



Methacton **SCHOOL DISTRICT**

2024-2025

SKYVIEW UPPER ELEMENTARY SCHOOL HANDBOOK

A resource for Skyview students and families

Methacton School District | www.methacton.org

Dr. David Zerbe, Superintendent of Schools

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

The Methacton Mission, Vision, and Core Values

Mission

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

Vision

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

Core Values

- M otivate to succeed
- E mpower all learners
- T rust in teamwork
- H onor our heritage
- A ppreciate our diversity
- C ommit to growth
- T ransform our future
- O pen new opportunities
- N uture our talents

The Methacton School District Board of School Directors

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610-489-5036

[Jason Kelly](#)

First Student Location Manager

Food Services

610-489-5000, ext. 30216

[Chris Korinko](#)

Aramark Food Services Director

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.

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Attendance Information & School Hours

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

Methacton Instructional Calendar

The [2024-2025 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 5th and 6th grades, the day will start with homeroom time for attendance and announcements.

Student day:

Arrival: 8:00-8:15 A.M.
Dismissal: 2:55-3:10 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. – 4:00 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. 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, can begin doing so at 7:40am. Students should practice caution when exiting vehicles and should only exit out of the passenger side of the car. **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 parent signed written explanation (note) of the absence within 3 days, 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 Dismissal

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.

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.

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.

Student ID tag and Lanyard

Students will need to swipe their ID tag when going through the lunch line, which will allow for less wait time. Students

will need to bring their ID tag to lunch each day if they are getting a school lunch.

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 "Educational Trip" 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](#)

Prices for the 2024-2025 school year are as follows:

- Breakfast FREE
- Lunch \$3.25

For the 2024-2025 school year, Skyview/Arcola students are eligible to receive free breakfast. In addition, your children may qualify for free lunch or for reduced price lunch. In the instance that your child is eligible for reduced price lunch, they will also receive that lunch at no cost.

More information on how to apply may be found on our website at www.methacton.org/freeandreduced.

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

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

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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 (Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship) to set expectations for and monitoring student behavior. (Find these expectations outlined at the end of this [handbook](#).)

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

- Play safely with all equipment and use it for its intended purpose
- Hands and feet to self
- Listen to adult directions
- Stay in designated area
- Tell an adult if you are hurt or feel unsafe/see something unsafe
- Return all borrowed equipment
- Take all items inside with you (coats, water bottles, etc)
- Line up quickly and get quiet immediately
- Use kind words and actions
- Include others that want to play and play fairly

Cafeteria Expectations

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

- Walk
- Keep hands to self at all times
- Remain seated
- Raise your hand if you need help from an adult
- Have your ID ready
- Get all needed items before sitting down
- Clean up area and throw all trash away
- Ask permission to use restroom and sign out

- Eat and touch only your food
- Leave the cafeteria better than you found it

Hallway Behavior Expectations

- Hands and feet to self
- Walk
- Face Forward
- Stay in the line along the right side of the hall
- Go directly to your destination
- Stay quiet
- Food and drinks are away in the hallway
- Be respectful of hallway items

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.

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

PBIS At Skyview

At Skyview We SOAR

** Safe * Own Our Actions * Act Responsible * Respectful*

At Skyview, we show that we are Safe, Own Our Actions, Act Responsible and Respectful so that we can foster a positive school community. Students understand what it means to SOAR in all areas of our building through classroom lessons, school-wide assemblies and referring to our PBIS matrix located [here](#).

Part of PBIS includes recognizing students who meet our SOAR expectations. As students demonstrate their ability to meet these expectations, there will be opportunities for students to earn rewards that can be either school-wide or on an individual basis.

Student Discipline

The principal and staff will enforce all district policies relating to the standards of student behavior. Administration and teachers will use the PBIS framework 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. Teachers specialize in either Math, Integrated Language Arts, or Social Studies and Science.
- Grade 6, teams of three. Teachers specialize in Math, English/Language Arts, Social Studies and Science.

Students In both 5th and 6th 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.

Hawk Huddle/Flex

Hawk Huddle and Flex are a time in a student's schedule where they can receive what they need. This could be band lessons, enrichment, re-teaching, related services or extra help from a teacher on their team. In addition, one day out of the six day cycle will be dedicated to classroom meetings during the Hawk Huddle.

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

Methacton School district is a 1:1 Chromebook environment. All students are able to have a Chromebook assigned to them. Additional laptops and tablets are located in mobile carts so students can access programs specific to their courses as needed. All Chromebooks, computers and tablets are equipped with district chosen software programs that will reinforce curricular concepts and be used for practice, interventions, extensions, 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. Skyview students get a formal report card containing an evaluation of pupil progress, posted to the [PowerSchool Parent Portal](#) four times a year. Report cards are scheduled to be posted on:

- November 18, 2024
- February 10, 2025**
- April 23, 2025**
- June 23, 2025

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 4 and 5, 2024
- February 18, 2025

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
- R.E.A.C.H.

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.

