



Arcola Intermediate School

Mission

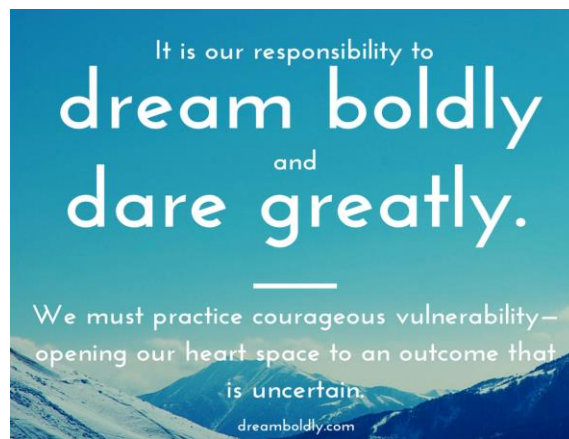
The Methacton School District is an exemplary student-focused and community-centered environment that prepares learners to meet the demands of our evolving world.

Vision

The Methacton School District will empower all learners to develop talents, encourage personal growth and success, and inspire leadership to transform our future.

Core Values

- Motivate to succeed
- Empower all learners
- Trust in teamwork
- Honor our heritage
- Appreciate our diversity
- Commit to growth
- Transform our future
- Open new opportunities
- Nurture our talents



PRINCIPAL'S MESSAGE

Welcome to Arcola Intermediate School! You are about to embark on an incredible journey as you transition into the middle level world that is full of self-discovery, change and growth. Our goal is to provide you with a myriad of opportunities to learn, develop and prepare for high school and beyond. We encourage you to dream boldly, dare greatly and allow yourself to be open to all of the changes academically, socially and emotionally. On behalf of the faculty, we wish you the very best for a fantastic year ahead. We look forward to building positive and collaborative relationships that will support you along the way so that we can learn, lead and succeed- together!

Table of Contents





Principal's Message.....	1
METHACTON SCHOOL BOARD	5
ARCOLA INTERMEDIATE SCHOOL CONTACT INFORMATION	5
Counseling Services.....	5
Guidelines and Procedures for Public Concerns	6
2016-2017 School Calendar	7
Report Card/Marking Periods 2016-2017	7
2016-2017 Time Schedules	7
Regular Time Schedule.....	7
Flex Time Schedule	7



ATTENDANCE	8
Reporting a Student Absent.....	8
Excused Absence	8
Unexcused Absence	8
Absences for Educational Travel.....	9
Tardy to School.....	9
Tardy Policy for Athletics and Activities	9
Extended Absence School Work	9



ATTITUDE	10
Conduct.....	10
Philosophy of Dress.....	10
Back Pack/Book Bag Procedure	11
School Property	11
Fighting.....	11
Stealing.....	11
Unlawful Harassment.....	11
Bullying/Cyber bullying	12
Drug, Alcohol, and High Risk Behavior Policy	12
Terroristic Threats	12

Weapons Policy	13
Plagiarism/Cheating	13
Plagiarism is defined as: “Plagiarism means you are stealing someone else’s <i>words</i> and <i>ideas</i> and offering them as your own.” (<i>Reader’s Handbook</i> . Great Source Houghton Mifflin Publishing. 2002). 13	
Personal Listening & Electronic Devices	14
Searches	17
After School Detention	18
Saturday Morning Detention	18
In-School Suspension (ISS)	18
Out of School Suspension (OSS)	18
Expulsion	19
 ACADEMICS	19
Six-Day Cycle	19
Marking System	19
Homework Policy	21
Make-Up Work	21
Review of Instructional Materials	21
Honor Roll	21
Parents of Exceptional Children	22
Physical Education	22
Promotion Criteria	23
Social Events and Class Trips	24
Transfers and Withdrawals	24
Technology Education	24
 ADDITIONAL INFORMATION	24
ATHLETICS	24
Interscholastic Sports Program	25
Methacton Athletic Policy.....	25
HEALTH SERVICES	26
Inhalers & EpiPens	26
Use of the Elevator.....	27
State Mandated Health Exams.....	27

Forms for Documentation of Required Health Exams	27
Administration of Prescription Drugs	27
Concussions	28
Accident Insurance	28
SAFETY INFORMATION	28
Emergency Closing	28
Emergency Preparedness Drills	29
Parent Pick-Up	29
Transportation	29
Bus Stop	29
On The Bus	30
Bus Note Procedure for Children Visiting Other Children After school.....	30
CAFETERIA	30
Cafeteria Procedures	30
Cafeteria Point of Sale.....	31
Library	31
Procedure for Entering the Library	31
National Junior Honor Society	31
Arcola Home and School Association (AHSA)	31
Bicycle/Skateboard Policy	31
Activity Nights/Dances	31
Display of Materials in the Halls	32
Exploratory Activity Period	32
School Resource Officer	32
Student Hall Passes	32
Student Records	32
Parents of Exceptional Children	33
Student Visitors	33
Telephone Usage	33

Click to access information, sign-up, or edit your account information for the [Sapphire Community Web Portal](#).

DISTRICT ADMINISTRATIVE PERSONNEL

For a full listing of all District Administrators, please click [here](#).

METHACTON SCHOOL BOARD

Chris R. Boardman, President	Brenda G. Hackett	Andrea Rees
Michael K. Ryan, Vice President	Kim Aubrey-Larcinese	Herbert B. Rothe, III
Scott Dorn	James W. Phillips	Paul Winters

ARCOLA INTERMEDIATE SCHOOL CONTACT INFORMATION

Main District Number 610-489-5000

Fax Number, 610-831-5317

Principal's Office:

Marissa Wadsworth, Secretary, X30232

Amy K. Mangano, Principal, X30232

Assistant Principal's Office:

Helene Corbo, Secretary, X30213

Ryan P. Creeden, Assistant Principal, X30213

Supervisor of Special Education:

Danielle Fowlston, X34211

Guidance Office:

Linda Smith, Secretary, X30232

Stephanie Berardelli, Grade 7, X30203

Mark Mueller, Grade 8, X30220

Transportation, X25101

COUNSELING SERVICES

School Counseling is an integral part of the educational program of the schools. Such a program can:

- Assist students in achieving their optimum potential.
- Enable students to significantly benefit from the offerings of the instructional program.
- Provide identification of intellectual, emotional, social and physical needs.
- Aid students in recognizing options and making choices in vocational and academic educational planning.
- Assist students in identifying career options consistent with their abilities and goals.

Counselors follow their class of students from grade 7 to 8 to ensure seamless transition and services throughout their time at Arcola. Counselors may see students based on referrals made

by students, parents, teachers, and administrators. We encourage students to talk with their counselor early and often, as their role is vital to the total success and development of your child. The counselors are also in continuous contact with their teams through frequent team meetings and can assist in academic advisement along with personal and social development. [Board Policy 112, School Counseling,](#)

M.A.P.S.

