



Skyview Upper Elementary School Student-Parent Handbook 2016-2017

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Eagleville, PA 19403**

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SKYVIEW SCHOOL DAY/MEETING TIMES

Student Day	8:35 a.m. – 3:15 p.m.
School Office Hours	8 a.m. – 4 p.m.

Methacton School District
[Dr. David Zerbe](#), Superintendent of Schools

610-489-5000
1001 Kriebel Mill Road, Eagleville PA 19403
www.methacton.org | [Contact Us](#)

Welcome to Skyview Upper Elementary School! We believe that our school will provide the best educational opportunity for the 5th and 6th grade students of the Methacton School District. Through strong academic programming, including opportunities to experience a variety of special area subjects and the integration of technology, we will build a foundation for student success. Our goal is for students to not only meet proficiency standards but to have the chance to showcase their own personal strengths and develop in areas of weakness. At Skyview, we believe that “character counts” and strive to incorporate the pillars of character – respect, responsibility, caring, citizenship, fairness and trustworthiness – into the culture of our learning community.

The purpose of this handbook is to give Skyview students and their parents/guardians an understanding of the general rules and guidelines for our school. Please review this handbook and direct any questions to the Skyview main office.

We wish you all the best for a successful year at Skyview!

We the staff of Skyview Upper Elementary School believe...

- that everyone is entitled to a supportive environment that promotes confidence, interdependence and fosters the development of life-long learning.
- that to promote fairness education should be meaningful for all individuals, open to differences and change, flexible in ideas with consistent and clear expectations for all.
- that the teachers, students and parents are to be responsible for pursuing excellence and being accountable, thus making all we do worthy of pride.
- that education nurtures the whole child.
- that every individual has the right to be respected and the responsibility to respect others within the community of learners.
- that everyone plays a part to make our classrooms, our community and our world a better place.

Together we make the difference.





Our 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 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. Copies of the MSD Board Policy Manual are located in the school's main office. The MSD Board Policy Manual is also available for viewing on the "School Board" link of the main page of the MSD website, which is located at <http://www.methacton.org/Page/1>

Table of Contents

School Hours	1
Academic Programs	5
Extracurricular Activities	5
School Counseling	5
Assemblies	6
Field Trips	6
Parent Teacher Conferences	6
Plagiarism	7
Homework Guidelines	6
Homework Assignments	7
Textbook Care	7
Community Web Portal	7
Acceptable Use of Communications	8
Children’s Online Privacy	9
Skyview Music Department	10
Attendance	11
Medical / Health Concerns	11-13
Student Arrival and Departure	14
Transportation	14-15
Children Visiting Other Children After School	15
School Messenger System	16
School Closings – Early Dismissals	16
Safety and Security	16
Code of Conduct	17-21
Bullying Prevention and Student Discipline	17
School Attire	21
Physical Education	21
Parent Involvement	22
Volunteering in Methacton Schools	22
Breakfast and Lunch Program	22-23
Records Policy – Parent Notification	23
Skyview Home and School	23
Withdrawal / Transfer of Students	23
Questions and Concerns	24
Other Important Information	24-25
School Board Policy	25

Academic and Extracurricular Program

Upper Elementary Academic Program

Students at Skyview are teamed for daily instruction as follows:

- Grade 5, teams of three, each teacher instructs Integrated Language Arts, teachers specialize in either Math, Social Studies or Science
- Grade 6, teams of four, each teacher instructs Geography, teachers specialize in Math, Reading, English and Science

Students receive instruction in special area subject areas on a 6-day cycle as follows:

- Grade 5: Art, Music, Library, Computer Literacy, Physical Education (x2)
- Grade 5 receives Health instruction 2x per cycle
- Grade 6: Art, Music, Library, Technology Education, Computer Literacy, and Health
- Grade 6 receives Physical Education instruction 3x per cycle

The following special services are available to students at Skyview as appropriate:

- English Language Learners (ELL)
- Gifted Education
- IST (Instructional Support Team)
- Reading Support
- Math Support
- Special Education Services
- Speech and Language
- Health Services
- Counseling Services

Counselors work with students in both large and small group settings on a variety of pertinent topics including, but not limited to, career study, study skills and peer mediation. School counselors serve as consultants to staff and parents. Parents are encouraged to contact their child's counselor with concerns at 610-489-5000 ext. 34200 or at bvanburen@methacton.org for Mrs. VanBuren or rhoward@methacton.org for Mr. Howard.

Extracurricular Activities

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

Skyview students may have the opportunity to participate in extracurricular clubs after the school day. All children must be picked up at the time specified by the teacher/sponsor. Please note that throughout the course of the school year, there are offerings made through the community education program.

The first time a student is not picked up promptly, a warning will be issued to the parent/s. 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.

Assembly Programs

From time to time, the children will attend assembly programs on a variety of topics. Additionally, grade teams may present an assembly program. Please read communications which come home to alert you to dates and times.

