Methacton SCHOOL DISTRICT

METHACTON ELEMENTARY COMMON HANDBOOK

A resource for Methacton Elementary families.

Methacton School District | www.methacton.org
Dr. David Zerbe, Superintendent of Schools
1001 Kriebel Mill Road | Eagleville | Pennsylvania | 19403 | 610-489-5000

Return to Table of Contents

The Methacton Mission, Vision, and Core Values

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

The Methacton School District Board of School Directors

Kim Aubrey-Larcinese, *President*
Elizabeth Drummond, *Vice-President*
Jen Cancro
Brian Earnshaw
Mary K. Hull
Ralph Navarrete
Andrea Rees
Michael K. Ryan
Paul Winters

Dr. David Zerbe, *Superintendent*
Non-Voting Member

Methacton Elementary Schools

Arrowhead Elementary School

232 Level Road
Collegeville, PA 19426
610-489-5000 | Ext. 44200
Dr. Aaron Roberts*, *Principal

Eagleville Elementary School

125 Summit Avenue
Eagleville, PA 19403
610-489-5000 | Ext. 41200
Dr. Kelley Harmer, ***Principal***

Woodland Elementary School

2700 Woodland Avenue
Eagleville, PA 19403
610-489-5000 | Ext. 43200
Dr. Debra Euker*, *Principal

Worcester Elementary School

3017 Skippack Pike
Lansdale, PA 19446
610-489-5000 | Ext. 40200
Mr. Brian Shaffer, ***Principal***

District Services Contact Information

Transportation Services

610-489-5036
Kimberly Musser
First Student Location Manager

Food Services

610-489-5000, ext. 30408
Zachary Lindeman
Aramark Food Services Director

The information contained in this handbook is for informational purposes only, and provides a general overview of the rules, regulations, and procedures applicable to student conduct and activities. The Board of School Directors of the Methacton School District ("MSD") has adopted specific policies which govern student conduct, activities, and other topics covered in this handbooks, and all students are expected to comply with such policies at all times. In the event that any information contained in this handbook contradicts or is inconsistent with and MSD Board Policy, the terms of the MSD Board Policy will govern and control. School Board policies may be found on the district's website at www.methacton.org.

Return to Table of Contents

Table of Contents

Attendance Information & School Hours 2

Methacton Instructional Calendar 2
Methacton Elementary School Day 2
Attendance 2
Absentee Call-In System/Child Check Line 2
Arriving to School 2
Child Care/YMCA 3
Tardiness 3
Early Departure 3
Family Trips 3

Breakfast and Lunch Program 3

Aramark Educational Food Services 3
Student Cafeteria Accounts 3
Free and Reduced Meals Program 3

Bullying Prevention & Student Discipline 3

Bullying Prevention 3

Code of Conduct 4

Download the Methacton Code of Conduct 4
Playground Rules 4
Cafeteria Rules 4
Hallway Behavior Expectations 4

Children's Online Privacy 5

Academic Information/Curriculum 5

Technology 5
Report Cards 5
PowerSchool Parent Portal 6
Field Trips 6
Parent-Teacher Conferences 6
Curriculum Review/Opt Out 6
Instructional Programs 6
Parents of Exceptional Children 6
Non-Discrimination in School/Classroom Practices 6
Title 1 7
Promotion - Retention 7
Textbook Care 7

Extracurricular After School Activities 7

Classroom Visits After Hours 7

Health Services 7

Medications 7
Severe Allergy/Anaphylaxis 7
Sickness or Accidents During School 7
Concussions 7
Immunization Requirements School Students 8
Physical and Dental Examinations 8
Mandated Health Screenings 8
Head Lice 8
MSD Wellness 8
Child/Student Abuse/Mandated Reporting of Suspected Child Abuse 8

Homework Guidelines 8

Phone Calls 9

Parental Involvement 9

Strategies for Success 9

Questions or Concerns 9

Concerns (Quality Assurance Review Process) 9

Records Policy – Parental Notification 9

Change of Status 9
School Records 9
The Family Education Rights and Privacy Act 9
Withdrawal or Transfer 9

Safety and Security 10

Visitors 10
Locked Doors 10
Child Custody Information 10
Emergency Drills 10
Children Visiting Other Children After School 10

School Attire 10

Student Dress Code 10
Jewelry 10
Gym Class Attire 10

School Closings/Delays/Early Dismissals 10

School Messenger 10
Modified Kindergarten Schedule 11

School Counseling 11

Student Assistance Program (S.A.P.) 11

Transportation 11

School Buses 11
Bus Rules for Safety and Conduct 12
Safety Reminders For Coming To School 12
Safety Reminders for Going Home from School 12

Volunteering in Methacton Schools 12

Other Important Information 13

Tobacco 13
Publicity Refusal Form 13
Equal Opportunity in Education and Employment 13
Distribution of Materials by Students 13

School Board Policy 13

Handbook/Policy/Code of Conduct Acknowledgement

Attendance Information & School Hours

(Board Policy 204: Attendance)

Methacton Instructional Calendar

The 2019-2020 School Calendar lists the days on which schools and/or offices are closed as well as scheduled snow make-up days, if necessary.

