



## SKYVIEW UPPER ELEMENTARY SCHOOL HANDBOOK

A resource for Skyview students and families.

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

***Dr. David Zerbe, Superintendent of Schools***

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# 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

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## The Methacton School District Board of School Directors

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## District Services Contact Information

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[Scott Hensel](#)  
*First Student Location Manager*

**Food Services**  
**610-489-5000, ext. 30408**  
[Zachary Lindeman](#)  
*Aramark Food Services Director*

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## 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.
- ... 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.
- ... the teachers, students and parents are to be responsible for pursuing excellence and being accountable, thus making all we do worthy of pride.
- ... education nurtures the whole child.
- ... every individual has the right to be respected and the responsibility to respect others within the community of learners.
- ... everyone plays a part to make our classrooms, our community and our world a better place.

**Together we make the difference.**

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

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## Attendance Information & School Hours

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

### Methacton Instructional Calendar

The [2020-2021 School Calendar](#) lists the days on which schools and/or offices are closed as well as scheduled snow make-up days, if necessary.

### Skyview School Day

Skyview teams follow their own schedule. Those will be provided on the first few days of school. For both 5<sup>th</sup> and 6<sup>th</sup> grades, the day will start with homeroom time for attendance and announcements.

#### **Student day:**

Arrival: 8:00-8:15 A.M.  
Dismissal: 3:00-3:10 P.M.

#### **Faculty:**

Monday 7:55 A.M. - 3:55 P.M.  
Tuesday - Friday 7:55 A.M. - 3:15 P.M.

#### **School Office:**

Monday - Friday 7:30 A.M. - 3:30 P.M.

### Attendance

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

Methacton requires parent notification of a student's absence. **Parents should call the CHILD CHECK LINE if your child will either be late to or absent from school.** (Details below) 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. After the first offense notice, the school is required to refer each succeeding illegal absence to the District Magistrate. 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

If your child is absent or will arrive late, **for any reason**, please CALL BEFORE 8:30 A.M. and leave your brief message. Please state your child's name, grade, teacher's name and **the specific reason for the absence**. The Child Check Line phone number for Skyview Upper Elementary School is [610-831-5328](tel:610-831-5328) (24 hour voicemail is available). Parents may also send an email to: [attendance-sv@methacton.org](mailto:attendance-sv@methacton.org). Students are not allowed to report themselves absent.

**Please contact the school to update your information whenever a phone number or email address changes so that we may ensure all contact information is up to date.** Skyview utilizes the School Messenger notification system to place student attendance calls. A recorded call and email are issued to the contact phone

numbers and email address held in the Community Web Portal. If a student's absence is not reported before 9:00 a.m., the School Messenger call will be sent so that the student is accounted for.

**Inquiries pertaining to missed homework assignments and teacher call-backs must be made outside of the initial recording after 9:15 a.m.**

### Arriving to School

Students who are being dropped off are to arrive at school by 8:15 a.m. Students will be marked late after 8:15 a.m. Families who wish to drop off students early for a supervised quiet time, must register for this service. Students should practice caution when exiting vehicles and crossing streets. **Parents are not to double-park** when dropping off children in the morning. Traffic will move as quickly as possible.

### Absences from School

Excused absence refers to absence for any one of a number of legal reasons. Excused absences include: pupil's illness, major religious holidays, death in the immediate family, subpoenaed court appearance, other pre-approved absence and other urgent reasons.

If the attendance clerk does not receive a verbal or written explanation of the absence from the parent/guardian within two weeks, the absence will automatically be recorded as illegal. Consecutive absences of more than three (3) days **require a physician's note**.

Written excuses/phone calls do not necessarily mean that the absence is excused. Such reasons as "visiting," "away from home," "missed the bus," "overslept," are **classified as unexcused** absences. Students who accumulate three unexcused absences will receive a "first offense" notice from the Attendance Office. Subsequent absences may be referred to the District Magistrate.

Trips (See family trips below.) must be approved **prior** to the trip to be considered excused.

### Tardiness

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

Please call the [Child Check Line](#) by **8:30 A.M.** if your child will be late **for any reason** and leave a brief message.

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

## Early Departure

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

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. No child may leave school alone other than at regular dismissal time for reasons of safety.

## Arrival and Dismissal Procedures

We have many children, but none to spare! Maintaining safety during arrival and dismissal is very important to Skyview staff and administration.