Field Trips (Board Policy 121: Field Trips)

Teachers may schedule one or more class field trips during the school year to enrich the educational program. Schools require signed permission slips from parents or guardians for all field trips. Permission slips will also detail special conditions when appropriate, such as cost and lunch arrangements.

Homework Assignments (Board Policy 130: Homework)

We believe homework is an integral part of the educational program. It provides communication to the home relative to the school. Assignments are designed to provide practice in needed skills, and the role of the parent should be to observe such practice, not be a participant. The parent is not expected to teach the child new skills. As homework is to be an outgrowth of a school activity – concepts/skills taught in the classroom.

Homework Assignments during Student Illnesses

Parents requesting homework for a child who is absent from school must call the office at 610.489.5000 ext. 34200 by 9:30 AM. **Materials will be available in the office after 3:00 PM.** Homework can be given to siblings to take home. Please do not leave a request for homework on the absence line.

Homework Guidelines

1. Each student in grades 5 and 6 should have a daily Homework Assignment Book. Parents are encouraged to review the book nightly with their child.
2. Every student is responsible for the completion of the nightly standard homework assignments in addition to homework assigned by teachers. The parental role is vital to the completion of this task.

The standard homework assignment is twofold:

- A. A daily sharing of classroom and school events. This may provide an opportunity for an ongoing dialogue with your child.
 - B. A nightly reading time period of 15 or more minutes for Grades 5 and 6. The nurturing of the lifelong skill of reading is the greatest gift you can give to your child.
3. It is strongly recommended that each student have a homework area and time period designated for homework. The homework area and time period should encourage maximum concentration on the assignment.
 4. It is recommended that the parent support the child in the homework process by demonstrating an interest through a review of the homework. Please do not complete homework for your child.
 5. Classroom teachers will address issues when a student regularly fails to complete assignments. Consequences may be assigned. Persistent homework completion issues may also be brought to the attention of administration.

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

Your child's progress is indicated on their report card. It shows both progress in relation to individual ability and in relation to the achievement expected for his/her grade. Caution cards are sent home prior to the report cards for children who may be in danger of failing a subject area. Work samples will also be sent home at other times throughout the year.

Parent-teacher conferences are most worthwhile. Designated conference days for 16-17 are: Nov.22nd and 23rd, 2016.

Interim conferences can and should be initiated by either parents or the teacher. Please contact the school to arrange interim conferences.

Community Web Portal

The Community Web Portal is a Web-Friendly state-of-the-art communication tool designed by K12 Systems, allowing parents to interact more closely with their children's school activities. This portal gives access to their child's academic grades.

See <http://www.methacton.org> for instruction to establish a personal account.

All Skyview Report Cards (Board Policy [212](#): Reporting Student Progress) are issued through parent portal. Hard copies are not sent home with students.

Plagiarism

Definition:

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

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

"Common knowledge is any fact that can be found in many sources and is likely to be known by many people. **You must document facts that are not commonly known or ideas that interpret facts.**" (John Peterson. Writing Tutorial Services, Indiana University, Bloomington, IN. 4/17/98. 4/26/04. (<http://www.indiana.edu/~wts/wts/plagiarism.html#terms>)

Plagiarism Includes:

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

Consequences: Plagiarism is a form of cheating and is therefore is a disciplinary offense.

Senior High School Sporting Events

No children under high school age will be admitted to athletic contests unless accompanied by an adult.

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 or loss of books. Students are responsible for books issued to them or borrowed from the school library. Should a book be damaged or lost, the student will be charged at the full replacement cost. Students who have not returned books or made restitution for lost or damaged books will not receive their final report card.

Acceptable Use of Communications and Information Systems

<http://www.boarddocs.com/pa/meth/Board.nsf/goto?open&id=9WT85X1CB3FE>

*According to **School Board Policy 815, Electronic Devices** shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the Internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.*

Children should not bring items from home. Examples of such items include, but are not limited to, electronic handheld games, collectible game cards, iPods, laser pointers, and personal listening devices. Students are not to use cell phones/text during school day.

Exception:

- Students participating in after-school activities may use mobile phones under the following conditions:
 1. The mobile phone must remain off during the after-school activity
 2. The mobile phone may be turned on and used when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent or guardian, or other person providing transportation to the student.
- Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Use of (electronic) e-readers (including but not limited to Kindle or Nook) at Skyview

Use of electronic devices is prohibited during the school day unless the building administration approves the use of electronic devices for classroom or instructional activities and or other reasons determined appropriate.

Students at Skyview may be permitted to use e-reader devices during the school day (including but not limited to the Kindle or Nook) with the following conditions:

- Use and care of devices are the sole responsibility of the student. The school/district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.
- Devices are to be used for **READING**. Students are not to use game applications, access the internet, send e-mail or text messages, take photographs or record video/audio data using these devices. (The preceding is in line with School Board Policy 237.) ***Students found to be using their e-reader during school in a manner not solely for READING will have the device taken away and a parent/guardian will be contacted to pick up the device from school***

Students and families are reminded that all Skyview students have signed a “responsible use agreement” regarding the appropriate use of technology in school. A copy of this agreement is available on Mrs. Rutter’s Computer Literacy website at: <http://www.methacton.org/Page/6343>

We strongly believe in the importance of technology integration in our daily educational instruction for our students and in the importance of teaching our students to be responsible digital learners. It is our beliefs that by allowing students to use their personal e-reader devices at school we will provide students with even more opportunity and encouragement to READ.

