



# Methacton SCHOOL DISTRICT

## METHACTON HIGH SCHOOL HANDBOOK

A resource for high school students and families.

Methacton School District | [www.methacton.org](http://www.methacton.org)

*Dr. David Zerbe, Superintendent of Schools*

1001 Kriebel Mill Road | Eagleville | Pennsylvania | 19403 | 610-489-5000

# 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 High School

1005 Kriebel Mill Road  
Eagleville, PA 19403  
610-489-5000 | Ext. 25026  
Fax: 610-489-8165

[Dr. Jason Sorgini](#), *Principal*  
Secretary: [Rhonda Asher](#), Ext. 25027

[Mr. Dan Bontempo](#), *Assistant Principal*  
Secretary: [Lorraine Deegan](#), Ext. 25047

[Dr. Karey Kochenour](#), *Assistant Principal*  
Secretary: [Lorraine Deegan](#), Ext. 25047

[Mr. John Smink](#), *Assistant Principal*  
Secretary: [Josie Matty](#), Ext. 25058

[Dr. Paul Spiewak](#), *Assistant Principal for  
Athletics and Activities*  
Secretary: [Deb Bennett](#), Ext. 25054

[Dr. Jamie Gravinese](#), *Supervisor of Special Education*  
Ext. 23102

Main Office Secretary  
[Sheri Martin](#), Ext. 25026  
Attendance Secretary  
[Sue Domenick](#), Ext. 25037  
Guidance Secretary  
[Lorraine O'Donnell](#), Ext. 25030  
[Karen O'Neil](#), Ext. 25033

---

## District Services Contact Information

**Transportation Services**  
610-489-5036  
[Kimberly Musser](#)  
*First Student Location Manager*

**Food Services**  
610-489-5000, ext. 30408  
[Lindsay Burke](#)  
*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 handbook, 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](http://www.methacton.org).*

## Table of Contents

<b>Attendance Information &amp; School Hours</b> .....	2
Methacton Instructional Calendar .....	2
Methacton High School Student School Day.....	2
Attendance .....	2
Absentee Call-In System/Child Check Line .....	2
Arriving to School/Tardiness .....	2
Tardy Policy for Athletics and Activities .....	2
Early Departure .....	2
Family Trips .....	3
<b>Breakfast and Lunch Program</b> .....	3
School Lunch .....	3
Aramark Educational Food Services .....	3
Point of Sale System .....	3
Free and Reduced Meal Program .....	3
<b>Bullying Prevention &amp; Student Discipline</b> .....	3
Bullying Prevention .....	3
Bullying/Cyber Bullying .....	3
Drug, Alcohol, Tobacco, Vapes & High Risk Behavior .....	3
Terroristic Threats .....	4
Weapons Policy .....	4
Plagiarism/Cheating .....	4
<b>Code of Conduct</b> .....	4
<b>Children’s Online Privacy</b> .....	4
<b>Academic Information/Curriculum</b> .....	5
Technology .....	5
1:1 - Digital Learning and Instruction Environment	5
Personal Listening & Electronic Devices.....	5
BYOD Guidelines .....	5
Acceptable Use Policy .....	6
<b>Homework Guidelines</b> .....	6
Report Cards .....	6
Marking System .....	7
PowerSchool Parent Portal .....	7
Field Trips .....	7
Curriculum Review/Opt Out.....	7
Educational Programs & Services Available.....	7
Parents of Exceptional Children .....	8
Non-Discrimination in School/Classroom Practices	8
Promotion - Retention .....	8
<b>Extracurricular, Athletics &amp; After School Activities</b> ..	8
Co-Curricular Eligibility .....	8
<b>Athletics</b> .....	8
Interscholastic Sports Program.....	8
Pay to Participate Fee.....	8
<b>Health Services</b> .....	9
Medications .....	9
Severe Allergy/Anaphylaxis.....	9
Inhalers & EpiPens.....	9
Concussions.....	9
Sickness or Accidents During School .....	9
PA Immunization Requirements School Students	10
Mandated Health Screenings .....	10
Head Lice .....	10
MSD Wellness .....	10
Child/Student Abuse/Mandated Reporting of Suspected Child Abuse.....	10
<b>Parental Involvement</b> .....	10
Strategies for Success .....	10