Methacton Elementary School Day

Kindergarten	**Morning Session (A.M.)** 8:55 A.M. -11:55 P.M. 8:55 A.M. Doors open 9:05 A.M. Class begins 11:55 A.M. Dismissal **Afternoon Session (P.M.)** 12:45 P.M. - 3:35 P.M. 12:45 P.M. Doors open 12:55 P.M. Class begins 3:35 P.M. Dismissal
Grades 1- 4	8:55 A.M. Doors open (First bell rings) 9:05 A.M. Class instruction begins (Late bell) 3:35 P.M. Dismissal

Modified Kindergarten Program
(In the Event of Weather Delay)
A.M. 10:55 A.M.– 12:55 P.M.
P.M. 1:45 A.M. – 3:35 P.M.

Faculty:

Monday	8:50 A.M. - 3:42 P.M.
Tuesday – Friday	8:10 A.M. - 3:42 P.M.

School Office:

Monday – Friday	8:00 A.M. – 4:00 P.M.

Attendance

Regular attendance and punctuality are vital to a successful school experience. Academic work must be made-up during absences.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within four (4) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. A note from a licensed physician is also required when a student is absent from school for three (3) consecutive days.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from injury or accident
5. Required court attendance
6. Death in family
7. Family educational travel, with prior approval
8. Educational tours and trips, with prior approval

(Board Policy 204: Attendance)

You may call Jennifer Johnson, the district's Home and School Visitor at 610-489-5000, ext. 25406 with questions on this School Board / State Mandated Policy.

Absentee Call-In System/Child Check Line

In the event that your child is absent or will arrive late, **FOR ANY REASON**, you are requested to CALL BEFORE 9:30 A.M. and leave your brief message. Please state your child's name, grade, teacher's name and **the SPECIFIC reason for the absence**. Child check line phone numbers listed below.

Student names that cannot be cross-checked between the teacher's attendance sheet and the tape message will be verified by making parent contact at home or work. It is requested that no additional information be placed on the tape. **Inquiries pertaining to missed homework assignments and teacher call backs must be made to your child's school outside of the initial recording after 9:15 A.M.**

Arrowhead Elementary School - 610-831-5331
Eagleville Elementary School - 610-831-5325
Woodland Elementary School - 610-831-5323
Worcester Elementary School - 610-831-5327

Arriving to School

Students are to arrive at school by 8:55 A.M. and are marked late after 9:05 A.M. **No student should be at school before 8:55 A.M.**

Students should practice caution when crossing streets and/or cross with a parent or guardian if appropriate. Parents are **not to double-park** when dropping off or picking up children. This is a safety hazard. For the safety of our children, please do **not** park on the playground area parking lot.

WE DO NOT PROVIDE TEACHER SUPERVISION FOR CHILDREN ARRIVING AT SCHOOL BEFORE 8:55 A.M.
Please be sure that your child does not leave for school too early. If your child rides the bus to school, please do not permit him/her to be at the bus stop more than ten minutes before the bus is scheduled to arrive. Problems often occur at bus stops when children arrive too early and begin to engage in horseplay. Students who walk to school should arrive at school at 8:55 A.M. Walkers should walk directly to and from school without making stops to visit friends along the way. If you transport your child/children to school, **please do not drop them off before 8:55 A.M.** Parents dropping off students early place those students in an unsupervised and potentially dangerous situation.

Child Care/YMCA

On-site before and after school care programs are held in all four of Methacton's elementary schools, with programs for students in elementary grades.

Tardiness

Students are expected to be in school, class, and other assigned areas on time. Tardiness includes being late for school, homeroom, class and study hall. Lateness to school, class, or other assigned area is a disruption to the educational process, to the education of your child, and other children.

Please call the **Child Check Line** **at your child's school** if your child will be late for any reason and leave a brief message.

If students arrive late to school, for any reason, they **MUST BE "SIGNED IN"** by a parent/guardian, at the main office. Students **must be accompanied into the building by a parent/guardian**.

Early Departure

Please make every effort to obtain medical appointments after school hours. When an early dismissal is necessary, a parent must report to the main office for the student to be called down. Photo ID (driver's license) is required to sign students out of school early.

As a courtesy, please provide a written request for an early dismissal to the teacher on the morning of the dismissal. No child may leave school alone other than at regular dismissal time for reasons of safety.

Family Trips

Family vacations and trips during the school year are discouraged. However, if your family is planning a trip **please be sure to complete an "Educational Trip" form AT LEAST TWO (2) WEEKS PRIOR TO YOUR TRIP.**

Days absent because of a trip or tour will be considered excused only when a prior request form has been signed by the parents, and is on file in the school. Absences due to family trips without the prior request will be considered unexcused and may result in a first offense notice. Please note that only five (5) days will be considered excused for trips. Additional days will be considered unexcused per Methacton School Board Policy 204.

If you have completed an educational trip form and your family is vacationing out of town, we do not expect you to call in each day. Your previously completed form will provide us this information for the duration of your child's absence.

Breakfast and Lunch Program

Prices for the 2019-2020 school year are as follows:

- Breakfast $1.30
- Lunch $2.70

Aramark Educational Food Services

Student Cafeteria Accounts

Free and Reduced Meals Program

Your children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. More information on how to apply may be found on our website at www.methacton.org/freeandreduced.

(Board Policy 808.1: Free/Reduced Price Meals and Free Milk)

NOTE: If your child carries a lunch from home, **please make sure that the lunch is labeled with the student's name and grade**. (We have a lot of "brown bags" and "lunch containers" that all look alike!)