Methacton Assistance Programming for Students is a process that helps students who are experiencing problems with behavior, academics, health, and attendance. Students are connected to existing on-campus services and/or community resources that will help the students overcome their problems. The M.A.P.S. team is a multidisciplinary team composed of: teachers, administrators, nurses, counselors, School Resource Officer, and/or other school staff. Please visit the webpage for more information: <http://www.methacton.org/domain/276>

GUIDELINES AND PROCEDURES FOR PUBLIC CONCERNS

[Please see our “Comments/Concerns/Questions” area of the website to determine who best to contact with specific questions.](#)

In the event a student and/or parent encounter(s) a problem or has a concern about school operational practices, the following procedure should be followed to ensure an equitable solution (s):

CONCERNS- QUALITY ASSURANCE REVIEW PROCESS

- Step 1:** Discuss the matter with the staff member who is closest to the source of concern (ex. Teacher, Counselor). This includes contacting the classroom teacher first when a question arises about individual grades and/or specific classroom procedures. Contact information can be found on the Arcola website. If the problem remains unresolved, continue with step 2 and so on until a resolution is achieved.
- Step 2.** Discuss the matter with the staff member who is closest to the source of the concern, usually the classroom teacher.
- Step 3.** Contact the area supervisor or department chairperson, i.e., guidance counselor, reading specialist, etc.
- Step 4.** Contact the Building Principal
- Step 5.** Contact the Assistant Superintendent.
- Step 6.** Contact the Superintendent.
- Step 7.** Appeal in writing to the Board of School Directors.

Whenever possible, responses to initial inquiries/contacts will be made within 24 hours and appeals within five (5) working days.

[Board Policy 906, Public Complaints, Issue Resolution, and Escalation.](#)

[2016-2017 SCHOOL CALENDAR](#)

REPORT CARD/MARKING PERIODS 2016-2017

Period #1	Ends	November 11	Friday
	Posted to Parent Portal	November 21	Monday
Period #2	Ends	January 26	Thursday
	Posted to Parent Portal	February 3	Friday
Period #3	Ends	April 4	Tuesday
	Posted to Parent Portal	April 11	Tuesday
Period #4	Ends	June 12	Monday
	Posted to Parent Portal	June 16	Friday

2016-2017 TIME SCHEDULES

Regular Time Schedule

Homeroom	8:10 – 8:19				
Period 1	8:21 – 9:06				
Period 2	9:08 – 9:53				
Period 3	9:55 – 10:40				
Grade 7		Grade 7/8		Grade 8	
Lunch	10:40 – 11:10	Period 4	10:42 – 11:27	Period 4	10:42 – 11:27
Period 4	11:12 – 11:57	Lunch	11:27 – 11:57	Period 5	11:29 – 12:14
Period 5	11:59 – 12:44	Period 5	11:59 – 12:44	Lunch	12:14 – 12:44
Period 6	12:46 – 1:31				
Period 7	1:33 – 2:18				
Period 8	2:20 – 2:50				

Flex Time Schedule

Homeroom/Flex	8:10 – 8:54				
Period 1	8:56 – 9:36				
Period 2	9:38 – 10:18				
Period 3	10:20 – 11:00				
Grade 7		Grade 7/8		Grade 8	

Lunch	11:00 – 11:30	Period 4	11:02 – 11:42	Period 4	11:02 – 11:42
Period 4	11:32 – 12:12	Lunch	11:42 – 12:12	Period 5	11:44 – 12:24
Period 5	12:14 – 12:54	Period 5	12:14 – 12:54	Lunch	12:24 – 12:54
Period 6	12:56 – 1:36				
Period 7	1:38 – 2:18				
Period 8	2:20 – 2:50				

ATTENDANCE

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

[Board Policy 204, Attendance](#)

Reporting a Student Absent

Parents or Guardians are required to contact the Attendance Office (610-831-5314) to report an anticipated absence from school. Parents are requested to call any time prior to 8:30 a.m. on the day of their child’s absence. An answering machine has been provided for your convenience. Parents must leave their name, their child’s name, grade, and the reason for absence. Students are not allowed to report themselves absent. If a student’s absence is not reported, the school will contact a parent or guardian, at home, or at work so the student is accounted for. If a parent has not called the school to confirm the absence **within two days**, the days missed will be considered unexcused.

Excused Absence

The following reasons for absence are considered excused:

- Medical illness
- Death in immediate family or other family emergency
- Religious holiday

Unexcused Absence

Reasons for unexcused absences include but are not limited to reasons such as “visiting,” “away from home,” “missed the bus,” and/or “overslept”. Absences due to the following four (4) conditions shall be considered noncumulative:

1. Death in the family.

2. Subpoenaed court appearance.
3. Verified acute or chronic medical condition as documented by the parent/guardian and physician, and medical or dental appointments that cannot be scheduled at a time other than during school hours. A physician's note related to a chronic condition must state that the severity of the condition will prohibit the student from attending school as specified by the physician.
4. Preapproved absences from school such as excused educational tours and trips, and excused religious observance or instruction.

Please see [Board Policy 204, Attendance](#) for additional information regarding unexcused absences.

Absences for Educational Travel

The maximum number of days that are allowed for "Educational Travel" is five (5) per school year. Parents who wish for their children to participate in an educational travel experience must follow the established [Board Policy 204, Attendance](#). Students whose travel requests are approved by the Attendance Office will be recorded as excused absences. All requests for educational travel should be submitted to the Attendance Office at least two weeks prior to the proposed trip. The form may be obtained at the Arcola Attendance Office or online at <http://www.methacton.org/domain/922>.

Tardy to School

All students are encouraged and expected to be in school on time. Any student who arrives after the start of homeroom **(8:10am)** must report to the Attendance Office, sign in, and receive a tardy slip with the time of arrival indicated. **Students will not be admitted to class without a Tardy Slip. Students who arrive late to school and fail to sign in at the Attendance Office are considered to be trespassing and can be subject to disciplinary action.** If a student is to be late, the parent must call the Attendance Office (610-831-5314) before 8:30 AM or provide their child with a note signed by the parent/guardian. Students who accumulate **three unexcused tardy days per semester** will be assigned an after school detention. A detention will be assigned for every unexcused tardy thereafter. When a bus arrives late for any reason, all students on that bus are required to report to the Attendance Office to sign in and receive a pass to enter the classroom. If a student's tardy to school exceeds the time of 11:00am, an absence, excused or unexcused, will be recorded for the student on that day.

Tardy Policy for Athletics and Activities

Students must report to school before 10:00 AM to be eligible to participate in after school or evening activities and athletic practices and games.

Extended Absence School Work

The parent of a student who is absent three school days or longer may notify the Guidance Office at 610-489-5000 ext. 30202 to request work to be sent home. Please see [Board Policy 204, Attendance](#) for additional information.