<b>Questions or Concerns</b> .....	10
Quality Assurance Review Process.....	10
<b>Records Policy - Parental Notification</b> .....	11
Change of Status.....	11
School Records .....	11
The Family Education Rights and Privacy Act (FERPA).....	11
Withdrawal or Transfer .....	11
<b>School Counseling</b> .....	11
Student Assistance Program (S.A.P.).....	12
<b>Safety and Security</b> .....	12
Visitors .....	12
Locked Doors .....	12
Child Custody Information .....	12
Emergency Drills.....	12
<b>School Attire</b> .....	12
Student Dress Code .....	12
Jewelry.....	12
Physical Education Class & Attire .....	13
<b>School Closings/Delays/Early Dismissals</b> .....	13
School Messenger .....	13
<b>Transportation</b> .....	13
Remaining After School.....	13
School Buses .....	13
Bus Rules for Safety and Conduct .....	13
Parking/Transportation .....	14
<b>School Procedures</b> .....	15
Bicycle/Skateboard Policy .....	15
Display of Materials in the Halls .....	15
Student Visitors .....	15
Classroom Visits After Hours .....	15
Phone Calls .....	15
<b>Volunteering in Methacton Schools</b> .....	16
<b>Other Important Information</b> .....	16
Publicity Refusal Form.....	16
Equal Opportunity in Education and Employment	16
Distribution of Materials by Students .....	16
<b>School Board Policy</b> .....	16

## Attendance Information & School Hours

(Board Policy [204](#): Attendance)

### Methacton Instructional Calendar

The [2018-2019 School Calendar](#) lists the days on which schools and/or offices are closed as well as scheduled snow make-up days, if necessary.

### Methacton High School Student School Day

7:35 A.M. - 2:20 P.M.

#### **Faculty:**

Monday - Thursday 7:30 A.M. - 3:00 P.M.

Friday 7:30 A.M. - 2:30 P.M.

#### **School Office:**

Monday - Friday 7:00 A.M. - 3:00 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

When a student is absent, a parent or guardian must call the school at 610-489-5000, ext. 25037 (24-hour voicemail is available). If there is no confirmation of absence within 24 hours, the absence will be considered unexcused. To report a child absent from school, please provide the following information: Child's name and grade, reason for absence, your

name. When this procedure is not carried through, after one (1) unexcused absence, the parent/guardian will receive an initial warning letter. After that, if the practice of the parent not notifying the school of an absence continues, further action will be initiated. This is meant to provide the best possible education experience for each student. Please contact Jennifer Johnson at 610-489-5000, Ext. 25406, with any questions on this School Board/State mandated policy.

### Arriving to School/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. If your student will be late for any reason, the parent or guardian must call 610-489-5000, ext. 25037.

Any student who arrives after the start of homeroom must:

1. Report to the Attendance Office, sign in, and receive a tardy slip with the time of arrival indicated.
2. Students will not be admitted to class without a Tardy Slip.
3. Students who fail to sign in at the Attendance Office will be disciplined in accordance with the [Code of Student Conduct](#).
4. Unexcused lateness is accumulated by semester
5. Unexcused tardiness may result in disciplinary action including suspension from school and/or referral to the District Magistrate. (Board Policy [204](#): Attendance)
6. Students who are late must bring in a signed note from their parents explaining the lateness.
  - i. Notes from parents must be brought in within one day.
  - i. After three parent notes have been submitted during one semester regarding illness, the student must bring in a doctor's or dentist's note verifying any illness in order for the tardy to be excused.

### Tardy Policy for Athletics and Activities

Students must report to school before 9:30 AM to be eligible to participate in after school or evening activities and athletic practices and games.