Bullying Prevention & Student Discipline

(Board Policy 218: Student Discipline, Board Policy 218.1: Weapons, and Board Policy 233: Suspension and Expulsion)

The principal and staff will enforce all district policies relating to the standards of student behavior. Students will be held accountable for their actions per the Methacton School District Code of Conduct. Proper conduct is defined as behavior that reflects favorably upon the individual student and the school and shows consideration for fellow students and teachers and their property. All members of the school community are expected to conduct themselves in a courteous, orderly manner. Failure to follow such policies may result in disciplinary action as outlined in the Methacton School District Code of Conduct.

Bullying Prevention

(Board Policy 249: Bullying/Cyber Bullying, Board Policy 103: Nondiscrimination in School and Classroom Practices, Board Policy 103.1: Nondiscrimination – Qualified Students with Disabilities, and Board Policy 248: Unlawful Harassment)

Bully Prevention in School-Wide Positive Behavior Support is a prevention focused alternative to student support that blends socially valuable outcomes, research based procedures, behavioral science, and a systems approach to reduce problem behavior and improve school climate.

Bully Prevention in School-Wide Positive Behavior Support helps establish a school-wide social culture where positive behavior is "expected" and rewards for bullying are NOT provided. The school counselors, along with classroom teachers at every elementary school, teach a series of lessons in each class presenting *Bully Prevention in School-Wide Positive Behavior Support*.

As part of *Bully Prevention in School-Wide Positive Behavior Support*, students will learn the school rules:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Expectations for following these rules are explained and discussed.

Students will also be introduced to the STOP, WALK, TALK strategies. During lessons students will participate in role-play scenarios to practice these strategies. Students will learn to use STOP, WALK, TALK strategies to respond to inappropriate remarks, gossip, cyber bullying and other forms of unsafe, disrespectful or bullying behavior. The role of the bystander is also highlighted.

In addition to the *Bully Prevention in School-Wide Positive Behavior Support* program, bully prevention is also addressed through school wide themes, character development activities, assemblies, all school meetings, classroom meetings, and individual and small group counseling. Topics relating to bully prevention are the focus of the developmental classroom guidance lessons. Developing positive relationships with others, conflict resolution, human diversity, acceptance of differences, empathy, peer influence and bullying are topics covered in the comprehensive elementary guidance curriculum. Lessons are presented in each classroom with parent letters sent home to encourage parent/child communication to reinforce concepts taught. Teachers are present during the lessons to enable follow up of the lessons in the classroom.

Code of Conduct (Board Policy 218: Student Discipline)

Download the Methacton Code of Conduct

The Methacton School District's has an established Code of Conduct, reviewed and approved annually by the Board of School Directors. Methacton students, parents, and guardians should familiarize themselves with this document, as it defines the district's expectations of students for behavior and other conduct, as well as potential disciplinary response when these expectations are not met. Some additional expectations that are specific to elementary school environments, including playground rules, cafeteria, and hallway guidelines are provided here for our families.

Playground Rules

Recess will be held every day, weather permitting. Recess is an opportunity for students to socialize and engage in fun activities in a safe, appropriate manner. Please see that your children are dressed appropriately for the season of the year. At the discretion of the teacher, all children will be going outside on pleasant days.

Listed below are safety requirements for behavior on the playground:

- **AN IMMEDIATE OUT-OF-SCHOOL SUSPENSION MAY BE GIVEN TO ANY STUDENT INVOLVED IN FIGHTING.**
- **KEEP MY HANDS, FEET AND OBJECTS TO MYSELF. No** karate type play, tackling, wrestling, pushing, or pulling other students. **No** foul language.
- ALL playground equipment (i.e. sings, slides, monkey bars, rockwall, zipline, etc.) will be used by age-appropriate children as determined by the Recess Aides.
- Personal items such as toys, electronic equipment (DS, ipads, MP3, PSP, etc.) are **discouraged** on the playground or anywhere in school. These should be kept at home.
- All food, candy, gum, or water bottles must be left indoors.
- Appropriate footwear is **required** at all times. Students wearing sandals, clogs, or jellies will **not** be permitted on equipment (or to take gym class). Heelies should **not** be worn at all, at any time in school.
- Once children are outside for recess, they **must ask permission from the Recess Aide** in order to re-enter the building (I.e. bathroom pass, nurse visit, etc.).
- When the whistle blows, students are expected to return equipment and to line up quickly and quietly at their designated spot.
- **TREAT OTHERS THE WAY YOU WANT TO BE TREATED**. Inappropriate behavior may result in disciplinary action by the Recess Aides (time on-the-line, written or verbal warning, etc.).
- **BEHAVE IN A WAY THAT WILL MAKE MY PARENTS, FRIENDS, COMMUNITY, AND MYSELF PROUD.**

Cafeteria Rules

- Clean up the tables and floors.
- Use table manners.
- Use indoor voices at all times.
- Line up appropriately at dismissal.
- Ask a cafeteria aide or parent volunteer to leave your seat.
- **WALK** AT ALL TIMES

Hallway Behavior Expectations

- **WALK** – no running, jogging, skipping, etc.
- Walk in a single-file line.
- Be quiet, and keep hands, feet and objects to yourself.

Children's Online Privacy

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.

Thank you for your continued support and partnership in your child's education.

Academic Information/Curriculum

Our school encourages a variety of teaching styles and strategies; therefore, classrooms may vary in routines, materials and methods. Please feel free to contact your child's teacher with questions regarding the learning program. Parental conferences are scheduled in November and February, but we will gladly schedule additional times for you. Appointments are necessary because teachers cannot interrupt pupil instruction time to answer questions or discuss student progress.