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 <http://www.methacton.org/COPPA>. 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.

Skyview Music Department

As a shared value of the Methacton School District, we support the arts as an enriching aspect of the educational experience. Students involved in performing arts programs must be permitted to attend cyclical lessons and scheduled rehearsals without penalty or restriction. It will remain the responsibility of the student to make up any missed work.

Rehearsal and Lesson Policy

1. ALL students participating in chorus, band, and orchestra must report directly to rehearsal at 2:45PM
2. If a student does not attend rehearsal, he or she will be reported to the office for cutting class.
3. All members are limited to three excused **rehearsals** (3 end-of-day) absences in the fall concert season (September-December) and four in the spring (January-May).
Example of excused absence – absence from school, absence due to early dismissal of student.
4. All members are limited to three excused **lesson** absences in the fall concert season (September-December) and four in the spring (January-May).
Example of excused absence – test, assembly, special project that cannot be completed at another time.
5. Parents and teachers will be notified if students are not in compliance with this policy.

In our efforts to continually monitor the safety procedures of our building please note the changes below to morning music rehearsal drop-off:

- Drop-off will occur at our **main entrance** from **7:30 – 7:40 a.m.** Please pull up along the curb and have your child exit the car and enter using our main doors. Please then circle around the back of the building to exit the school campus.
 - o *NOTE: do not drop children off at the back door – it will be locked!*
 - o *Please do not drop children off prior to 7:30 – supervision is not available!*
- **If you arrive after 7:40 a.m. you must park your car and walk your child in through the main entrance.** (Arcola buses begin arriving at 7:40 and park along the curb.)

Student Health and Attendance

ABSENCES/RE-ADMISSION TO SCHOOL

Attendance Policy

Methacton School District requires parent notification of a student's absence. **Parents are required to call the attendance line at (610) 489-5028 before 9 a.m. when a student will either arrive late or be absent from school.** 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.

Absences from School

1. Excused absence refers to absence for any one of a number of legal reasons. Excused absences include: pupil's illness, death in the immediate family, subpoenaed court appearance, major religious holidays, and pre-approved absences.
2. **If a student will not be in school on a particular day, the parent or guardian is required to call the attendance line prior to 9 a.m. at 610-489-5028.** Please provide your child's name, grade, teacher's name and reason for absence. When the school is not notified a call will be placed to the parent/guardian to determine the reason for the absence. Exception: 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 with the necessary information for the duration of your child's absence.
3. If the attendance office does not receive a verbal explanation of the absence from the parent/guardian within two weeks from the date of the absence, the absence will be recorded as unexcused.
4. Consecutive absence of four (4) days or more require a physician's note upon student's return to school.
5. Absence through parental neglect, illegal employment, truancy and non-approved educational trips are considered unexcused absences. Written excuses/phone calls do not necessarily mean that the absence is excused. **Such examples as "visiting," "away from home," "missed the bus," "overslept," are classified as unexcused absences.** Students who accumulate one day or the equivalent of one day of unexcused absence are reported as a "first offense case." A "first offense" notice is sent to the parent/guardian from the Skyview Attendance Office. After the first offense notice, the school is required to refer each succeeding illegal absence to the District Magistrate.

Educational 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 Form at least 2 weeks prior** to the absence. This policy should not be abused but used only as a last resort when planning vacations. School is important and students should not get the impression that vacation is more important. A maximum of **5 (five) days** per school year will be excused. **Absences due to family trips without prior approval will be listed as unexcused and may result in a first offense notice if these procedures are not followed.** When requesting student work, please initiate request to their teachers at least one week in advance.

Parents are encouraged to use proper judgment when considering an educational trip. **The children will be responsible for making up any missed work upon their return to school.** While on the trip, the children are to keep a daily journal which may be requested by the teacher upon their return. ***School-wide standardized tests are administered in the fall, winter and spring. PSSA's are administered in the spring. Please refer to the building calendar for specific dates.***

Lateness

Lateness is a problem that disrupts the education of the child who is late and those students in the same class. The teacher must stop the lesson to accommodate the student who arrives late, causing a disruption to the educational program which was occurring in the classroom. Please make every attempt to see that your child arrives to school on time. **If a student is not in their homeroom by 8:45 a.m., he/she is considered late, and must report to the Main Office to sign him/her into school.**

Early Dismissals

If a parent needs to have their child dismissed early from school, a note with the student's name, the early dismissal time and reason for their student leaving early should be sent with their child to school on that day. Upon arrival to school, after checking in with their homeroom teacher, the student should bring the note to the Main Office and be given an early dismissal pass.