### Early Departure

(Board Policy [204](#): Attendance)

Students must present a note during homeroom to be excused from school early. If a note is not presented during this time to the Attendance office, the student's parent/guardian must come in to sign the student out at the time of dismissal. After three parent notes are written for early dismissals, a doctor's note is required to validate the dismissal.

If for any unanticipated reason a student finds it necessary to leave due to illness or another valid reason, permission must be obtained from an administrator or the school nurse. Without this permission the absence will not be considered valid and a disciplinary action will follow.

Students in grade 12, whose schedule indicates a study hall last period of the day, may obtain a parental permission release form located in main office. A properly completed and signed form will allow the student to leave the school building and school grounds at the conclusion of the student's academic schedule. This parental permission form must be completed for each semester needed. For accountability purposes, once a completed form is handed in, the student must leave the building and may not choose to stay back at school. Students will sign out through the main office.

### Family Trips

If your family is planning a trip during the school year (half day and one day trips, also), it will be necessary for you to complete and submit an [Educational Trip](#), or College trip form **at least 2 weeks prior** to the absence. The necessary form may be picked up in the high school main office. Please request student work in advance of the planned trip. Students are responsible for any work missed. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) 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. (Board Policy [204](#): - Attendance)

## Breakfast and Lunch Program

### School Lunch

Prices for the 2018-2019 school year are as follows:

- Breakfast \$2.65
- Lunch \$3.15

### Aramark Educational Food Services

#### Point of Sale System

#### Free and Reduced Meal Program

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

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/free/Free/Reduced](http://www.methacton.org/free/Free/Reduced).

## 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)

### 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; or
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.

### Drug, Alcohol, Tobacco, Vapes 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

Methacton School Board Policy 222, "Tobacco and Related Materials" 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.

(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 a student athlete, who is found guilty of violating this rule, shall be subject to possible suspension, athletic review board hearing, and referral 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** (Board Policy [218.2](#): 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, include a report to the police, and result in appropriate disciplinary consequences based on each individual case.

**Weapons Policy** (Board Policy [218.1](#): Weapons)

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 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, or 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. 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 could potentially receive a zero on the assignment. All 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 includes 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. Examples include:

- 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.
- Stealing, buying or borrowing another person's work and passing it off as your own.
- Having another student or parent write portions or all of a written assignment for a student. 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 behalf of another student.

**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.

**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)

## **1:1 - Digital Learning and Instruction Environment**

All students will be assigned Chromebooks. Additional computers and tablets are located in various locations, including the library, 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.

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.

## **Personal Listening & Electronic Devices**

Students are restricted in their use of personal listening devices, cell phones, videogames, beepers, and/or other electronic devices during school hours (7:37 A.M. - 2:20 P.M.). We encourage students to place these in their assigned locker upon arrival. Teachers have the prerogative to allow students to use electronics for instructional purposes and to limit their use. The teacher will re-distribute the electronics to the students at an appropriate time if they deem it necessary for their lesson.

If a student refuses to hand over their electronic device when instructed to do so, further disciplinary action will be taken for insubordination. Due to the potential for cheating, all students in all academic classes will be subjected to these rules.

At no time should parents call their child's cell phone or accept calls from the student's cell phone during the school day (7:30 A.M. - 2:20 P.M.). Parents may call the office at any time and office staff will get a message to the student.

Students may use their cell/smart phones during study-halls for texting purposes only. All phone calls still need to be made through the office. ***Students are not permitted to talk on their personal phones during the school day.***

## **BYOD Guidelines**

The Methacton School District (MSD) is dedicated to identifying ways and implementing strategies to provide its students with the best educational opportunities to support them in their success. Methacton's Bring Your Own Device (BYOD) wireless network is one tool that supports our evolution toward the Digital Learning and Instruction Environment we are developing in Methacton schools. Staff and students are permitted 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.