Technology (Board Policy 815: Acceptable Use of Communications and Information Systems)

All students have access to network computers and/or other technology devices in their classrooms. Additional computers and tablets are located in various locations, including the library, in the computer lab, and on mobile carts. These computers and tablets are equipped with district chosen software programs that will reinforce curricular concepts and be used for enrichment and remediation.

Electronics - Students are **discouraged** from using personal listening devices, cell phones, video games, cameras, iPads, etc. in school without expressed administrative approval. Carrying such items is strongly discouraged as the school will not be responsible for them being lost, broken or stolen. Keeping these items at home will make sure they are safe and not in danger of being lost. We provide a variety of activities for students in the event of indoor recess, so these items are not needed in the school environment.

Cell Phones - We are aware that some parents send their students to school with cell phones for safety reasons. While in school, all phones must remain in the students' backpacks in the off mode. Students are not permitted to carry cell phones during school hours.

Report Cards (Board Policy 212: Reporting Student Progress**)**

Report Cards are designed to inform you of your child's level of instruction, academic progress, growth, desirable habits, and attitudes. Kindergarten receives a report card only in February and June. All other grades get a formal report card containing an evaluation of pupil progress, posted to the PowerSchool Parent Portal four times a year. Report cards are scheduled to be posted on:

- November 14, 2019
- February 5, 2020**
- April 15, 2020**
- June 15, 2020**

Date may change due to snow days – please check the district calendar online for up to date information.

PowerSchool Parent Portal

The PowerSchool Parent Portal is a web-friendly state-of-the-art communication tool and related mobile app that allows parents and guardians to monitor student grades, attendance, homework, and more. See http://www.methacton.org/powerschool for more information and instructions on how to establish your parent portal account.

Field Trips (Board Policy 121: Field Trips)

Parent-Teacher Conferences (Board Policy 212: Reporting Student Progress)

Parent-Teacher conferences are important. The teacher will schedule at least one such conference during the school year. It is sincerely hoped that parents will get acquainted with the teacher and communicate with him/her periodically. Conferences are scheduled on the following dates:

- November 19 and 20, 2019
- February 18, 2020

There will not be school for students on conference dates.

Interim conferences can and should be initiated by either the teacher or the parents if concerns arise. If you would like to arrange a conference, please send a note or call the office to determine a convenient time for both you and the teacher.

Curriculum Review/Opt Out

(Board Policy 105.1: Review of Instructional Materials by Parents/Guardians and Students, and Board Policy 105.2: Exemption from Instruction)

Instructional Programs

Special Education The special education programs are located at various Methacton elementary schools and may vary from school to school. Please check your elementary school addendum to view the specific programs that are offered at your school.

IIS - Instructional Intervention Specialist - Assists students who are experiencing academic or behavioral challenges to ensure success in the regular classroom. Parents are encouraged to participate as members of the team along with the principal, guidance counselor, teachers, school psychologist and other educational staff.

RtII – Response to Intervention and Instruction - Response to Instruction and Intervention (RtII) is an educational initiative that can be described as a multistep approach toward helping each individual student reach his or her maximum potential. RtII is a regular education initiative, designed to help students who struggle with learning concepts in areas like reading skills, get the assistance they need in the form of research-based instructional interventions applied at increasing levels of intensity. The RtII process has the potential to limit the incidence of academic failure that any student may experience. In order to identify those students who need assistance, universal screenings have been introduced in grades kindergarten through four.

The IIS Team is a positive success-oriented program which uses specific assessment and intervention techniques to assure that students receive an effective instructional program in the regular education classroom.

The team consists of the building principal, instructional intervention specialist (IIS), classroom teacher, guidance counselor, reading specialist, and parents. Other team members may include the speech and language therapist and other teachers.

A teacher or parent might request the IIS to help a child improve reading skills, remain on task, build self-confidence, increase motivation, improve peer relationships, complete homework assignments or improve organizational skills. The IIS would then assess student performance and identify strategies in order to develop a plan to help the student succeed in his or her classroom.

Any teacher or parent who has a concern about a student should contact the IIS teacher by calling the elementary school office.

Challenge Program - Program for exceptional students identified as mentally/academically gifted

Guidance and Counseling Services - The services students actually receive depend upon the recommendations of the teacher involved and/or parent (guardian) requesting the services.

- The main thrust of any classroom guidance activity is to promote good social and emotional development in all children.
- Intensive counseling services will be referred to an outside agency.

Parents of Exceptional Children

Non-Discrimination in School and Classroom Practices (Board Policy: 103)

The Methacton School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection therefore, whether full-time or part-time, under any educational program or activity operated by the school district. The district shall make reasonable accommodations for qualified individuals with disabilities upon request. To submit a compliant of

discrimination, please print this Report Form for Complaints of Discrimination, fill out the form and submit it to the Title IX Coordinator as noted below:

Che Regina
Director of Human Resources and Labor Relations
Farina Education Center
1001 Kriebel Mill Rd.
Eagleville, PA 19403
610-489-5011

Title 1

Under the auspices of this program, parents of children who attend an elementary school that receives Title 1 funding may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children through this funding.

Promotion - Retention

(Board Policy 213: Assessment of Student Progress, and Board Policy 215: Promotion and Retention)

Students are encouraged and assisted by classroom and specialized teachers toward working to their fullest potential. Sometimes students need additional time for instructional and/or emotional growth to take place. Teachers will discuss with parents the reasons for retaining a child. The school district believes it has the necessary information to make an intelligent, informed decision regarding retention. The decision of the principal is final.