Parents are required to come into the Main Office to sign for their child's release. Upon arrival to the Main Office, adults are required to show proof of identification (preferably a driver's license), in order to have their student released to them. While waiting for your child, please enjoy the student work and information that is available in the Main Office waiting area.

Medical and Health Concerns

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

Homebound Instruction

If your child will miss school for a period of two or more consecutive weeks due to an accident or severe illness, please call the school office to discuss the situation. Your child may be eligible for homebound instruction.

Re-Admission to School Activities after Serious Illness or Hospitalization

The following items must be advised by a physician and sent to school with the child when he/she returns to school:

1. Diagnosis
2. Medication during school hours
3. Restrictions or limitations

Please visit or contact the school nurse to discuss these issues prior to your child returning to school.

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 the school in their original containers and renewed each year.

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 card will be contacted. If minor accidents occur, the nurse will administer first aid and, if necessary, notify the parent(s). There will be no care beyond first aid (defined as the immediate, temporary care given in case of an accident or sudden illness) given during school hours. Optional accident insurance is available (at the expense of the parent). Forms for enrollment in this optional coverage are available at the start of the school year.

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.
3. The student helper must be on the same team as the student using the elevator.

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 will prevent the student from advancing to the next grade until the requirements are satisfied.

Health Mandated 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 Procedure

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.

- 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:
 1. No classroom checks will be performed;
 2. No classroom, or school wide parent notification letters will be sent by the School Nurse or Administration.
 3. 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 in an understandable form.

<http://www.health.ri.gov/publications/protocols/HeadLice.pdf>

<http://www.health.ri.gov/for/schools/#lice>

<http://www.cdc.gov/parasites/lice/head/schools.html>

Student Arrival and Departure

General Procedures

Students may enter the building beginning at 8:30 a.m. Students who arrive before 8:30AM will need to wait outside. **Prior to 8:30AM, there will be no school personnel available to supervise your child.** Students waiting outside, unsupervised, can create a dangerous situation that need not occur. Please help us to keep your child safe by dropping them off no earlier than the appointed time. Please be sure that your child does not leave for school too early. Please do not permit him or her to be at the bus stop more than five minutes before the bus is scheduled to arrive. Problems often occur at bus stops when children arrive too early and engage in horseplay.

Students being dropped off for school shall be dropped off only in the *car loop* in the rear of the school. Parents are to pull around and stay in the car in order to keep the flow of traffic moving. This area will be supervised by a school district employee. If a parent is planning to come into the school, they should first drop their child in the designated area, then park and come into the building through the main office.

Students who are being picked up by a parent/guardian must bring a note to school **each day** they are to be picked up. This note is to be given to the child's teacher. At the end of the day, the note will be given back to the student. Students who are being picked up will proceed to the parent pick-up area. Notes will be handed to the employee at the pick up area as the child leaves. **This procedure will be followed on a daily basis (even if the child is picked up regularly). If a student does not have a note, he/she will be required to go home on his/her assigned school bus.** Pick up and Drop off will take place in the car loop in the rear parking lot. Again, parents are asked to please remain in their cars and await their child's dismissal from the car line. This area will be supervised by school district staff.] Students who are permitted to walk to/from school will have signed permission form on file in the main office.

Bus arrival and departure will occur in the bus area at the main entrance of the school.

School Bus Transportation (Board Policy 810: Transportation)

Methacton transportation services are provided through [First Student](#).

School bus transportation is an extension of the school system and the standards set by the school should be carried over onto the school bus. The school 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 buses. The use of bus transportation to and from school is a **PRIVILEGE**, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others, this privilege may be denied.

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.

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 a written permission slip from his/her parent/guardian. The slip must be approved by the building principal and be presented to the school bus driver prior to boarding the bus.

Bicycle/Skateboard Policy

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

Parents requesting transportation to and/or from a third party location must make their request in writing at least one week prior to the effective date. The third party location must be within the attendance area of the child's school, and space must be available on the bus which serves the requested location. Furthermore, there shall be only one third party location per student, and that shall be on a regular schedule of not less than two days per week.

Any transportation issues can be addressed directly with the Transportation Department at (610)409-1914.

Safe School Bus Riding Tips (Board Policy 218: Student Discipline)

Waiting for the bus:

- ❖ Arrive at your stop on time (5 minutes beforehand)
- ❖ Wait for you 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 riding the bus:

- ❖ Remain seated while the bus is moving.
- ❖ Follow the school bus driver'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 damage or litter 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.

Transporting of Materials by the School Bus

The Pupil Transportation Policy of the Board of School Directors of the Methacton School District states in part, "The school bus driver shall not permit any live animals, firearms, explosives or anything of a dangerous or objectionable nature on the bus. Gym bags, band instruments, school projects or items of this nature will be permitted on the bus provided they can be held on the student's lap without endangering the safety of other pupils." It has been determined that the following musical instruments/accessories cannot be held safely and, therefore, shall not be transported: Baritone Sax, Baritone Horn, Bass Trombone, Cello, Drums, Electric Bass, Electric Piano, Marimba, Mellophone, Sousaphone, String Bass, Tuba, Vibraharp, Xylophone, Amplifier System.