Early Dismissal Procedure

1. A note with reason for early dismissal must be sent in by the parent (with signature).
2. Student reports to the Attendance Office during homeroom to present the note.
3. A pass will be issued to the student for the requested time.
4. Student will have a pass signed by the teacher they are with at the time specified.
5. Student goes to his/her locker, reports to the Main Office and remains until parent arrives.
6. Parent or Guardian indicated on the early dismissal note **must** come into the building to sign out their son/daughter released early from school.



Conduct

[Board Policy 218, Student Discipline](#) governs the procedures of the school in relation to the student conduct code of The Arcola Intermediate School. Procedures are designed to create a spirit of fairness and equity and to nurture a positive student attitude toward responsible behavior. Any item that is not specifically listed in the Conduct Code will be handled by the building principal or assistant principals in accordance with the due process procedure outlined in [Board Policy 218, Student Discipline](#).

Philosophy of Dress

“The School Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.”

[Board Policy 221, Dress and Grooming](#)

Overly suggestive, revealing, or transparent attire that could divert attention from the learning process is not permitted. Clothing or accessories that could cause injury to self or others, or cause excessive wear or damage to school property are unacceptable. Grooming and dress that prevents the student and/or his peers from doing their best work because of blocked vision, or hearing or restricted movement are unacceptable. Clothing should be neat, clean and not hazardous for school activities. Offensive attire such as clothing/jewelry displaying patches/slogans/pictures that suggest the use of alcohol, drugs, obscene/offensive language, sexual, violent or illegal behavior, creates an environment not conducive to education and are not permitted.

Violations of this dress code may result in a warning from the teacher or an administrator, and/or the request that a change of clothing be supplied by the parent/guardian.

*Special circumstances involve attire for the Eighth Grade Dinner Dance. Young men should wear dress shirts/ties (jackets are optional). Young ladies may wear skirts/blouses, modest semi-formal dresses or pantsuits. Strapless dresses are **not** permitted.*

Back Pack/Book Bag Procedure

Due to safety considerations in the classroom and in hallways, backpacks and book bags are not permitted to be carried during the school day. They may be utilized to bring belongings to school and home, but must be kept in the lockers between A.M. homeroom and dismissal.

School Property

Students are expected to show respect for all school property. Students' lockers are considered school property. Students are responsible for all materials on loan to them. This includes all books. Books must be covered. If a book is lost, the student is still responsible for replacing the book or reimbursement costs. At the end of the school year, assessments are made for damage to books, beyond ordinary wear and tear. The assessment is based on the original cost of the book, the years of use, and the extent of damages.

Fighting

Instigating as well as actual participation in physical violence is considered fighting. Students are encouraged to prevent and/or report incidents of fighting. Fighting will result in a multiple day suspension, law enforcement will be contacted, and a fine may be imposed upon each party involved.

Stealing

Any student involved in stealing or taking articles that are the property of others will receive: a conference with the assistant principal; notification to parents; possible police intervention; restoration of property to owner and a suspension. The outcome of the hearing could result in a recommendation to the School Board for expulsion.

Unlawful Harassment

The term harassment includes, but is not limited to, slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age, sexual orientation or disability. Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment. Please see [Board Policy No. 248, Unlawful Harassment](#) for additional information.

The Board encourages students who have been harassed to promptly report such incident(s) to an administrator, teacher, counselor, or nurse so the incident(s) can be investigated promptly, and corrective action be taken when allegations are substantiated. A report form for complaints of unlawful harassment may be obtained at [Board Policy No. 248 Attachment, Unlawful Harassment.](#)

Bullying/Cyber bullying

Bullying means any intentional and repeated written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

The Board encourages students who have been bullied to promptly report such incident(s) to an administrator, teacher, counselor, or nurse so the incident(s) can be investigated promptly, and corrective action be taken when allegations are substantiated.

[Board Policy No. 249, Bullying/Cyberbullying](#)

Drug, Alcohol, and High Risk Behavior Policy

This policy, including its rules, regulations and guidelines is a coordinated effort by the Methacton School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol and/or other high risk behaviors by members of its entire student population. **The Board prohibits any student from possessing, using, distributing, or selling any tobacco, drug/mood altering substance/alcohol. In addition, such prohibition extends to any student who is involved in any part of a transaction involving controlled substances or paraphernalia. Any student who receives controlled substances or paraphernalia while in school, on school property, or at school-sponsored events is equally covered by this prohibition**

[Board Policy 222, Tobacco and Related Materials; Board Policy 227, Controlled Substances/Paraphernalia](#)

School discipline shall be imposed independent of court action. Any student, including student athletes, who are found guilty of violating this rule, shall be subject to immediate suspension, an informal hearing, and the student, shall be referred to the Student Assistance Program. Through the use of revised curriculum, classroom activities, community support, a strong and consistent administrative and faculty effort, rehabilitative and disciplinary procedures, the Methacton School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and/or other high risk behaviors by the entire student population.

Terroristic Threats

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an

immediate and effective response to a situation involving such a threat. These responses will first secure the safety of others in the building, reports to the police, and will result in appropriate disciplinary consequences based on each individual case.

[Board Policy 218.2, Terroristic Threats](#)

Weapons Policy

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. **Weapons** are defined as [including] but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2] The term **Possession** is when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

[Board Policy 218.1, Weapons](#)

Students in violation of this policy shall be expelled for not less than one year, unless the Superintendent recommends other disciplinary measures. Incidents will be evaluated on an individual basis. Students who assist in the possession of a weapon and/or who impede intervention procedures will also be subject to disciplinary action.

Plagiarism/Cheating

Cheating is defined as the giving and/or receiving outside help on anything (including homework) that has been intended by the teacher to be an individual effort. Any student who is caught cheating and/or provided information to the cheating student will automatically receive a zero on the assignment. All initial cheating incidents will result in parental and administrative contact by the classroom teacher. Subsequent offenses will be referred to administration and result in further disciplinary action and possible failure for the marking period.

Plagiarism is defined as: "Plagiarism means you are stealing someone else's *words* and *ideas* and offering them as your own." (*Reader's Handbook*. Great Source Houghton Mifflin Publishing. 2002).

"Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product [idea] without proper recognition of the source, constitutes plagiarism." (Kic, Mike and Diana Clarke. "Academic Integrity." Rolling Meadows High School. 3/13/03. 4/19/04).

"Common knowledge is any fact that can be found in many sources and is likely to be known by many people. **You must document facts that are not commonly known or ideas that interpret facts.**" (John Peterson. Writing Tutorial Services, Indiana University, Bloomington, IN. 4/17/98. 4/26/04).

Plagiarism Includes:

1. Taking a paragraph, sentence, phrase, a single key word, statistic, chart, graph, photo, graphic, music, video, etc. from a source without identifying it through a citation and quotation marks.
2. Paraphrasing (rewording or reorganizing the original words or ideas) an idea, argument, key paragraph, sentence, or a phrase without identifying it through a citation and quotation marks.
3. Stealing, buying or borrowing another person's work and passing it off as your own
4. Having another student or parent write portions or all of a written assignment for you. This includes work that is done at any time throughout the writing process, including during revision. No one may write words, phrases, or sentences on or for a student's writing other than the student writer him- or herself.