Textbook Care (Board Policy 224: Care of School Property)

All hardbound textbooks must be covered to protect them and prolong their usability. Students are responsible for any damage to or loss of textbooks. Students are additionally responsible for all books borrowed from the library. Should a book be damaged or lost, the student will be charged at the full replacement cost.

Extracurricular After School Activities

(Board Policy 122: Extracurricular Activities & Board Policy 123: Interscholastic Activities)

Children must be picked up at the specific time specified by the teacher/supervisor. The school is not responsible for students whose parents are late. The first time a student is not picked up promptly, a warning will be issued to the parents. If this happens a second time, the parents will be informed by letter that the child will no longer be permitted to participate in the activity.

Classroom Visits After Hours

Visitors/Parents/Students are **not** permitted to enter classrooms before or after school hours. Methacton encourages students to learn personal responsibility by requiring them to bring home, at dismissal time, any item they may need for any after school activity at dismissal time.**PLEASE DO NOT ENTER CLASSROOMS UNLESS THE TEACHER IS PRESENT AND PERMISSION IS GIVEN BY THE TEACHER OR OFFICE STAFF TO DO SO, DURING OR AFTER SCHOOL HOURS.**

Health Services

(Board Policy 203: Communicable Diseases and Immunization, Board Policy 209: Health Examinations/Screenings, Board Policy 210: Medications, and Board Policy 210.1: Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors)

Medications

All parents who have children that require medication to be dispensed at school must adhere to this policy. As stated in the policy: "Dispensing of any medication will require a note from the parent and the physician prescribing or authorizing the medication. This includes over the counter preparations." Homeopathic preparations will be considered medications. All medications must be sent to school in their original containers and renewed each school year.

Severe Allergy/Anaphylaxis

Additionally, Board Policy 209.2, Food Allergy Management 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:

Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.

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.

Sickness or Accidents During School

When children become sick during school hours, the nurse or principal shall determine if the child should be sent home. The nurse will contact the parent to arrange transportation. If the parent cannot be reached, people listed on the child's emergency form will be contacted. If minor accidents occur, the nurse will administer first aid and, if necessary, notify the parent or guardian.

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:

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

PA Department of Health Immunization Requirements for PA School Students

Physical and Dental Examinations

The Pennsylvania Department of Education and the Department of Health has determined that physical and dental examinations must be completed and on file in the Student Health Record for each student.

PHYSICAL EXAMINATIONS must be completed for Grades K-1, 6, 11

DENTAL EXAMINATIONS must be completed for Grades K-1, 3, 7

Failure to complete these requirements constitutes failure to satisfy all requirements for the grade level and may prevent the student from advancing to the next grade until the requirements are satisfied.

Mandated Health Screenings

State mandated health screenings are performed yearly by the school nurse. These screenings at the elementary level include:

HEARING SCREENINGS / GRADES K-3 and students with special education services

VISION SCREENINGS / GRADES K-5

HEIGHT & WEIGHT / GRADES K-5

Head Lice (Pediculosis Capitis)

The Centers for Disease Control and Prevention (CDC), American Association of Pediatrics (AAP), and the National Association of School Nurses (NASN) all agree that "no-nit" policies should be discontinued. Head lice can be a nuisance, but no research has proven that it causes spread of disease. Exclusion for head lice is not recommended by the Centers for Disease Control and Prevention (CDC), the American Association of Pediatrics (AAP), or the National Association of School Nurses (NASN).

Maintaining the child's confidentiality when a child has been identified with head lice should be the number one priority.

Parents should be notified by phone that the student has been identified with live lice and/or nits. Parents should be notified by phone that prompt and proper treatment is needed. If the child is to remain in school, the School Nurse should discourage the student from close direct head contact with others.

To maintain confidentiality:

- No classroom checks will be performed;
- **No classroom, or school wide parent notification letters will be sent by the School Nurse or Administration.**
- School Nurse will check siblings at parent request.
- The School Nurse will request notification of treatment. The School Nurse will make available accurate information regarding diagnosis, treatment, and prevention of head lice is an understandable form.

MSD Wellness (Board Policy 246: Student Wellness)

Child/Student Abuse/Mandated Reporting of Suspected Child Abuse (Board Policy 806: Child Abuse)

Homework Guidelines

Homework is an extension of classroom instruction. It provides students with the opportunity to practice/apply skills and concepts taught in the classroom. Homework is assigned at the discretion of the classroom teacher. In accordance with the recommendation of the National Education Association and the Parent Teacher Association, the amount of nightly homework should average 10 minutes per grade level per night, all subjects combined. This is NOT inclusive of the 15 minutes of additional reading and math fact practice daily. Listed below are the general guidelines for completing homework: Listed below are the general guidelines for completing homework: (Board Policy 130: Homework)

- Kindergarten – 5 minutes
- 1st Grade – 10 minutes
- 2nd Grade – 20 minutes
- 3rd Grade – 30 minutes
- 4th Grade – 40 minutes

Parents requesting homework for a child absent from school will be able to pick it up at the office only after 2:00 P.M. All homework requests must be made before 10:00 A.M. to allow time to notify the teacher of the request.

Phone Calls

Please note that it is not appropriate for students to be making calls from school to home for forgotten homework, lunches, money or personal items. **Remembering to bring needed items to school is part of learning to be responsible.** Calls made from the school office to parents at home or work will be permitted for "emergency" reasons only.