CHILDREN VISITNG OTHER CHILDREN AFTER SCHOOL

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

STUDENTS RETURNING AFTER SCHOOL HOURS

Students **are not** permitted to return to their classrooms to retrieve items needed for homework after school hours. Students need to learn to be responsible for any item they may need for any after school activity and bring those items home at dismissal. There are not guarantees that the teacher will be in the room and no one is permitted in the room without the teacher present. Concerns of confidentiality, security and developing responsible students are the reasons for this policy.

Emergency Planning
(Board Policy 805: Emergency Preparedness)

Emergency Closings/Late School Openings

Emergency Closing of ONLY Skyview during School Hours

Should there be an emergency at Skyview, which would facilitate its closing; the following procedures will be followed:

1. All children will be transported by bus from Skyview to Methacton High School (MHS).
2. All classes will be housed at MHS for the remainder of the school day.
3. The regular school hours will be observed with dismissal at 3:15 PM.
4. Instruction will be presented in large groups areas at MHS by your child's classroom teacher.
5. Box lunches will be provided for those children who are buying their lunch.
6. The phones at Skyview will be manned to address parental concerns.
7. The radio stations will be notified.
8. A form letter will go out that same evening to notify parents of the situation.
9. The School Messenger system will communicate pertinent information.

Please do not attempt to pick your child up at MHS. The children will be sent home on their regular bus run as close to their scheduled time as possible.

School Messenger System

In the event of an emergency school closing, delayed opening or for the sharing of other important information, the Methacton School District uses the School Messenger system which sends phone calls to provided numbers and e-mails to those who provide and e-mail address. School Messenger messages are disseminated most often at the district level. Be sure to complete and/or update your families' School Messenger information.

You can increase the likelihood of being contacted by keeping your phone numbers current with the office, the nurse and the classroom teacher.

To prevent this scenario from occurring, please make every effort to update your child's school information. Phone numbers are extremely important, especially if we need to reach you in times of emergency!

Hazardous Weather Conditions Developing during the Day

When weather conditions warrant, a decision to close school will be made by noon. The time the schools close will depend on the weather conditions. Bus drivers, teachers and pupils will be notified immediately of the decision. Such a decision will be broadcast on the radio. Parents should have a contingency plan for their children should an early dismissal be necessary. The office cannot call individual parents to provide this information. The district Alert Now system will be used to communicate this information.

Hazardous Weather Conditions Developing during the Night

Heavy snowfall or other serious weather conditions at night may make it necessary to close schools the following day.

Safety and Emergency Planning (Board Policy 805: Emergency Preparedness)

The safety of Skyview students is important. To this end, the school district and Skyview Upper Elementary School have developed comprehensive emergency plans. Students routinely practice for emergency situations such as, but not limited to, fire drills, intruder drills and weather drills. Questions regarding emergency plans should be directed to the school's main office.

Rules for Student Conduct

Proper conduct is defined as behavior that reflects favorably upon the individual students 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 and studious manner. Everyone has a right to a peaceful and harmonious environment, free from disruptions and unnecessary noise.

Teachers will address issues in classrooms. Students who repeatedly exhibit behaviors that are disruptive to the learning process and have not responded to the teacher's disciplinary measures will be sent to the principal/assistant principal. Behavior slips will be used to keep parents informed of students' conduct.

Any student causing physical harm to others will immediately be sent to the principal or his/her designee. Destruction of school property (i.e. bathrooms) will be reported to the principal/assistant principal. Property damage will be repaired, cleaned up or paid for by the student responsible for the damage.

BULLYING PREVENTION MSD BULLYING POLICY 249 Board Policy 103, 103.1, 248 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 focus on the pillars of Character Counts (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship) in setting forth expectations for and monitoring student behavior. (These expectations are outlined beginning on page 17 of this handbook) Students are encouraged to continue to use the STOP, WALK, TALK strategies learned in elementary school. Additionally, bully prevention is 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 included in the developmental classroom guidance lessons. Developing positive relationships with others, conflict resolution, human diversity, acceptance of differences, empathy, peer influence and bullying are topics included in the comprehensive elementary guidance curriculum.

Cafeteria

Proper Conduct:

1. Gather all necessary items the first time through the line. **NO RETURN TRIPS ARE ALLOWED.**
2. Food items are to be consumed in a polite manner. Misuse of food items is considered inappropriate behavior.
3. Students are to keep their hands and feet to themselves.
4. Students should remain seated until the cafeteria aide gives them permission to leave the table.
5. Students will keep a soft voice when talking to their lunch table neighbors.
6. The cafeteria aides should be given the same respect as would be given all adults.

Gum chewing is prohibited.