Consequences: Plagiarism is a form of cheating and the above rules apply.

Personal Listening & Electronic Devices

Students are not permitted to use personal listening devices, cell phones, video games, or iPods during school hours unless permission is granted by a teacher to use them in a controlled setting. If students are in possession of such items during school hours without the proper permissions, they must be off and away. Any electronic device found misused during school hours may be confiscated. Confiscation of electronic devices is subject to disciplinary action. Laser pointers are expressly prohibited.

BYOD Guidelines

Methacton School District (MSD) is committed to aiding students and staff in creating a 21st century learning environment in preparation for the 1:1 Chrome book rollout in the next few years. Therefore, starting the 2014-2015 school year, the MSD allowed staff and students to use privately owned electronic devices to access the District's wireless network. Connecting to the MSD BYOD network with privately owned electronic devices is a privilege, not a right, and it is not a requirement for any students or staff. Permission to bring and use privately owned devices is contingent upon adherence to BYOD guidelines and the MSD [Board Policy 815, Acceptable Use of Communications and Information](#). If a privately owned device is used to disrupt the educational environment, in the sole opinion of the MSD, the privileges may be limited or revoked.

As a result, on April 27, 2016, the Methacton Board of School Directors approved the administration to establish a 1:1 Digital Learning and Instruction Environment for students in grades 7-12 to be phased in over three (3) school years beginning with the 2016-2017 school year. This means that by the 2018-2019 school year Methacton students in grades 7-12 will be issued a Chrome book to use 24/7 to support their instruction and learning.

This document shall serve as the guidelines for students, in grades 7 through 12, participating in the 1:1 Digital Learning and Instruction Environment. Please go to <https://sites.google.com/a/methacton.org/msd-1to1/home> to learn more about Chrome books or review our FAQs.

Acceptable Use Policy

The Methacton School District (“School District”) provides employees, students, and Guests (“Users”) with access to the School District’s Electronic Communication and Information Systems and network, which includes Internet access, whether wired, wireless, cellular, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, parents, School Board members, vendors, and School District consultants.

Computers, network, Internet, Intranet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. The Board of School Directors will provide access to the School District’s CIS systems for Users if there is a specific School District-related purpose to access information and research; to collaborate to facilitate learning and teaching; and to foster the educational purpose and mission of the School District.

For Users, the School District’s CIS systems must be used for educational purposes and/or performance of School District job duties in compliance with this Policy. Incidental personal use (as defined in this Policy) of School District Computers is permitted for employees. However, they should have no expectation of privacy in anything they create, store, send, receive, or display on or over the School District’s CIS systems, including their personal files, or any of their use. Students may only use the CIS systems for educational purposes.

CIS systems may include School District Computers which are located or installed on School District property, at School District events, connected to the School District’s network and/or systems, or when using its mobile computing equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another Internet Service Provider (“ISP”), and if relevant, when Users bring and use their own personal Computers or personal electronic devices, and if relevant, when Users bring and use another entity’s Computer or electronic devices to a School District location, event, or connect to a School District network.

If Users bring personal Computers or personal technology devices onto the School District’s property, to School District events, or connect them to the School District’s network and systems, and if the School District reasonably believes the personal Computers and personal electronic devices contain School District information or contain information that violates a School District policy or administrative regulation, the legal rights of the School District or another person, or involves significant harm to the School District or another person, or

involves a criminal activity, the personal Computers or personal electronic devices may be Accessed in accordance with the law to insure compliance with this Policy, other School District policies, regulations, rules, procedures, ISP terms, and local, state and federal laws. Users may not use their personal Computers and personal technology devices to access the School District's intranet, internet or any other CIS system unless approved by the Director of Technology and/or designee.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy, and to immediately report any violations or suspicious activities to the Superintendent and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use Section found at the end of this Policy, and provided in relevant School District policies, regulations, rules, and procedures.

[Board Policy 815, Acceptable Use of Communications and Information](#)

Children's Online Privacy Protection Act (COPPA)

The Methacton School District (MSD) believes that the use of state-of-the-art and emerging technology is essential to quality education and that education is the shared responsibility of the student, school, family, and community. The purpose of this letter is to inform you of a process MSD has established regarding third-party online educational resources and student privacy.

The growing availability of online educational resources are providing teachers with new and exciting methods to improve, enrich, and diversify the delivery of curriculum and instruction to students. As such, MSD utilizes third-party online educational resources to directly support our curriculum and student learning objectives. A list of these online educational resources can be found on our [district website](#). Each resource listed on that page has been evaluated and approved by a team of classroom teachers, technology integration specialists, and district administrators to ensure students have access to tools that support and enhance student learning.

In order for our students and teachers to take advantage of these resources, certain personal identifying information may be requested by the third-party companies at the time of account setup. Often the information they seek is the student's name, in order to create an account that will provide a customized learning experience for the student.

MSD takes the responsibility of protecting our students' data very seriously. Therefore, MSD abides by the United States federal law (15 U.S.C. §§ 6501–6506) Children's Online Privacy Protection Act (COPPA). Under COPPA, content providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits parents to grant permission to the district to act as the

parent’s agent, whereby the district can consent to the use of student information on the parent’s behalf. Your acknowledgement of this handbook permits the district to act as your agent in this regard.

If you have an objection to any of the third-party online educational resources we utilize at MSD, you may submit an opt-out letter addressed to your building’s principal indicating which resource you wish your child not to participate in. MSD strongly advises against opting-out of any educational resource because we want to take advantage of all resources available that enhance instruction and student learning.

Searches

The storage of weapons, drugs, or unsanitary materials in lockers constitutes a health, safety and welfare concern to the school community. Balancing these competing interests, the Board places students on notice that their lockers may be periodically and randomly inspected and searched by officers, agents, and employees of the school district and illegal or unsanitary materials shall be seized and may be used as evidence against the student in disciplinary and other proceedings.

[Board Policy 226, Searches](#)

Discipline Philosophy and Consequences

Restorative Practices

Arcola Intermediate School faculty, staff and administrators will proactively work with all student’s whenever possible to approach situations with students in a positive and restorative manner. Our goal is to continue the work of Character Counts from the K-6 levels and further develop behaviors through the work of Restorative Practices. This very critical work is the science of building social capital and achieving social discipline through participatory learning and decision-making. Our goal is to create foster relationships that allow for students to grow and make changes. As parents, we invite you to be part of this learning process. Here are some sample guiding questions:

Questions for the student/child involved

Questions for the parent/guardian/sibling/friend

<p>What happened?</p> <p>What were you thinking of at the time?</p> <p>What have you thought about since?</p> <p>Who has been affected by what you have done? In what way?</p>	<p>What did you think when you realized what had happened?</p> <p>What impact has this incident had on you and others?</p> <p>What has been the hardest thing for you?</p> <p>What do you think needs to happen to make things right?</p>
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What do you think you need to do to make things right?	
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After School Detention

After school detentions will take place on Tuesdays and Fridays. Students assigned a Tuesday or Friday detention may be assigned a one (1) hour detention (3:00pm – 4:00pm) or a two (2) hour detention (3:00pm – 5:00pm). A student’s parent/guardian must provide transportation from each scheduled after school detention.