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

### **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.

### **Homework Guidelines**

(Board Policy [130](#): Homework)

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.

### **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. Students 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 12, 2018
- January 28, 2019\*\*
- April 9, 2019\*\*
- June 15, 2019 \*\*



**\*\*Date may change due to snow days - please check the [district calendar](#) online for up to date information.\*\***

## **Marking System**

Report Card grades shall be expressed numerically, which describe the quality of student achievement. All MHS 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.

## **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**

### **Social Events and Class Trips**

The Board recognizes the value of student social events 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, dances, semi-formal or prom.

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

## **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)

## **Educational Programs & Services Available**

**Special Education** (Board Policies [113.3](#) & [113.4](#))

**Gifted 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

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

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. Please contact the Title IX Coordinator (Director of Human Resources and Labor Relations) at 610-489-5011 or refer to Board Policy No. [103](#) for further information and complaint/grievance procedures.

To submit a complaint of discrimination, please print this [Report Form for Complaints of Discrimination](#), fill out the form and submit it to the Title IX Compliance Officer 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

## 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.

## **Extracurricular, Athletics & After School Activities**

(Board Policy [122](#): Extracurricular Activities & Board Policy [123](#): Interscholastic Activities)

### Academic Probation

#### Co-Curricular Eligibility

Scholastic eligibility shall be enforced for all students participating in co-curricular activities. Scholastic eligibility will be reported quarterly. A student will be placed on academic probation if they are failing two or more credits. While on probation, the student is

expected to attend every practice and team obligation, but he/she is barred from participating in any contest(s) during the probationary period. An incomplete is counted as a failure. Once incompletes are converted to a passing grade the student may be removed from academic probation. The period of ineligibility will be fifteen (15) school days.

## **Athletics**

### Interscholastic Sports Program

Methacton High School athletics is governed by PIAA and Board Policy.

The [Athletic Department](#) has a website to help you find information about:

- Physical and Eligibility Forms
- Methacton High School Disclosure Forms
- Date of first day of each sports season

(Board Policy [122](#): Extracurricular Activities; Board Policy [123](#): Interscholastic Athletics)

### Athletics Eligibility

Eligibility for participation is a requirement for all athletes. The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience and as a conduit for community involvement. To satisfy this commitment, the Board shall provide adequate facilities, equipment, transportation, coaching, etc. to registered district students, and district students enrolled in a home education program or charter/cyber charter school who meet established academic and behavioral guidelines. (Board Policy [123](#): Interscholastic Athletics; Board Policy [137.1](#): Home Education Programs; Board Policy

Additional guidelines are presented under [Student Accident Insurance](#). (Board Policy [211](#): Student Accident Insurance)

### Pay to Participate Fee

The Board and administration of the Methacton School District are committed to preserving extracurricular activities and athletics for our students because we believe these opportunities are integral to a well-rounded education. In order to offset some of the costs of providing these programs, the district requires that participating students remit a "pay to participate" fee.

The "Pay to Participate Fee," will be assessed per student, only to students who participate in athletic extracurricular programming, the play, musical, marching band, jazz band, winter guard, and/or winter percussion. Participating students must remit a \$75 one-time fee/year.

The activity fee will help reduce the operational costs for secondary extracurricular activities and athletics. Students will be considered ineligible for their activity or sport if the fee is not paid within the designated two week grace period after the official start of the athletic season or activity.

Students who qualify for the free and reduced lunch program will not be expected to pay the fee. No student shall be denied participation in extracurricular or athletic activities due to their inability to pay the fee. Families with financial concerns may contact the office of Assistant Principal for Athletics and Activities, Dr. Paul Spiewak at [pspiewak@methacton.org](mailto:pspiewak@methacton.org) or 610-489-5000, ext. 25054 with concerns about their ability to pay.

- Individuals who wish to pay by check may request forms necessary to remit payment from the MHS Activities office at 610-489-5000, ext. 25054.
- Families may also pay online with a credit card, subject a small service charge. When paid by credit card, the fee is \$77.71.

