del Distrito Escolar Consolidado Red Clay tenga jurisdicción, o en los programas y actividades educativos de los alumnos, por motivo de raza, credo, color, religión, nacionalidad de origen, edad, sexo, orientación sexual, domicilio, estado civil, discapacidad, información genética, condición de veterano de guerra o cualquier otra característica protegida legalmente. El coordinador de esta escuela a cargo del cumplimiento del Título IX/Funcionario encargado de la Igualdad de Oportunidades Educativas es Gail Humphreys-Mackenzie/Cynthia Mathis.