Saturday Morning Detention

Detentions scheduled on Saturday mornings throughout the school year may occur. Regular Saturday morning detentions will take place from 8:00am – 10:00am and extended Saturday morning detentions will take place from 8:00am – 11:00am. A student’s parent/guardian must provide the transportation to and from each scheduled Saturday morning detention.

In-School Suspension (ISS)

In School Suspension (ISS) is defined as the exclusion from classes for a period of time determined by the administration. No student may be assigned an ISS unless he/she has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication in writing to the parents or guardian shall follow the suspension action taken by the school. Students assigned an ISS may not participate in school sponsored social or extracurricular activities until the school day following the assigned ISS. The student must report to the main office instead of homeroom on the day of suspension. The school district has the responsibility to make provision for the student’s education during the period of the ISS.

Out of School Suspension (OSS)

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process per [Board Policy 233, Suspension and Expulsion](#). Exclusions affecting certain exceptional students shall be governed by laws relating to right to education and disciplinary exclusions of certain handicapped students from special educational placement. Exclusion from school may take the form of **out of school suspension** or **expulsion**.

Out of School Suspension (OSS) is exclusion from school for a period of one to ten consecutive school days. OSS may not be made to run consecutively beyond a ten school day period. Students suspended out-of-school are not permitted on school property or in the building. Violators will be prosecuted for defiant trespassing. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the

health, safety, or welfare of the school community is threatened. The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended. Whenever the student is suspended for more than three days, the student and a parent or guardian is required to meet with an administrator before the student returns to class. This may occur at any time during the suspension. Students shall have the responsibility to make up exams and work missed while serving suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors. Suspended students may not participate in school sponsored social or extra-curricular activities in any way until re-entry to school.

Expulsion

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process per [Board Policy 233, Suspension and Expulsion.](#)

Expulsion is exclusion from school by the Board of Education for a period exceeding ten school days and may be permanent expulsion from the school roles. All **expulsions** require a prior **formal hearing** under law relating to hearings. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as indicated below. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.



Six-Day Cycle

The days of the week at Arcola will be referred to alphabetically. Each day will have a letter assigned from "A" through "F". Each day you should be certain you know the letter of the day in order to follow your schedule for that day.

Marking System

Report Card grades shall be expressed numerically, which describe the quality of student achievement. All Arcola teachers use the following system:

- | | |
|-----------------|---|
| 90 – 100 | Excellent:
Work is characterized by accuracy, neatness, originality, thorough understanding, and effort to an exceptional degree. |
| 80 – 89 | Above Average: |

Shows frequent class participation, exhibits reading skills, possesses good knowledge of subject matter, and assumes responsibility for make-up work.

70 – 79

Average:

This mark indicates satisfactory completion of minimum requirements. It is the minimum grade used to qualify for the next sequential course.

60 – 69

Passing:

This mark indicates less than satisfactory attainment of minimum standards. If this mark is recorded as a final average mark, the student receives credit toward promotion, but may not qualify for advanced work in the next sequential course.

59 and Below Failing:

There is evidence of effort, but work is not acceptable for credit. The course must be remediated or repeated if required for promotion. Parent contact and comments on the report card are required.

I – Incomplete:

The work must be made up within a reasonable period of time not to exceed ten (10) school days for credit to be rewarded. Failure to complete major projects satisfactorily or to turn in daily assignments regularly is cause for marking the student “incomplete,” and can result in failure for the year regardless of marks that have been recorded in earlier report periods. **Promotion may be withheld for incomplete grades in any course, pending satisfaction of the requirements.**

- Note: Upon the return of a student from an extended absence, the student must make arrangements to make-up all incomplete work. Failure to make-up assignments will result in a zero being recorded for the assignments and possible failure for the marking period. Excessive absence, regardless of the reason, could result in loss of credit. Many classes depend on an oral exchange of ideas and discussion. Frequent absence seriously detracts from the total educational experience.

NG - No Grade:

This mark may be used when circumstances prevent the use of any other grade. For example, medical excuse from a course after the course has started, prolonged illness, administrative action, etc. The administration must grant approval prior to the use of this mark.

P – Passing:

This mark indicates satisfactory completion of course expectations. Pass Fail courses do not calculate into grade averages for honor roll.

Homework Policy

Homework is beneficial for a variety of reasons. It reinforces classroom instruction and informs the teacher of the student's understanding of the subject matter. Also, homework is a perfect way to engage a parent in your child's academic activities. Homework only has integrity when it is authentic, i.e., completed by the student himself/herself. This is also true for special projects, which should be the work of the individual student. Parents should support a child's efforts to do homework but must resist the urge to "help out" by completing the assignment. Chronic difficulty in completing homework assignments must be brought to the attention of the teacher and the counselor.

[Board Policy 130, Homework](#)

Make-Up Work

1. Students must initiate request for make-up work upon return from school following an absence from school.
2. All make-up work and exams must be completed upon return to school during a period of time not to exceed twice the number of school days of absence.
3. Schoolwork and exams should be made up during a scheduled 8th period or after regular school hours or by special arrangement with the teacher(s).
4. All exams and schoolwork not completed during the time prescribed by the student's teacher will receive a zero (0).
5. In the case of an excused absence due to family travel, or school related travel, students are to request work that will be missed prior to the absence(s). All schoolwork received should be completed and given to the teacher(s) the day the student returns to school.
6. All exams missed during an absence are to be taken by special arrangement with the teacher(s).

Review of Instructional Materials

Any materials specifically and explicitly used for the purpose of formally assessing student learning, such as, but not limited to tests and quizzes, will not be provided for review.

[Board Policy 105.1, Review of Instructional Materials by Parents/Guardians and Students](#)

Honor Roll

Distinguished Honor Roll – A student must obtain a minimum G.P.A. of 93% with nothing lower than a 90% in any subject area. All effort ratings may not be less than "Satisfactory."

Meritorious Honor Roll – A student must attain a minimum G.P.A. of 85% with nothing lower than an 80% in any subject areas. All effort ratings may not be less than "Satisfactory."

* Since teachers have already rounded to the nearest tenth in computing subject-specific grades, there will be no rounding in computing G.P.A. Grades for Band, Chorus, Orchestra, and/or Gifted Seminar will not be used in computing a student's G.P.A.

Effort Honor Roll – A student must have an even split between 1’s and 2’s in effort. For example- Eight grades of four-1’s and four-2’s in effort. If there are seven grades there must be at least four-1’s. Anyone receiving a “3 or 4” in effort is automatically ineligible.