Individuals with questions or concerns about the Pay to Participate Fee should call the athletics/activities office at 610-489-5054.

## 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.

### 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 or epi-pen 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.

**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.

(Board Policy [210.1](#): Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors)

### 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;

1. The school nurse should be provided with a doctor’s note confirming a concussion diagnosis along with the date of the diagnosis,
2. The school nurse will coordinate communication with the school counselors and teachers, and complete documentation in order for academic accommodations to be implemented if necessary,
3. An updated doctors note will need to be provided to the nurse every 30 days, and
4. Monitoring of the students health and progress by the school team will continue, as symptoms require.

Keystone testing requires all students with a concussion to provide a doctor’s note within 14 days of testing in order to be medically excused.

### 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(s).

## [PA Department of Health Immunization Requirements for PA School Students](#)

### 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. Only one student helper is allowed on the elevator with the student using the elevator.

### Mandated Health Screenings

It is recommended that students see their personal physician but exams can be done at school by the school physician, Dr. Jeffery Brand. Permission forms, with parent signature are required prior to the examination. Please make a copy of the sports physical for the school nurse and include an immunization update. [The State Private Physical Form can be found here.](#)

### 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)

### **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.
- Listen and stay involved.
- Ask questions about your child's school day.
- Inform the teacher/team know of any problems that could affect your child's day in school.
- Stay connected with the classroom teacher/team.
- Please do not hesitate to ask questions if you have any concerns or problems.

### **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

The Methacton School District Board of School Directors 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](#).

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.

### 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](http://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.

### School Counseling (Board Policy [112](#): School Counseling)

Counselor	Last Name Alpha Range:	Extension
Mr. Peck	A-Cl	25032
Mr. Howard	Co-G	25408
Mr. Midgley	H-Ll	25028
Mr. Ruminski	Lo-Pa	25028
Ms. Olitsky	Pe-Sr	25031
Mrs. Hartson	St-Z	25038

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 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 9 to 12 to ensure seamless transition and services



throughout their time at MHS. 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.

### **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 Officer, and/or other school staff. Please visit the webpage for more information click [here](#).

## **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.

## **School Attire**

### **Student Dress Code** (Board Policy [221](#): Dress and Grooming)

#### **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.”

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.**

#### **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 lose such an item is great. For the safety of these personal effects, we strongly recommend that these items remain at home.

## Physical Education Class & Attire

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, 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. 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.
3. Students are not permitted to wear any jewelry during Physical Education, no exceptions.
4. Glass containers and aerosol sprays are not permitted in the locker rooms.
5. 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.
6. Safety goggles are available for students who require this protection.
7. 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.

## **School Closings/Delays/Early Dismissals**

### School Messenger

**The SchoolMessenger 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 SchoolMessenger 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](http://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.

**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.**

**Transportation** (Board Policy [810](#): Transportation)

### Remaining After School

Students may not remain after school except for participation in school-related activities such as academics, sports or detention. Students must be under the direct supervision of a teacher or coach. At the conclusion of the period of direct supervision, students are to report directly to the main lobby to await a ride. **There is no longer a late bus for transportation.** Failure to comply with these procedures will result in the student being placed on disciplinary probation and the revocation of all after-school privileges.

**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 attendance office for approval.

**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
- 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 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.

**Parking/Transportation**

**Please note that there are changes to the parking permit process for the 18-19 school year. Parking will be on an everyday basis, rather than the every-other-day system that has been in operation. All parking will remain a Senior-only privilege.**

Methacton High School Seniors who wish to park on campus must apply for a parking permit and sticker. Since there are not enough spaces for each student, permits and stickers are granted on a first-come, first-served basis until all available spaces are allotted. Seniors may apply for a parking permit starting in June through a link on the Methacton High School home page.