Discipline is necessary for effective education to occur. Its purpose is to help students develop self-control, self-respect, and respect for others.

The Six Pillars of Character excerpted from *Making Ethical Decisions*

Trustworthiness. Respect. Responsibility. Fairness. Caring. Citizenship.

The Six Pillars of Character are ethical values to guide our choices. The Six Pillars act as a multi-level filter through which to process decisions. Adhering to the letter of the law is not enough — we must accept responsibility for our action or inaction. The Pillars can help us detect situations where we focus so hard on upholding one moral principle that we sacrifice another — where, intent on holding others accountable, we ignore the duty to be compassionate; where, intent on getting a job done, we ignore how. In short, the Six Pillars can dramatically improve the ethical quality of our decisions, and thus our character and lives.

<p>Trustworthiness is being honest, telling the truth, keeping promises. Trustworthy people don't lie, cheat or steal, and they stand up for their beliefs even when it is difficult to do so.</p>	<p>Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means never insulting or making fun of others who are different in looks, ability, race or religion. A respectful person is polite.</p>
<p>Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their temper and always do their best. They don't give up easily and they don't blame others for their mistakes.</p>	<p>Fairness is playing by the rules, taking turns, sharing and listening to what others have to say. Fair people do not take advantage of others. They consider all sides before they decide, and they don't blame other people for something they did not do.</p>
<p>Caring is being kind, helpful and generous to everyone. Caring people are unselfish. They are considerate and they think how their conduct affects others and how others feel. Caring people are charitable and forgiving, and they do well without expecting a reward.</p>	<p>Citizenship is doing your share to make your community a better place for everyone. Good citizens are also good neighbors. They cooperate with others, and obey laws and rules. They respect authority and protect the environment.</p>

Behavior Expectations by Pillar

	Classroom	Hallway	Cafeteria	Bus	Recess
Trustworthiness	<p>Do your own work</p> <p>Respect other's property</p> <p>Behave when teacher is working with other students.</p> <p>Be truthful in what you say and do.</p>	<p>Walk</p> <p>Move quietly through hallways.</p> <p>Follow locker policies.</p>	<p>Respect other people's food and money</p> <p>Stay seated.</p> <p>Use good table manners.</p> <p>Keep your voice down – no yelling.</p> <p>Clean up after yourself.</p> <p>Be truthful in what you say and do.</p>	<p>Remain seated.</p> <p>Keep your voice down – no yelling.</p> <p>Be truthful in what you say and do.</p>	<p>Be at recess – stay in designated area.</p> <p>Listen to adults.</p> <p>Be truthful in what you say and do.</p>
Respect	<p>Demonstrate respect by listening to teacher and peers – no calling out or side conversations.</p> <p>Show open-mindedness, sensitivity and acceptance of others.</p>	<p>Walk</p> <p>Move quietly through hallways</p> <p>Keep your hands to yourself</p> <p>Say hello to staff and peers in a respectful manner</p>	<p>Use good table manners</p> <p>Clean up after yourself.</p> <p>Listen to cafeteria monitors</p> <p>Stay seated</p> <p>Keep your voice down - no yelling.</p>	<p>Remain seated</p> <p>Keep your voice down – no yelling</p> <p>Keep your hands to yourself.</p> <p>Be respectful towards peers and bus driver.</p>	<p>Include others.</p> <p>Use equipment appropriately.</p> <p>Listen to recess aides.</p> <p>Keep your hands to yourself.</p>
Responsibility	<p>Be prepared for class with materials and homework.</p> <p>Follow classroom rules.</p> <p>Be on-task in</p>	<p>Walk</p> <p>Move quietly through hallways</p> <p>Keep your hands to</p>	<p>Use good table manners</p> <p>Clean up after yourself.</p> <p>Listen to cafeteria monitors</p>	<p>Remain seated.</p> <p>Keep your voice down – no yelling.</p> <p>Be responsible</p>	<p>Use equipment appropriately.</p> <p>Return equipment.</p> <p>Listen to recess aides.</p>

	class. Clean up materials after using them.	yourself Follow sign out procedures.	Stay seated Keep your voice down - no yelling.	for your belongings.	Be at recess – stay in designated area.
Fairness	Cooperate with others during activities – listen and do your share of the work.	Respect the learning environment – walk quietly. Walk – maintain safety in halls.	Wait your turn in line.	Allow others to sit with you – no “saving” seats.	Share and take turns. Include others in activities
Caring	Treat others the way you want to be treated. Help others	Treat others the way you want to be treated Help others	Treat others the way you want to be treated Be respectful in line – no pushing or budging in line Help others – clean up when asked.	Treat others the way you want to be treated Allow others to sit with you – no “saving” seats	Treat others the way you want to be treated
Citizenship	Be an active participant. Follow established rules Have respect for school property Offer positive support for peers. Pay it forward – leave things better than you found it. Utilize recycle bins.	Lead by example – greet others, maintain quiet. Be aware of other classes going on. Follow procedures for signing out of an area.	Lead by example – clean up after yourself, push in chairs. Listen to staff members. Utilize recycle bins.	Lead by example – be courteous to your bus driver. Follow bus rules.	Lead by example – respect and return equipment, include others in activities. Work together

Appearance (Board Policy 221: Dress and Grooming)

The board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has authority to impose limitations on students' dress in school. The 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 a safety hazard. Students may be required to wear certain types of clothing while participating in physical education class, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing students' dress and grooming.