“M” Award – A student must attain a minimum cumulative G.P.A. of 93% in all subject areas throughout the school year.

Parents of Exceptional Children

The Methacton School District provides special education and related service to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the Methacton School District screens and evaluates such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians.

The Methacton School District also offers services in the form of acceleration and/or enrichment, for students who are identified by a gifted multidisciplinary team (“GMDT”) as “mentally gifted.”

[Please click here to download the Methacton School District's Notice of Special Education Services.](#)

Physical Education

All pupils are required to take Physical Education except those with special needs or who are under the regular care of a physician or clinic for treatment. These students may be assigned to an adaptive physical education program. Students will participate in Physical Education every other day. The following information will help prepare for these classes.

1. Methacton gym uniforms, white socks and sneakers are required. Proper support underwear for boys is required. Boxers do not meet this need. Hiking style/ all-purpose shoes are not permitted. This includes any shoe with cleats or lugs. Students should wear non-marking type athletic shoes.
2. Students have the opportunity to shower after each physical education class. The student must bring a towel from home and be certain that the towel is clean and fresh. A used towel must be removed from the locker room that day.
3. Lockers with built-in locks will be provided for each student. The student is solely responsible for all contents within the locker. Students should not give his/her combination to anyone. Students should not bring large amounts of cash, jewelry or other valuables to school. In some cases, two students will be assigned to one locker due to limited locker availability.
4. Students are not permitted to wear any jewelry during Physical Education....no exceptions.
5. Glass containers and aerosol sprays are not permitted in the locker rooms.

6. Cleanliness - we suggest that students have gym clothes and towels washed once a week in order to maintain a healthy environment in the gymnasium and locker rooms.
7. Safety goggles are available for students who require this protection.
8. Physical Education excuse notes: students should participate in every physical education class. In case of minor illness or injury, the student is urged to participate when possible. A maximum of two parental excuses per marking period will be permitted. A doctor's note is required for a prolonged problem. Doctor's notes should explain what a child **can do** in regular or adapted physical education.
9. Missed Physical Education classes must be made up; arrangements should be made promptly upon the student's return to school. Physical Education make-ups are arranged with your teacher.

Grading:

- All teachers employ a universal point system. There is a total of 1000 points for an entire school year, 250 points per marking period.
- Students are assigned points based on preparation, effort, and performance, not athletic ability.
- Absences from PE should be made up with his/her teacher, even before an absence, e.g. students going on a trip, etc.
- Students have the responsibility of knowing if they need to make-up a gym class.
- Students electing to go on trip must make-up a class; students who are required to attend a class, team, grade level trip will be excused from gym make-ups.
- An absence at the very end of the marking period does not negatively affect a student's grade if that student has shown previous satisfactory progress.

Promotion Criteria

Students are required to pass all core subject areas. Core subjects include English, Reading, Literature, Math, Science, Social Studies, and Foreign Language. If a student fails one or more core subject courses, he/she must attend an approved summer school and receive a passing grade for all courses. If a student fails 3 or more courses throughout the school year an intervention will be determined on a case-by-case basis by the designated team (administrators, counselor, and teachers). The intervention may include but is not limited to retention, psycho-educational evaluation, and completion of passing criteria, summer school. As per [Board Policy 215, Promotion and Retention](#), "The final decision will rest with the school principal."

The purpose of an accredited summer school program is remediation and involves two aspects, attendance and successful academic performance. Academically, a child must successfully complete the course of study with a minimum grade of 60% in order to be determined academically successful. Requests for exceptions must be submitted in writing to the building principal and will be evaluated by a team of administrators, counselors and teachers.

Social Events and Class Trips

The Board recognizes the value of student social events (ex. 8th Grade Social) and class trips in enhancing and enriching the school experience for students. As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school. Students subject to disciplinary action resulting in excessive detentions or suspension from school at any time during the school year may, as determined by the administration, not be permitted to attend field trips or the 8th grade social.

[Board Policy 121, Field Trips; Board Policy 231, Social Events and Class Trips.](#)

Transfers and Withdrawals

Students planning to withdraw from school must secure a “Request for Withdrawal” slip from the Attendance Office at least one week prior to the date of withdrawal. This must be completed, signed by your parent, and presented to the Attendance Office on the date of the withdrawal. A final withdrawal form will then be issued. It will require the signatures of each of your teachers, librarian, and activity sponsors to indicate that books have been returned and indebtedness cleared. No records will be forwarded to other schools if the student leaves Arcola without conforming to this regulation. Pupils changing their residence, telephone number, or any other information on their registration card should report the same to the Attendance Office as soon as the change has been made.

Technology Education

Your child will be using many different hand tools and power tools during their Technology Education experience. A demonstration of the safe uses for every tool will be provided. The safety of your child during his or her learning experience is our primary concern. However, given the nature of the equipment necessary to bring our projects to fruition, we must all recognize the inherent exposure to injury. Students must wear appropriate clothing during the time in this class. **Inappropriate clothing includes, but is not limited to, opened toe shoes and long/baggy sleeves that could get caught in the equipment.** We are requesting that you reinforce the entire safety guide lines presented in the classroom. Your signature in the handbook indicates that you are aware that a possibility of different level of risk is present and you agree to have your child participate in creating projects that result in a valuable learning experience.



ADDITIONAL INFORMATION

ATHLETICS

<http://www.methacton.org/domain/264>

Interscholastic Sports Program

The Arcola Intermediate School is a member of the Pioneer Athletic Conference (PAC) which includes the following teams: Pottsgrove, Pottstown, Owen J. Roberts, Perkiomen Valley East, Perkiomen Valley West, Upper Perkiomen, Phoenixville, Spring-Ford, Boyertown Junior High East, Boyertown Junior High West, East Norriton Middle School, Stewart Middle School, Upper Merion. Arcola offers a variety of interscholastic sports for both 7th and 8th graders. Only 7th grade students shall play on teams established at that grade level. Eighth graders and selected seventh graders may play at the grade eight level. Selection of team members is completed following a tryout period. Tryouts are open to all Arcola seventh and eighth grade students. The interscholastic program at Arcola includes:

7th and 8th Grade Sports

FALL: Field Hockey, Football, Tennis –Girls, Cross Country, Soccer
WINTER: Basketball, Wrestling
SPRING: Baseball, Lacrosse, Softball, Tennis –Boys, Track and Field

As part of The Methacton School District, Arcola Intermediate School requires that its athletes maintain academic eligibility. Teachers will report eligibility on a weekly basis for all athletic teams in season. A student will be ineligible to participate if they are failing two or more classes. If declared ineligible, a student will be ineligible to participate in any part of the activity (practice, performance or competition) until he/she is eligible academically – a minimum of one week.