**There are new changes to this process for the 2020-21 school year. Please read this section carefully!**

Bus transportation: All buses will be unloaded and loaded from the back at both Arcola and Skyview entrances. Students will be asked to enter/exit the building closest to their bus and walk through the hallways to and from their homerooms at Skyview. Staff will be positioned in the hallways and outside to assist Skyview and Arcola students. At dismissal, Skyview students will be assisted in getting to their bus safely.

## Guest Bus Riders

Methacton School District will no longer allow "Guest Riders" on a bus. A "Guest Rider" is an individual who is riding home on a bus that is not on their assigned bus. **Students must ride their assigned bus home.**

Parent pickup: Students who are driven to school are to be dropped off and picked up at the front of Skyview, at our main entrance. Please follow the **one-way traffic** pattern on campus and all directions of the Methacton staff and School Resource Officer to help expedite the pickup and drop off system. All Skyview students are required to have a note signed by their parent/guardian for afternoon carline pickup, *even if it is a daily pick up*- this is the student's "ticket out the door". Permanent "pick-up passes" will be issued to students being picked up every day. Send daily notes until this procedure is established. Dismissal for parent pick-up will be at our "second-bell" at 3:05 to enhance safety procedures.

## Children Visiting Other Children After School

Students may not ride the bus home with another student, even with a note. If a student needs to go home with another student after school in carline, both students must have a note to verify that permission from both sets of parents/guardians is in place. **Two (2) notes are required** for this type of dismissal.

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## Skyview / Arcola Walkers:

Methacton School District will only permit Walkers from Skyview or Arcola that live within the boundaries as shown on page 14. These individuals will be required to provide the Building Administration with a signed permission slip daily in order to walk home.

## Child Care/YMCA

On-site before and after school care programs are held at Skyview in the second floor lobby.

## Face Coverings

In the instance that the district requires the wearing of face coverings (masks/shields or similar) as a result of the COVID-19 pandemic or if a student chooses to wear a face covering outside of a district requirement, students shall consider the wearing of such face coverings to be consistent with policy 221 Student Dress and Grooming and the use of special attire required to ensure the health or safety of the student. Students shall, therefore follow the school rules will apply equally to face coverings as the do to shirts and other clothing.

## Student ID tag and Lanyard

In the instance that the district requires the wearing of a district issued lanyard with ID tag as a result of the COVID-19 pandemic, the student shall consider the wearing of such district issued lanyard with ID part of [Policy 221 Student Dress and Grooming](#) and the use of special attire required to ensure the health or safety of the student. Students must follow the school rules with respects to visibility of district issued lanyards with ID tag for school buildings that require such adherence. Students may not substitute the issue lanyard or change the ID tag without Principal permission.

## Family Trips

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

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

When requesting student work, please initiate request to their teachers at least one week in advance. **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.***

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

## **Breakfast and Lunch Program**

### **Aramark Educational Food Services**

### **Point of Sale System**

### **Free and Reduced Lunch Program**

For the 2020-2021 school year, lunch prices are \$3.00 for elementary school students, and the price for breakfast is \$1.95. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. More information on how to apply may be found on our website at [www.methacton.org/freeandreduced](http://www.methacton.org/freeandreduced). (Board Policy [808.1](#): Free/Reduced-Price Meals and Free Milk)

**NOTE:** If your child carries a **lunch from home**, please make sure that the lunch is **labeled with the student's name and grade**. (We have a lot of "brown bags" and "lunch containers" that all look alike!) Microwaves are not available for student use.

## **Bullying Prevention & Student Discipline**

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

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

### **Bullying Prevention**

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

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

***Bully Prevention in School-Wide Positive Behavior Support*** helps establish a school-wide social culture where positive behavior is "expected" and rewards for bullying are NOT provided. The school counselors, along with classroom teachers focus on the pillars of Character Counts to set expectations for and monitoring student behavior. (Find these expectations outlined at the end of this [handbook](#).)

- |                    |                |
|--------------------|----------------|
| 1. Trustworthiness | 2. Respect     |
| 3. Responsibility  | 4. Fairness    |
| 5. Caring          | 6. Citizenship |

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

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

**Code of Conduct** (Board Policy [218](#): Student Discipline)

### **Download the Methacton Code of Conduct**

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

and hallway guidelines are provided here for our families.