Parental Involvement

The role of parents in their child's education is VITAL. Methacton encourages you to be an active participant in our school's community. There are a number of ways to become involved in your child's school life:

- Join the Home and School Association and come to meetings.
- Attend parent conferences.
- Volunteer to help with school activities and events.
- Talk to the teachers and the principal.
- Be involved in the total school process.
- Attend School Board Meetings.

Strategies for Success

- Make sure your child attends school regularly and on time.
- Be up-to-date with what your child is learning.
- Ask questions about your child's school day.
- Let the teacher/principal know of any problems that could affect your child's day in school.
- Stay in touch with the classroom teacher and principal.
- Please do not hesitate to ask questions if you have any concerns or problems.
- Let the teacher or support staff know when you are pleased with your child's progress in school. We need compliments too ☺!

Questions or Concerns

Please see our "Comments/Concerns/Questions" area of the website to determine who best to contact with specific questions.

Concerns (Quality Assurance Review Process)

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:

Step 1. Discuss the matter with the staff member who is closest to the source of concern.
Step 2. Parent or guardian may contact the area supervisor/department chairperson (if applicable).
Step 3. Parent or guardian may contact the assistant principal (if applicable).
Step 4. Parent or guardian may contact the building principal.
Step 5. Parent or guardian may contact the Superintendent.
Step 6. If the issue is still unresolved, 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)

Records Policy – Parental Notification

(Board Policy 200: Enrollment in District, Board Policy 201: Admission of Students, and Board Policy 206: Assignment Within District)

Change of Status

Parents are asked to **notify the school immediately** should there be any changes in:

- **Your home address**
- **Your home, business or cellular phone number**
- **Your emergency contact person and/or their phone number**

School Records (Board Policy 216: Student Records)
The Methacton School District Records policy permits a student's school records to be forwarded to another school, Intermediate Unit, or State Educational Agency either with parental permission or without such permission if the student is enrolled in another educational setting and is no longer a student in Methacton schools.

Parents are hereby notified that necessary student records will be forwarded to the school where the child is enrolled, upon request of the receiving school. Parents have the right to examine student records and to be given a copy if desired. Written parental permission to forward records will be obtained whenever possible.

If parents are going on a trip without taking their child along, a limited power of attorney is advisable and should be left with the guardian. This will enable prompt attention for accident or medical problems without complications.

The Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) grants for its parents and students who are over eighteen years of age ("students pro se") certain rights with respect to the student's education records. Please review your rights on the district's website at www.methacton.org/ferpa.

Withdrawal or Transfer

(Board Policy 200: Enrollment in District, Board Policy 201: Admission of Students, and Board Policy 206: Assignment within District)

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 office on the date of the withdrawal. A final withdrawal form will then be issued. It will require the signatures of each of district faculty/staff to indicate that books have been returned and indebtedness cleared. Pupils changing their residence, telephone number, or any other information on their registration card should report the same to the office as soon as the change has been made. Transfers during the summer months are conducted through office.

Once these steps are complete, the new school can request records and the information will be provided directly to them. These records will include Academic, Medical, and any IEP, GIEP, 504 or other related documents your student may have accrued over their time at Methacton.

Safety and Security

Visitors (Board Policy 907: School Visitors)

District schools require ALL VISITORS to provide identification (driver's license) on their first visit to the school. Upon arrival at school, all visitors must report to the school office, sign in, and wear the identification tag provided by the office. If you wish to deliver something to your child during the school day, please bring it to the office. The school office personnel will either call for the child to pick up the item or deliver it to the room. We encourage parents to observe our instructional program, but ask that you contact the classroom teacher and make the necessary arrangements a minimum of one day in advance of the visit. There are many times when professional discussions concerning curriculum, program, and students can be heard taking place between staff members. Parents are requested not to use the faculty room so that these issues of privacy and confidentiality may be maintained.

Locked Doors

All doors are locked during school hours for security purposes. Visitors entering the building must use the main entrance and **immediately report to the office** for a visitor's pass. Classroom visitations may be pre-arranged by contacting the teacher or main office. Upon leaving the building, visitors must sign out and return passes to the main office.

Child Custody Information

Parents or guardians who have child custody orders or other legal documents limiting access to children are asked to **notify and supply the school with a copy of these documents** in order that the child or school not be placed at risk. This includes Protection from Abuse orders and any other changes that may occur throughout the school year. **It is important that the school knows to whom your child may be released.** This information should be noted on the emergency contact form as well. **Whenever custody orders change, a new copy should be given to the school office.**

Emergency Drills (Board Policy 805: Emergency Preparedness)

Fire drills are conducted at least once each month and severe weather and intruder drills are conducted once per year. Detailed escape routes are in each classroom. Visitors, students and staff must leave the building quickly, in a single file line, and in silence.

Children Visiting Other Children After School

If a student wishes to go home with another child after school, **TWO (2) NOTES ARE REQUIRED**: one (1) from each child's parent. Permission **WILL NOT** be granted for a child to go home with another child on a different bus or walker line without the **two notes.** If bus transportation is required, it is the **parent's responsibility** to call Methacton's Transportation Department (610-489-5036) to ensure space on buses one day prior to the scheduled visit. On the day of the visit, **notes** from each child's parent/guardian must be sent to the classroom teacher(s) involved, so that proper dismissal arrangements are made.