If, in the opinion of the Administration, a student's attire is thought to be a disruption/ distraction to the educational process or constitutes a health or safety hazard, it is deemed unacceptable and can be a cause for consequences depending on the circumstances.

Students will be asked to change their clothing if deemed inappropriate. The student will remain out of class until such time that appropriate clothing is provided by a parent/ guardian or the conclusion of the school day.

Student Discipline

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 MSD Board Policy. Failure to follow such policies may result in disciplinary action by teacher and/or administrator. Possible consequences that can occur are: warning, parent phone call, lunch detentions, after school detentions, loss of bus privileges, in-school suspension, and out-of-school suspension.

Dressing for Physical Education

Students are required to wear tied sneakers for all physical education classes.

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.

Weapons Policy (Board Policy 218.1)

Please be advised that students who bring objects to school that can be considered as a weapon to be used against other students and/or adults, could face expulsion under the Pennsylvania State Law and Methacton School District Policy. Things which could be considered weapons could be, but are not limited to: guns, knives (including pocket/pen knives), tools, etc. Please note the Methacton School District Policy 218.1 regarding weapons and terroristic threats.

General Parent Information

Special Custody Arrangements

If a special custody situation applies to a student, it is the responsibility of one or both parents to make this circumstance known to the school. In the absence of legal documentation, it will be assumed that a shared custody arrangement exists. If this is not the case, legal documentation must be provided by the custodial parent to keep the school informed. Divorced or separated parents have the legal right to view their child's school records, receive school progress reports (a written request must be made and a current address provided), visit the school and participate in parent-teacher conferences.

Smoking

SMOKING IS PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES. Methacton is a smoke-free environment!

Parental Attendance at School Programs

Throughout the year, you will be invited to attend various assembly programs/performances. These are important moments in the lives of our children. In many instances, they have practiced extremely hard to present the best performance possible. Therefore, we ask that you refrain from engaging in conversation with other adults while you attend these functions. Your silence shows a genuine respect and admiration for your child's hard work. We thank you in advance for your cooperation with this matter.

PARKING

During the school year, there will be many reasons for you to drive to Skyview Upper Elementary School. Enter through our reception area and sign in at the main office. Please respect the handicapped parking spaces, and use them only if you have a handicapped license or placard.

Staff Room Usage

The Staff Room is a professional area. There are many times when professional discussions concerning curriculum, program and students may take place between staff members. Parents are requested not to use the staff room. Parents may work in areas designated by the principal or classroom teacher.

Visiting the School (Board Policy 907: School Visitors)

The Skyview staff welcomes any parent or guardian to visit the school. All visitors must report to the school office, sign in, present their driver's license, and wear a visitor's badge provided by the office. If you wish to deliver an item 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. Visitors should contact the classroom teacher and make the necessary arrangements a minimum of one day in advance of the desired date.

The Methacton School District utilizes the V-Soft Raptor visitor management system (commonly called Raptor). Raptor is capable of replacing some-paper based logs. It allows schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender's databases.

Volunteering in the School (Board Policy 916: School Volunteers)

Please refer to School Board Policy 916 regarding volunteering in the Methacton School District. Information regarding volunteering including the volunteer manual and necessary paperwork is available on the school website as well as in the main office.

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

If a child has forgotten or lost their lunch money, they will be permitted to call home.

Price for the 2016-2017 school years is as follows:

Breakfast	\$ 1.90
Lunch	\$ 2.95

Milk is the only allowable beverage that may be served with the meal platters in accordance with the United States Department of Education. The choices of milk are: whole white, low-fat white, skim white and low-fat chocolate. If a child is milk intolerant, a doctor's note must be submitted to the cafeteria and juice will be substituted. If you wish a beverage other than milk with your child's platter, it must be purchased separately. **Microwaves are not available for student use.**

Free and Reduced Lunch 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 can be found on our website at www.methacton.org/freeandreduced. (Board Policy [808.1](#): Free/Reduced-Price Meals and Free Milk)

Recess

A 10 minute recess will be held every day for 5th grade weather permitting. Please see that children are dressed appropriately for the season of the year. When snow is on the ground, please be sure your child is wearing boots. A written note is required in order for your child to remain in the building during outside recess. This note should be submitted only when it is absolutely necessary.

Skyview Home & School Association

The Home & School Association is EVERYONE. It is parents and teachers dedicated to making the school a better place to learn. They work hard every day to raise money, improve relations between home and school and make this upper elementary experience special for every child. Home & School meets monthly. At these meetings, there is discussion of upcoming events, updates by teacher representatives and much, much more. We invite every parent to attend these special meetings to get a better glimpse of what is happening at Skyview. For more information, feel free to contact any Home & School officer, chairperson or member of the Skyview Staff.