### **Recess**

Recess will be held every day, weather permitting. Recess is an opportunity for students to socialize and engage in fun activities in a safe, appropriate manner. Please see that your children are dressed appropriately for the season of the year. At the discretion of the teacher, all children will be going outside on pleasant days. A written note is required for your child to remain in the building during outside recess. This note should be submitted only when it is necessary and should clearly explain the reason for the request.

Please share your child these Recess Rules so all students can enjoy the time outdoors with their peers:

- I will keep my hands, feet and objects to myself. *Engaging in fighting will result in a discipline referral. Students are not allowed to engage in horseplay (martial arts, tackling, and wrestling, pushing or pulling of others.*
- I will not use foul language.
- My personal technology items will be kept in my locker (turned off) or at home.
- I will leave all food items and water bottles inside to keep the outside area clear.
- I will wear appropriate footwear for school so I can participate in games safely.
- When I am outside, I need to speak with an adult to get permission to enter the building again so they know where I am.
- When the whistle blows, that is my signal to quickly line up to return to the building.
- I will treat others the way I want to be treated.
- I will behave in a way that will make my parents, friends, teachers and community proud.

### **Cafeteria Rules**

When in the cafeteria, students are expected to respect their environment and peers. Share these rules with your child:

- Students need to walk while in the cafeteria at all times for safety.
- Students need to use table manners while eating to show respect and responsibility.
- When restroom break is needed, you must ask an adult before leaving.
- Students should clean up after themselves to demonstrate good citizenship and caring.
- Students should show respect for all of the adults in the cafeteria.

### **Hallway Behavior Expectations**

- **WALK** – no running, jogging, skipping, etc.
- Maintain a quiet line with your teacher.
- Please keep hands, feet, and objects to yourself.

### **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.

**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**

#### **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.

**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.**

**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.**

**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.**

**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.

**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.**

**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.**

### **Expectations for Behavior by Pillar**

Please find these at the end of the [handbook](#).

### **Student Discipline**

The principal and staff will enforce all district policies relating to the standards of student behavior. Administration and teachers will use the Pillars of Character at Skyview to help teach students about their actions and how it affects others. 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 that 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.

### **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**

### **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 five teachers specialize in Math, Reading, English, Geography and Science.

*Students In both 5<sup>th</sup> and 6<sup>th</sup> grades receive instruction in the special subject areas below by marking period.*

- Art,
- Music,
- Library,
- Computer Literacy,
- Health, and
- Technology Education.

Grade 5 and 6 receive Physical Education 3x per cycle.

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

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

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

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

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

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

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

- November 19, 2020
- February 8, 2021\*\*
- April 21, 2021\*\*
- June 17, 2021\*\*

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

### **PowerSchool Parent Portal**

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

**Field Trips** (Board Policy [121](#): Field Trips)

**Parent-Teacher Conferences** (Board Policy [212](#): Reporting Student Progress)

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

- November 24 and 25, 2020
- February 16, 2021

There will not be school for students on conference dates.

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

### **Curriculum Review/Opt Out**

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

### **Instructional Programs**

#### **Special Services**

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](mailto:bvanburen@methacton.org) for Mrs. VanBuren or [dhadrack@methacton.org](mailto:dhadrack@methacton.org) for Mrs. Hadrack.

### **Parents of Exceptional Children**

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

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

Personnel) 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 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

### **Title 1**

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

### **Promotion - Retention**

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

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

### **Textbook and Library Book Care** (Board Policy [224](#): Care of School Property)

Students are responsible for textbooks that they use in the classroom and at home. Show them care. Families may choose to use a book cover to help maintain the cover of the book at home. Students and their families are responsible for any damage to or loss of school textbooks and Library materials. Should a book be damaged or lost, the student/family will be charged for the full replacement cost.

### **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 both an academic and a disciplinary offense.

#### **Extracurricular After School Activities**

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

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

#### **Skyview Music Department**

Methacton values the arts programming as an enriching aspect of the educational experience. Skyview offers band, orchestra and general chorus for students in grades 5 and 6. Students involved in performing arts programs will be permitted to attend cyclical lessons during their school day without penalty or restriction. It will remain the responsibility of the student to make up any missed work. Parents will be notified if work is not being made up or if a student is missing lessons

regularly so they may help their child make adjustments.