School Attire

Student Dress Code (Board Policy 221: Dress and Grooming)

Students wearing inappropriate school clothes will be sent to the office. Parents will be contacted to request that a change of clothes be brought from home; otherwise, if possible, clothes will be provided for the day from our limited collection in the Health Room. Methacton requests the continued understanding and cooperation of each family in monitoring the appropriateness of school dress.

Jewelry

Sending your child to school with valuable items such as jewelry will be the sole responsibility of the parent(s). These items may be lost or need to be removed for gym class. The potential for a young child to misplace or loose such an item is great. For the safety of these personal effects, we strongly recommend that these items remain at home.

Gym Class Attire

Sneakers are required for gym class. Jewelry, dangling earrings, rings, and necklaces are not to be worn in gym class for safety reasons.

School Closings/Delays/Early Dismissals

School Messenger

The School Messenger message system will be activated to notify families of delays or closings. PLEASE NOTE: In the event that you do not receive a phone call before 5:45 A.M., and the weather seems inclement, be sure to utilize any of these other

methods to verify the status of the school day. While School Messenger is a very reliable system, no system is completely fail-safe, and so a variety of back-up measures are in place.

When weather conditions are severe enough to warrant a change in the school day; information will be posted on the district website (www.methacton.org) broadcast by area radio and television stations, and pushed out on social media. When announced, all schools in the district will be closed for the day, delayed, or dismissed early according to the schedule announced. A two-hour delay means students will report to their bus stops two hours later than usual. In the event of a two-hour delay, a **modified kindergarten schedule will be followed (see below).**

REMEMBER: If there no announcement, you should assume school is opening on time.

When schools are closed, activities scheduled that afternoon and evening are CANCELLED.

When a two-hour delay is announced, all before-school activities (i.e. orchestra, band, chorus, etc) are CANCELLED.

In most cases, afternoon kindergarten will be cancelled in the event of an early dismissal. AM kindergarten students will be dismissed according to instructions on file with the school office. The YMCA/Aftercare program will also be cancelled in the event of an early dismissal. Any necessary communication pertinent to YMCA families will come directly from the YMCA.

Modified Kindergarten Schedule (Refer to information above for school closing details.)

When a two-hour delay is announced, the morning kindergarten bus students will be picked up two hours later than normal. This will allow the students to start the school day at 10:55 A.M. The morning session will be dismissed at 12:55 P.M., one hour later than the normal dismissal time. Therefore, your child will arrive home approximately one hour later than usual.

The afternoon kindergarten session will start at 1:45 P.M., with dismissal at 3:35 P.M. The noontime bus will arrive at your child's stop approximately one hour later than normal pick-up time. Afternoon dismissal will be at the regular 3:35 P.M. time.

School Counseling

The elementary school counselor aims to enhance the school experience for all students by working collaboratively with students, teachers, staff, and parents to help address social and emotional concerns that may be affecting a child's academic progress.

To arrange a meeting with the school counselor, students can self-refer or be referred by a parent, teacher or counselor. The school counselor facilitates small student groups to address common needs and experiences among students. Developmental classroom guidance lessons are provided to all students. Lesson topics include: making and keeping friends, respecting self and others, expressing feelings, handling conflict, appreciating differences/human diversity, coping with stress, exploring careers and preparing for transitions.

The school counselor is available to consult with families upon request. Families are encouraged to contact the counselor if they are experiencing a transition or a situation out of the ordinary that may impact a child's school progress and/or behavior. Additionally, the school counselor frequently participates in team meetings and may be requested to attend parent teacher conferences.

The school counselor offers a variety of resources including 1) a "lending library" of books for children and parents on pertinent childhood and family issues, 2) a bi-monthly newsletter, "Methacton Family Matters," and 3) community resource information, as requested.

Student Assistance Program (S.A.P.)

The Student Assistance Program (S.A.P.) is a process that helps students who are struggling with behavior, academics, mental/physical health, and/or attendance. Students are connected to existing on-campus services and/or community resources that will help the students and families navigate their concerns. The SAP 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 click here.

Transportation (Board Policy 810: Transportation)

School Buses Methacton transportation services are provided through First Student.

School bus transportation is an extension of the school system and the standards set by Methacton Elementary Schools should be carried over onto the school bus. The bus driver is in complete control of the bus he/she operates and is charged with the safety and discipline of the occupants. Students must abide by established rules and regulations concerning conduct on the bus. The use of bus transportation is a PRIVILEGE, not a right. If the conduct of a student is such that it jeopardizes the safety of others, or is disruptive, this privilege may be denied. Acting on the recommendations of the bus driver, a building principal has the authority to suspend or dismiss bus privileges.

All students must ride the bus to which they have been assigned. Students may not get off buses at any stop other than their own unless they have written permission from the parent/guardian, which has previously been presented to the principal for approval. If approved, a permission slip must be presented to the school bus driver prior to boarding the bus.

Please send a note to the teacher if the dismissal procedure changes (not taking bus home). No child will be excused from taking the bus without **written notification** from the parent. **Phone calls will not suffice. Do NOT Park in the Bus Zone.**

Bus Rules for Safety and Conduct (Board Policy 218: Student Discipline)

Waiting for the bus:

- Arrive at your bus stop on time (10 minutes beforehand)
- Wait for your bus in a safe, visible area off the road
- Be considerate of others
- **Boarding the bus:**
- Wait for your bus to come to a complete stop
- Board the bus in an orderly manner
- Go directly to a seat and sit down

While on the bus:

- Remain seated while the bus is moving
- Follow the school bus driver's and the safety's instructions at all times
- Keep aisles clear at all times
- Talk quietly
- Keep hands and head inside the bus at all times
- Do not throw objects in the bus or out of the windows
- Do not litter or damage the bus in any way

Leaving the bus:

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Watch carefully for traffic before crossing in front of the bus
- Be sure to look both ways before crossing

These rules are implemented to ensure your child's safety on the bus. Inappropriate behavior may result in loss of bus privileges.