Methacton Athletic Policy

1. Every boy and girl who represents Methacton on an athletic team is expected to conduct himself/herself in such a manner as to reflect credit upon Methacton.
2. Every boy and girl must remember that they are a student of the school first and an athlete second. Participation in athletics is a privilege granted to a student and not a right guaranteed to them.
3. Being a member of an athletic team does not entitle any student to any special privileges in the school. Rather, student athletes are expected to be respectful, responsible role models in the face of negative peer pressure. Our athletes are expected to set examples of good citizenship and cooperation which reflect upon them as an individual and all of our athletes in general. Students afforded these privileges must assume the responsibilities, which accompany them at all times.
4. The coach of each team may establish additional rules and procedures, which he/she expects his/her members to follow. The coach may also establish disciplinary action for a breach in these rules or procedures.
5. Any student receiving a suspension must meet with the Athletic Review Board (consisting of teachers, coaches, a counselor, and an administrator) before that student can be a member of a team or return to their respective team. After meeting with the student the Athletic Review Board will decide on further athletic disciplinary action.

6. In certain situations, where a breach of school rules results in a suspension from school the athlete may be dismissed from his/her team immediately.

[Board Policy 123, Interscholastic Athletics.](#)

HEALTH SERVICES

The school nurse assists students with medical examinations, dental examinations, and cares for individuals who become ill during the school day. Students covered by the student insurance program who are placing a claim for an injury must notify the nurse so the preliminary claim forms may be processed properly.

Health Services and Medication Policies are governed by [Board Policy 209, Health Examinations/Screenings](#) that governs the Health Examinations/Screenings that are done in our school. The purpose of this policy is [... to] require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4].

Additionally, [Board Policy 209.2, Severe Allergy/Anaphylaxis](#) is defined as a health condition that can lead to rapid death; therefore, special preparations are necessary to protect individuals with this condition.

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

[Board Policy 209.3, Food Allergy Management](#)

Inhalers & EpiPens

Act 187 and Act 104 of the Pennsylvania School code allows school districts in Pennsylvania to adopt policies to **allow students to possess and self-administer an asthma inhaler and epi-pens respectively** in the school setting. The student should follow the required steps in order to carry their inhaler at Arcola:

1. Notify the school nurse of intent of self-possession and administration.
2. Written physician prescription indicating self-possession and administration.
3. Written parental consent for self-possession and administration.

Additional policies include [Board Policy 210, Medications](#). While the Board shall not be responsible for the diagnosis and treatment of student illness, the administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. A subcategory to this is [Board Policy 210.1, Possession/Use of Asthma inhalers/Epinephrine](#).

Use of the Elevator

The elevator may be used if a student has problems walking up and down stairs. The following procedures will need to be followed in order to grant permission for elevator usage:

1. A doctor's note is required for the use of the elevator to be kept on file in the nursing office.
2. A key is picked up every morning in the nursing office and returned every afternoon.
3. Only one student helper is allowed on the elevator with the student using the elevator.
4. The student helper must be on the same team as the student using the elevator.
5. If the key is lost a five-dollar (\$5.00) charge will be implemented to pay for the key.
6. A student obligation will be issued if the student fails to return the key, or pay the five-dollar charge.

State Mandated Health Exams

7th Grade-Dental exam

8th Grade-No required exams

Forms for Documentation of Required Health Exams

1. The District website under the category of MSD families and going to health services.
2. The Arcola page of the District website under the category of parent/guardians and going to forms.
3. Paper forms are available in the Arcola main office and in the nursing office.

Administration of Prescription Drugs

A signed physician's note and a signed parent/guardian note must be on file for each medication. Each medication must be provided in the original container. A student may **NOT** bring medications (prescription, over the counter, and homeopathic preparations) into school. Parents must deliver medication to the nurse via the main office.

The district will provide the following over the counter medications: Ibuprofen, Tylenol, Coke Syrup, Pepto Bismol, Mylanta, Throat Spray/Lozenges (cough drops) and Benadryl.

The school physician has provided written permission for these medications at school. Parents must circle the medication and sign the back of the emergency card to give their permission.

Students are not to carry ANY medication in school. Carrying medications, such as inhalers and EpiPens by students can be permitted under certain conditions. The school nurse must be notified. A physician's note with dosage and instructions for dispensing, and a parent approval note are required. **Prior approval is required.**

NOTE: AT NO TIME should any student be carrying medications to or in school or on the school bus. This includes non-prescription medicine as well as prescription medicine. Parents are responsible for the transport of medications directly to/from the school nurse.

Concussions

If you think your child has suffered a concussion, you should seek medical attention immediately and keep the school nurse informed of the incident. If a student suffers a concussion, the following procedure should be followed:

1. Notify the school nurses.
2. Name of student
3. When he/she was diagnosed as concussed
4. Doctor's note submitted to nurse to confirm diagnosis
5. The nurse will coordinate communication with the school counselors and teachers, and get the documentation in order for academic accommodations.
 - a. Updated doctor's notes will need to be provided to the nurses every 30 days.
 - b. In partnership, monitoring will continue, as symptoms require.

Keystone/PSSA testing requires all students with a concussion to provide a doctor's note within 14 days of testing in order to be medically excused. Students missing the exam due to a concussion will be expected to take the makeup exam the following year.

Accident Insurance

[Board Policy 211, Student Accident Insurance](#) states that the Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools. Additional information is available at our [Student Accident Insurance website](#) where plans are outlined by coverage and cost.

SAFETY INFORMATION

Emergency Closing

In the event that school must be closed, local radio and television stations will broadcast the announcement of our emergency closing. Please refrain from telephoning the school. Instead, listen to KYW for announcements. Our school will be identified by the number 316.

The Methacton School District utilizes the SchoolMessenger System of emergency notification in the event of a weather related school schedule change. In the event of a school closing, early dismissal or late arrival, you will be notified via the two primary phone numbers and primary email provided to the District.

If you wish to obtain a sign up form, you may contact the main office, or download one from the website under “MSD Families.” For KYW News radio 1060 listeners, **Methacton School District’s code number for snow and other emergency school closings is 316.** Up-to-date information regarding school cancellations, delays, or early dismissals is also on the District’s website [Main Page \(www.methacton.org\)](http://www.methacton.org).

Emergency Preparedness Drills

All Arcola students will participate in monthly fire drills, lockdown drills, shelter drills, and a lockout drill during the school year.

[Board Policy 805, Emergency Preparedness](#)

Parent Pick-Up

Parents, when picking up your children at the end of the school day please proceed to the back of the building. There is a specified drop off/pick-up circle not interfering with incoming buses. You may pick-up your children in the front parking lot after the buses have departed. Kindly park your car and escort your child safely to your vehicle.