Being a part of the music program in Methacton, means there are rehearsals outside of the school day. Please be sure you are aware of the dates and times of these rehearsals from the music ensemble teachers. The procedure for morning rehearsal drop off is as follows:

- Drop off or pickup will occur at the main entrance at the assigned time. Do not drop off early.
- Please pull up to the curb and have your child safely exit the vehicle with all of their supplies needed for the day.
- To exit the campus follow the **one way** traffic pattern around the building.

#### **Student/Classroom Visits during non-school 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 their homework materials and items they may need for after school activities at dismissal times. Teachers must be present for students to enter classrooms to ensure student safety. Concerns of confidentiality, security as well as, developing responsible students are the reasons for this policy.

#### **Health Services**

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

#### **Medications**

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

#### **Severe Allergy/Anaphylaxis**

Additionally, [Board Policy 209.2, Food Allergy Management](#) is defined as a health condition that can lead to rapid death; therefore, special preparations are necessary to protect individuals with this condition. The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

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

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

Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

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

### **Sickness or Accidents during School**

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

### **Concussions**

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

- Notify the school nurses.
- Name of student
- When he/she was diagnosed as concussed
- Doctor's note submitted to nurse to confirm diagnosis
- The nurse will coordinate communication with the school counselors and teachers, and get the documentation in order for academic accommodations.
- Updated doctor's notes will need to be provided to the nurses every 30 days.
- In partnership, monitoring will continue, as symptoms require.
- PSSA testing requires all students with a concussion to provide a doctor's note within 14 days of testing in order to be medically excused. Students missing the exam due to a concussion will be expected to take the makeup exam the following year.

## **PA Department of Health Immunization Requirements for PA School Students**

### **Physical and Dental Examinations**

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

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

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

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

### **Mandated Health Screenings**

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

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

**VISION SCREENINGS** / GRADES K-5

**HEIGHT & WEIGHT** / GRADES K-5

### **Head Lice (Pediculosis Capitis)**

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

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

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

To maintain confidentiality:

- No classroom checks will be performed;
- **No classroom, or school wide parent notification letters will be sent by the School Nurse or Administration.**
- School Nurse will check siblings at parent request.



- The School Nurse will request notification of treatment. The School Nurse will make available accurate information regarding diagnosis, treatment, and prevention of head lice in an understandable form.

**MSD Wellness** (Board Policy [246](#): Student Wellness)

**Child/Student Abuse/Mandated Reporting of Suspected Child Abuse** (Board Policy [806](#): Child Abuse)

## Homework Guidelines

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

- 5<sup>th</sup> Grade – 50 minutes
- 6<sup>th</sup> Grade – 60 minutes

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

## Phone Calls

Please note that it is not appropriate for students to be making calls from school to home for forgotten homework, lunches, money or personal items.

**Remembering to bring needed items to school is part of learning to be responsible.** Calls made from the school office to parents will be permitted for “emergency” reasons only.

## Parental Involvement

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

- Join the Home and School Association and come to meetings and read communications.
- Read all communication from school district.
- Attend parent conferences.
- Volunteer to help with school activities and events.
- Talk to the teachers and administration.

- Be involved in the total school process.
- Attend School Board Meetings.
- Follow arrival and dismissal procedures to help maintain campus safety.

## Strategies for Success

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

## Birthday Recognition & Classroom Celebrations

Student birthdays will be announced over the PA system each school day (weekend birthdays are announced on the last school day of the week). Parents who wish to acknowledge their child’s birthday at school should do so with non-food items (i.e. a book donated to a classroom library in honor of the student, pencils, bookmarks, etc. **(Please do not send in sugary snacks** (i.e. Donuts, cupcakes, cookies, candy, brownies, etc. Please see Board Policy 209.2 regarding food allergens.)

## 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

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within five (5) working days. (Board Policy [906](#): Public Complaints, Issue Resolution, and Escalation)

## **Records Policy – Parental Notification**

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

### **Change of Status**

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

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

### **School Records** (Board Policy [216](#): Student Records)

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

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

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

### **Withdrawal or Transfer**

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

Students planning to withdraw from school must secure a "Request for Withdrawal" slip from the Attendance Office at least one week prior to the date of withdrawal. This must be completed, signed by your parent, and presented to the office on the date of the withdrawal. A final withdrawal form will then be issued. It will require the signatures of each of district faculty/staff to indicate that books have been returned and indebtedness cleared. Pupils changing their residence, telephone number, or any other information on their registration card should report the same to the office as soon as the change has been made. Transfers during the summer months are conducted through office.