NOTE: "The Methacton School District Board of School Directors has authorized the use of video/audio cameras on school district buses. These cameras can record both what is said and done on buses. The video/audio cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to review the tapes of their child if the tapes are used in a disciplinary proceeding involving their child."

Safety Reminders for Coming To School

- Students should come directly to school in the mornings.
- Students should go directly home in the afternoons.
- Students should not stop at the playground or at friends' houses.
- Students should practice caution when crossing streets and/or cross with a parent or guardian if appropriate.

Safety Reminders for Going Home from School

- Children are advised to proceed directly home.
- Please make sure that if you want to give your child **permission to walk home alone (and your school has designated walkers)** or with an adult, sibling, or friend, you must send a written note in advance.
- Remember to advise your child's teacher or the office if any information changes.

Volunteering in Methacton Schools

(Board Policy 916: School Volunteers)

Making the decision to volunteer your time and talents to the students of the Methacton School District is a very honorable one… and a decision with which we hope you will be pleased. All Methacton Volunteers are required to complete the volunteer registration process, which includes obtaining a Pennsylvania Criminal History and Child Abuse clearances, as well as a tuberculosis test. This process may take time to complete, so please plan accordingly. Visit the website at www.methacton.org/volunteer to learn more and begin the registration process.

Other Important Information

Tobacco (Board Policy 222: Tobacco and Related Materials, Board Policy 227: Controlled Substances/Paraphernalia)

Methacton School District Smoking Policy 222 states, "Smoking and/or tobacco use in any form is strictly prohibited by students, employees, visitors, and guests or other adults in any occupied District building, vehicle, or on school property." This includes parents/adults who are on school grounds after school hours.

Publicity Refusal Form

Equal Opportunity in Education and Employment

Board Policy 103: Nondiscrimination in School and Classroom Practices

Board Policy 103.1: Nondiscrimination – Qualified Students with Disabilities

Board Policy 104: Nondiscrimination in Employment and Contract Practices

Distribution of Materials by Students - Board Policy 220: Student Expression/Distribution and Posting of Materials

School Board Policy

Many of the procedures and regulations contained within this handbook are authorized by or rooted in Methacton School Board Policy. Parents and guardians should familiarize themselves with these policies, available on the district's website at http://www.boarddocs.com/pa/meth/Board.nsf/public

A particular policy may be found by number or keyword – simply visit the "BoardDocs" site linked to the district's website, and click the "Search" tab. Enter a keyword or policy number to find the related policy.

In particular, the following policies have been referenced within this handbook and are of particular importance to our elementary families:

103 – Nondiscrimination in School and Classroom Practices

103.1 – Nondiscrimination – Qualified Students with Disabilities

104 – Nondiscrimination in Employment and Contract Practices

105.1 – Review of Instructional Materials by Parents/Guardians and Students

105.2 – Exemption from Instruction

123 – Interscholastic Activities

124 – Summer School

130 – Homework

200 – Enrollment in District

201 – Admission of Students

203 – Communicable Diseases and Immunization

204 – Attendance

206 – Assignment Within District

209 – Health Examinations/Screenings

210 – Medications

210.1– Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

212 – Reporting Student Progress

213 – Assessment of Student Progress

215 – Promotion and Retention

216 – Student Records

218 – Student Discipline

218.1 – Weapons

220 – Student Expression/Distribution and Posting of Materials

221 – Dress and Grooming

222 – Tobacco and Related Materials

224 – Care of School Property

227 – Controlled Substances/Paraphernalia

233 – Suspension and Expulsion

247 - Hazing

248 – Unlawful Harassment

249 – Bullying/Cyberbullying

805 – Emergency Preparedness

806 – Child Abuse

808.1 – Free/Reduced-Price Meals and Free Milk

810 - Transportation

815 – Acceptable Use of Communications and Information Systems

907 – School Visitors

916 – School Volunteers

Methacton School District

Handbook/Policy/Code of Conduct Acknowledgement

1001 Kriebel Mill Road | Eagleville, PA | 19403
www.methacton.org

Please review your student handbook, Code of Conduct, and applicable Board Policies, as contained or linked within this document.

Print and complete this form for each of your students and return it to their home school on or before Tuesday, September 3, 2019.

PLEASE PRINT:

_____	_____	_____	_____
Parent/Guardian First Name	Parent/Guardian Last Name	Student First Name	Student Last Name

Student/Parent Handbook

I/We have reviewed the School Handbook.

X_____	X _____
Parent/Guardian Signature	Student Signature

Board Policies

I/We have reviewed Methacton School Board Policies listed/linked within the handbook and acknowledge that these and all policies of the Methacton School District's Board of School Directors are available to view at www.methacton.org.

X_____	X _____
Parent/Guardian Signature	Student Signature

Methacton School District Code of Conduct

I/We have reviewed the Methacton School District's Code of Conduct.

X_____	X _____
Parent/Guardian Signature	Student Signature

Electronic Communication

Most communications regarding happenings at your student's school will be sent via electronic communication. Report cards are available on-line through the Power School Parent Portal. **Please contact your school's main office if you require a hard copy of communication sent home with your child.**