Parking spots will be randomly assigned under the first come, first served process. Once parking spots are assigned, the student will be required to complete the Motor Vehicle Registration Form and make payment at Methacton High School in July. This completion of the registration process will take place in the main lobby.

**Required items to be submitted between the hours of 8:00 A.M. on 12:30 P.M. in July:**

**Motor Vehicle Registration Form**

Parking Fee Payment of \$25

**Valid Driver’s License**– If you have a learner’s permit, your application will be rejected.

Current insurance information and vehicle registration

Student drivers must abide by the rules for school parking.

**Check website for details on deadlines.**

**Who may apply:**

1. Driving a car and parking on school property is a privilege that must be earned and maintained by **Seniors ONLY**.
2. Freshmen, sophomores, and juniors are not permitted to drive to school, regardless of their age.
3. Students who have obligations or are on the Disciplinary Probation List are NOT eligible for a parking permit until all obligations have been met, and the student is removed from the Disciplinary Probation List. Students who are on disciplinary probation may not drive to school. Students who remain on disciplinary probation for more than two weeks may have all driving privileges revoked.

**ONLY Seniors in good standing may apply for a parking permit.**

**Not Eligible:**

1. **Freshmen, sophomores, and juniors, regardless of age**
2. **Students with open obligations**
3. **Students on disciplinary probation**

**Note:** Students who remain on disciplinary probation for more than two weeks may have all driving privileges revoked.

#### **Sticker/Permit Information:**

- All student cars parked on school district property must be registered and bear a school issued parking sticker.
- Parking stickers are non-transferable and are permanent for the school year. Giving, receiving, trading, making duplicates, or selling a parking stickers to another student will result in the removal of parking privileges for the remainder of the school year.
- Students with parking privileges may register only one vehicle. If, for any reason, you drive an unregistered vehicle to school, you must inform the MHS Assistant Principals' Office prior to 1st period to complete a "car change information sheet" to stay on campus.
- All vehicles parked on school property shall be under the jurisdiction of the High School administration. This includes the right of school officials to search all vehicles and confiscate any illegal materials. The parking lots may be inspected on a daily basis to confirm the presence of valid parking stickers.

#### **Parking and Driving Information:**

- **Students must park in the Senior Parking Lot, ONLY in the spot assigned to them.** Failure to comply with this regulation will result in a fine. Repeated offenses may result in revocation of driving privileges.
- Students driving on Methacton School District property must follow all regulations of the School and Motor Vehicle Code of Pennsylvania. Failure to do so will result in the loss of parking privileges. Therefore, drivers must exercise caution and drive slowly on and around school property. Speeding and reckless driving will not be tolerated where lives are at stake. Speeding and reckless driving will result in immediate loss of driving parking privileges. Therefore, drivers must exercise caution and drive slowly on and around school property. Speeding and reckless driving will not be tolerated where lives are at stake. Speeding and reckless driving will result in immediate loss of driving privileges.
- The school cannot be held liable for any thefts or damage to vehicles. Individuals must handle any incidents of this nature at their own expense.
- Students are to park cars, exit immediately, and move directly to the building. Loitering in cars or the parking area is not permitted.
- At no time may students go to their cars during the school day without school authorization.
- In case of snow, parking cannot be guaranteed due to plowing.

- When Methacton School District issues an Early Dismissal due to weather, your vehicle must be removed from the lot.

**Driving to school is a privilege and not a right. MHS administration may revoke your driving privileges at any time for disciplinary purposes.**

## **School Procedures**

### **Bicycle/Skateboard Policy**

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

### **Display of Materials in the Halls**

(Board Policy [220](#): Student Expression/Distribution and Posting of Materials)

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.

### **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.

### **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 ANY TIME DURING THE COURSE OF THE SCHOOL DAY, OR AFTER HOURS.**

### **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 main office to parents at home or work will be permitted for "emergency" reasons only.



## 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](http://www.methacton.org/volunteer) to learn more and begin the registration process.

## Other Important Information

### [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 Material

## 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 Methacton students and 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