Transportation

Students are reminded that bus transportation is a privilege and that they shall conduct themselves in a proper manner at all times. The bus driver shall be obeyed to ensure the safety of all students. You will be prohibited from riding the buses if your conduct is not satisfactory. Bus schedules are set up at the beginning of each year. It may be necessary to change these schedules throughout the year. The following rules and regulations govern pupils to and from school:

Bus Stop

1. Good rules of safety shall be observed in walking to and from the bus stop. When a pupil must walk some distance along a traveled highway, he shall walk facing traffic and remain off the traveled portion of the road.
2. Pupils who wait for their buses on private property shall exercise respect for that property.
3. While waiting for their buses, pupils shall remain off the traveled portion of the roadway and arrange themselves in an orderly fashion. Pupils shall stay in place until the bus has come to a complete stop and then board the bus in single file. During loading or unloading there should never be any running or pushing.
4. Pupils shall proceed to their bus stops in adequate time to meet their buses.
5. Pupils are advised never to ask for or to accept rides from strangers.

6. Inappropriate behavior at the bus stop or on the way to or from the bus stop will not be tolerated and will be cause for disciplinary action.

On The Bus

1. The bus driver is in a position of responsibility and, therefore, commands the same respect and authority on the bus as the teacher in the classroom. Bus drivers are authorized to assign pupils to specific seats.
2. Talking in a normal tone is permitted, but loud talking and whistling are prohibited. Eating is also prohibited.
3. Pupils are expected to remain within assigned areas, keeping hands to self and feet from aisles. Under no circumstances should any portion of the student's body be extended through the bus window nor should any objects be thrown from the bus, or at the bus. All backpacks, instruments and personal belongings should remain on the floor in front of the student.
4. Pupils should remain seated until the bus has come to a complete stop.
5. When a pupil leaves a school bus where he must cross the road, he should wait for the driver to signal that the way is clear and then cross in front of the bus.
6. Students must receive permission from the Principal or Assistant Principal to leave the bus at other than his assigned stop.
7. Students must receive permission from the Principal or Assistant Principal to ride a bus other than the assigned bus.

Bus Note Procedure for Children Visiting Other Children After school

If a student wishes to go home with another child after school hours **TWO** notes are required, one from each child's parent. Permission **will not be granted** for a child to go home with another child without the **TWO** notes, submitted to the school's main office. In order to ensure there is **room on the bus, parents must contact Methacton's Transportation Department at 610-489-5036 to request a temporary change in bus assignment.**

CAFETERIA

Cafeteria Procedures

1. Students are to enter the cafeteria or commons area and report to the appropriate lunch line. When in line students may talk quietly until they receive their food. Students must be respectful to the cafeteria workers at all times. When in line, screaming, hitting, inappropriate/disrespectful language is prohibited.
2. After receiving their lunch students must sit at their assigned table. Students will choose their assigned table at the beginning of marking periods 1,2, and 3. If a student does not sit at their assigned table he/she may be assigned a seat by the cafeteria monitor for the remainder of the marking period.

3. While eating lunch students are expected to be respectful of other students, faculty, and staff. Screaming, hitting, throwing food, and inappropriate/disrespectful language is prohibited. Students are also expected to treat school property with respect by properly disposing of their garbage before the conclusion of lunch. Any student who makes a mess and refuses to clean up the mess will be subject to disciplinary action.
4. Students may read books or e-readers in the cafeteria during lunch. If a student is seen using an e-reader for anything other than reading it will be confiscated and the student may be subject to disciplinary action. Cell phone usage in the cafeteria is prohibited.
5. All other school work/homework that is not reading may not be completed in the cafeteria or commons during lunch.
6. If a student needs to go to the bathroom, nurse, office, or counseling office he/she must sign-out in the front of the cafeteria and take the appropriate pass.
7. All students must wait to be dismissed from the cafeteria at the conclusion of lunch. If a student leaves the cafeteria at the end of lunch without permission, he/she will be subject to disciplinary action.

Cafeteria Point of Sale

Please refer to <http://www.methacton.org/Page/6732> for additional information.

Library

The library may be used before school, during a class, and during 8th period. Students MUST use their Arcola student identification cards to sign out library materials. Arcola student identification cards (ID) are issued annually. If a student loses their ID card, a replacement card may be purchased in the main office for \$5.00.

Procedure for Entering the Library

The library is open to all Arcola students. A pink pass is what gains you entrance to the library (not a hall pass). Any students wishing to use the library during 8th period must first report to their homerooms prior to coming to the library. Each homeroom is limited on the number of students that that can be sent to the library.

National Junior Honor Society

Please refer to <http://www.methacton.org/Page/2631> for additional information.

Arcola Home and School Association (AHSA)

Please refer to <http://www.methacton.org/Page/10375> for additional information.

Bicycle/Skateboard Policy

Due to the heavy traffic and lack of adequate sidewalks the use of bicycles and skateboards by students is prohibited.

Activity Nights/Dances

In order to provide a safe school environment, all students attending an activity night or school dance will be required to show their Arcola picture identification card for admittance. All school

dress and conduct rules apply. There will be no exception to the requirement that students **MUST have their Arcola Photo I.D.** to be admitted to an activity night or school dance.

Only Arcola Students Are Permitted to Attend Activity Nights or School Dances.

Display of Materials in the Halls

All materials (posters, advertisements, announcements, etc.) being requested for display by students in halls or on bulletin boards in halls must be approved by the administration. These materials will be approved in advance of display and must contain the initials of the person granting approval in the lower RIGHT HAND CORNER on the item. Any student materials on display which have not been approved and which do not contain these initials will be removed and discarded. At NO TIME will these materials be displayed on any glass area in the building.

Exploratory Activity Period

Every day during period 8, students will be involved in some way in one or more of the following:

1. Music – Band/Chorus/Orchestra
2. Clubs – Clubs are selected from a listing of various clubs being offered by the teachers. All students will have the chance to participate in a club or clubs.
3. Team Activity Time

School Resource Officer

Please see the district's website for more information about the [School Resource Officer](#) program.

Student Hall Passes

Students will be issued a hall pass for each marking period. When a child loses his/her hall pass, a replacement may be purchased at the main office for \$5.

Student Records

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request per [Board Policy 216, Student Records](#).

Parents of Exceptional Children

All parents are encouraged to familiarize themselves with [Board Policy 113, Special Education](#), whereby the district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general education curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with their non-disabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities. Additional policies include: [Board Policy 113.4, Child Find and Screening](#); [Board Policy 113.5, Intellectual Disability](#), and [Board Policy 114, Gifted Education](#).

Student Visitors

Requests for student visitors to attend all or part of the day in school are not permitted due to the unnecessary responsibilities placed on the faculty and the disruption of the normal school day. Your cooperation is greatly appreciated.

Telephone Usage

In an emergency, a student may request to use the telephone in the school office. Permission must be obtained from the teacher for the student to go to the school office to use the telephone. At no time should the student use his/her cell phone to call or text during the school day. Students using a cell phone during school hours without permission will be subject to disciplinary action.

The office will contact students who receive emergency messages from home. At no time should parents call or text their child's cell phone or accept calls or texts from the student's cell phone during the school day (8:10 – 2:50). In the event of an emergency school district personnel will notify you.

Arcola – Built on Character!