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

## **Safety and Security**

### **Visitors** (Board Policy [907](#): School Visitors)

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

### **Locked Doors**

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

### **Child Custody Information**

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

### **Emergency Drills** (Board Policy [805](#): Emergency Preparedness)

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

## School Attire

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

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

### Jewelry

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

### Gym Class Attire

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

## School Closings/Delays/Early Dismissals

### School Messenger

**The School Messenger message system will be activated to notify families of delays or closings.**

PLEASE NOTE: In the event that you do not receive a phone call before 5:45 a.m., and the weather seems inclement, be sure to utilize any of these other methods to verify the status of the school day. While School Messenger is a very reliable system, no system is completely fail-safe, and so a variety of back-up measures are in place.

When weather conditions are severe enough to warrant a change in the school day; information will be posted on the district website ([www.methacton.org](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. In the event of a two-hour delay, a **modified kindergarten schedule will be followed (see below)**.

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

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

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

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

## School Counseling

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

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

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

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

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

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

**All students must ride the bus to which they have been assigned.** Students may not get off buses at any stop other than their own unless they have written permission from the parent/guardian, which has previously been presented to the principal for

approval. If approved, a permission slip must be presented to the school bus driver prior to boarding the bus.

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

### **Audio/Video Recording on School Buses**

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 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 are safeguarded. Tape retention occurs only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration.

### **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
- Follow all safety procedures put in place by district and transportation

#### **Boarding the bus:**

- Wait for your bus to come to a complete stop
- Board the bus in an orderly manner
- Go directly to a seat and sit down

#### **While on the bus:**

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

#### **Leaving the bus:**

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

- Be sure to look both ways before crossing

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

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

### **Safety Reminders for Coming to School**

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

### **Safety Reminders for Going Home from School**

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

### **Skyview / Arcola Walkers**

Methacton School District will only permit Walkers from Skyview or Arcola that live within the boundaries as shown below. These individuals will be required to provide the Building Administration with a signed permission slip daily in order to walk home.



## **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**

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

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

## **Publicity Refusal Form**

## **Equal Opportunity in Education and Employment**

Board Policy [103](#): Nondiscrimination in School and Classroom Practices

Board Policy [103.1](#): Nondiscrimination - Qualified Students with Disabilities

Board Policy [104](#): Nondiscrimination in Employment and Contract Practices

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

## **School Board Policy**

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

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

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

103 - Nondiscrimination in School and Classroom Practices

103.1 - Nondiscrimination - Qualified Students with Disabilities

104 - Nondiscrimination in Employment and Contract Practices

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

105.2 - Exemption from Instruction

123 - Interscholastic Activities

124 - Summer School

130 - Homework

200 - Enrollment in District

201 - Admission of Students

203 - Communicable Diseases and Immunization

204 - Attendance

206 - Assignment Within District

209 - Health Examinations/Screenings

210 - Medications

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

212 - Reporting Student Progress

213 - Assessment of Student Progress

215 - Promotion and Retention

216 - Student Records

218 - Student Discipline

218.1 - Weapons

220 - Student Expression/Distribution and Posting of Materials

221 - Dress and Grooming

222 - Tobacco and Related Materials

224 - Care of School Property

227 - Controlled Substances/Paraphernalia

233 - Suspension and Expulsion

247 - Hazing

248 - Unlawful Harassment

249 - Bullying/Cyberbullying

805 - Emergency Preparedness

806 - Child Abuse

808.1 - Free/Reduced-Price Meals and Free Milk

810 - Transportation

815 - Acceptable Use of Communications and  
Information Systems

907 - School Visitors

916 - School Volunteers



**Methacton School District**  
**Handbook/Policy/Code of Conduct Acknowledgement**  
1001 Kriebel Mill road | Eagleville, PA | 19403  
[www.methacton.org](http://www.methacton.org)

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

**Complete this form for each of your students in PowerSchool before Tuesday, September 15, 2020.**

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**PLEASE PRINT:**

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

I/We have reviewed the School Handbook.

X _____	X _____
Parent/Guardian Signature	Student Signature

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**Board Policies**

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

X _____	X _____
Parent/Guardian Signature	Student Signature

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**Methacton School District Code of Conduct**

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

X _____	X _____
Parent/Guardian Signature	Student Signature

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**Electronic Communication**

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

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## Behavior Expectations by Pillar

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