Co-Presidents - Michelle Bauer, michelle_bau@yahoo.com

Nicole Drake, duck7939@aol.com

Vice President - Gabby Winters, eaglevillewinters@verizon.net

Treasurer - Suzy Dowell, dowell13@gmail.com

Corresponding Secretary - Amy Smith, amycagssmith@gmail.com

Recording Secretary - Laurie O'Neill, laurie_schatz@hotmail.com

School Records Policy (Board Policy [200](#): Enrollment in District, 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 or business telephone number**
- ❖ **Your emergency contact designee**

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.

Withdrawal/Transfer of Students

Parents should notify the elementary school to which their child is enrolled at least one week in advance when withdrawing the child from school. Parents should inform the principal regarding the date of the move, the new home address and the name and address of the school their child will be attending. The Methacton School District will provide an up-to-date report card and other scholastic and health records to the new school upon its request. Parents must sign a release form for these records prior to moving.

Lost and Found

Please ensure that your child's possessions are clearly marked with his/her name and grade. The school is not responsible for loss or damage to personal property. At the close of the winter holiday and the end of the school year, all unclaimed items are turned over to the school nurse to be given to a charitable organization. Lost items will be housed in the cafeteria.

Student Accident Insurance

Methacton School District provides information pertaining to student accident insurance. Brochures on this insurance are available in the school office.

Methacton Public Complaint and Issue Resolution Policy (Board Policy 906 Public Complaints, Issue Resolution, and Escalation)

Sometimes you or your child may encounter a problem or have concerns regarding school operational practices. The school district has developed a procedure to address such issues with the idea of obtaining an equitable solution. It consists of six steps outlined below. In case such a problem occurs, begin with

- Step 1. If the problem remains unresolved, continue with step 2 and so on until a resolution is achieved.
2. Discuss the matter with the staff member who is closest to the source of the concern, usually the classroom teacher.
3. Contact the area supervisor or department chairperson, i.e., guidance counselor, reading specialist, etc.
4. Contact the Building Principal
5. Contact the Assistant Superintendent.
6. Contact the Superintendent.
7. Appeal in writing to the Board of School Directors.

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

Suggestions for Parents

- Be enthusiastic and show interest in your child's work.
- Have a place to display your child's work.
- Be consistent in behavior requirements.
- Don't compare children.
- Don't criticize the teacher or school in front of the child.
- Select television programs that are age-appropriate.
- Monitor the use of Internet and technology/
- Encourage proper safety habits and attitudes that will prevent accidents.
- Give your child love, affection, security, attention and acceptance.
- Feel free to discuss anything with the teacher and/or school counselor by making an appointment for a conference.
- Join the Home and School association.
- Take an active part in school life.
- Listen to your child; encourage him/her to ask questions, discuss ideas, and review events of the day.

CHARACTER COUNTS AT SKYVIEW

Policies for Students and Parents

<i>Enrollment / Placement of students</i>	<i>Policy numbers 200 / 201 / 206</i>
<i>Child / Student abuse</i>	<i>Policy number 806</i>
<i>Code of Conduct / discipline / suspension / expulsion</i>	<i>Policy numbers 218 / 233</i>
<i>Distribution of materials by students</i>	<i>Policy number 220</i>
<i>Student Publications</i>	<i>Policy number 220</i>
<i>Promotion, retention, and grading</i>	<i>Policy numbers 213 / 215</i>
<i>Property, lockers and equipment including responsibility for loss or damages and care of school property by students</i>	<i>Policy number 224</i>
<i>Unlawful / Sexual harassment and discrimination policies and the names and contact information of persons designated to receive complaints of discrimination and harassment</i>	<i>Policy numbers 103 / 103.1 / 248</i>
<i>Bullying policy and information</i>	<i>Policy number 249</i>
<i>Computer and internet use and user agreement form</i>	<i>Policy number 815</i>
<i>Use of video cameras for disciplinary purposes</i>	
<i>Use of cell phones / electronic devices</i>	<i>Policy number 237</i>
<i>Student Wellness policy and information</i>	<i>Policy number 246</i>
<i>Free / reduced – price lunch and / or breakfast information</i>	<i>Policy number 808.1</i>
<i>Due process rights of students</i>	
<i>Child Find information and services provided under IDEA and Section 504</i>	<i>Policy numbers 103.1 / 113</i>
<i>Student organizations and Equal Access</i>	<i>Policy number 122</i>
<i>Notification of student and parental rights under FERPA and Opt- out of directory information for military recruits</i>	<i>Policy numbers 216 / 250</i>
<i>Statement of equal opportunity in employment and education</i>	
<i>Parental notifications required by No Child Left Behind</i>	<i>Policy numbers 103 / 103.1 / 104</i>

These policies should be read and reviewed and are located online at www.methacton.org