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 race, color, age, creed, religion, sex, sexual orientation, gender identity, sex characteristics, ancestry, national origin or handicap/disability be excluded from

participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection therefore, whether full-time or part-time, under any educational program or activity operated by the school district. The district shall make reasonable accommodations for qualified individuals with disabilities upon request. To submit a complaint of discrimination, please visit www.methacton.org/titleIX. Inquiries may be sent to the Title IX Coordinator.

Dr. Che Regina
Assistant Superintendent
Farina Education Center
1001 Kriebel Mill Rd.
Eagleview, 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)

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)

- 5th Grade – 50 minutes
- 6th 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 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) 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 assign a seat, 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 Expectations for Safety and Conduct (Board Policy [218](#): Student Discipline)

Students SOAR on the Bus:

- Face forward and stay in your seat
- Listen to the driver
- Hands to self at all times
- Hands and body inside the bus window
- Go directly to your bus or wait respectfully for your bus during dismissal
- Use appropriate language at all times
- Make a good seating choice
- See Something, Say Something
- Keep your seat and floor area neat and clean
- Talk with kind words and at a respectful voice level in your seat
- Treat others and the bus with respect

These expectations are implemented to ensure your child's safety on the bus. Inappropriate behavior may result in loss of bus privileges. All students will be taught these expectations at the beginning of the school year and will review them on an as-needed basis throughout the year.

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

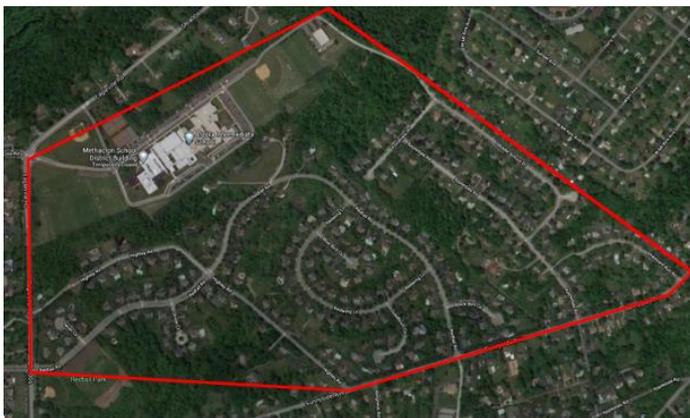
- Students should come directly to school in the mornings.
- Students should go directly home in the afternoons.
- Students should not stop at the playground or at friends' houses.
- Students should practice caution when crossing streets and/or cross with a parent or guardian if appropriate.

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 dependent on hours served. This process may take time to complete, so please plan accordingly. Visit the website at www.methacton.org/volunteer to learn more and begin the online 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 (optional form can be completed in PowerSchool Parent Portal).

Equal Opportunity in Education and Employment

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

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

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

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

School Board Policy

Many of the procedures and regulations contained within this handbook are authorized by or rooted in Methacton School Board Policy. Parents and guardians should familiarize themselves with these policies, available on the district's website at

<http://www.boarddocs.com/pa/meth/Board.nsf/public>

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

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

103 – Nondiscrimination in School and Classroom Practices

103.1 – Nondiscrimination – Qualified Students with Disabilities

104 – Nondiscrimination in Employment and Contract Practices

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

105.2 – Exemption from Instruction

123 – Interscholastic Activities

124 – Summer School

130 – Homework

200 – Enrollment in District

201 – Admission of Students

203 – Communicable Diseases and Immunization

204 – Attendance

- 206 – Assignment Within District
- 209 – Health Examinations/Screenings
- 210 – Medications
- 210.1– Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
- 212 – Reporting Student Progress
- 213 – Assessment of Student Progress
- 215 – Promotion and Retention
- 216 – Student Records
- 218 – Student Discipline
- 218.1 – Weapons
- 220 – Student Expression/Distribution and Posting of Materials
- 221 – Dress and Grooming
- 222 – Tobacco and Related Materials
- 224 – Care of School Property
- 227 – Controlled Substances/Paraphernalia
- 233 – Suspension and Expulsion
- 247 - Hazing
- 248 – Unlawful Harassment
- 249 – Bullying/Cyberbullying
- 805 – Emergency Preparedness
- 806 – Child Abuse
- 808.1 – Free/Reduced-Price Meals and Free Milk
- 810 - Transportation
- 815 – Acceptable Use of Communications and Information Systems
- 907 – School Visitors
- 916 – School Volunteers

Methacton School District
Handbook/Policy/Code of Conduct Acknowledgement
1001 Kriebel Mill Road | Eagleville, PA | 19403
www.methacton.org

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

Complete this form for each of your students in PowerSchool before Tuesday, September 10, 2024.

PLEASE PRINT:

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

Student/Parent Handbook

I/We have reviewed the School Handbook.

X _____

Parent/Guardian Signature

X _____

Student Signature

Board Policies

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

X _____

Parent/Guardian Signature

X _____

Student Signature

Methacton School District Code of Conduct

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

X _____

Parent/Guardian Signature

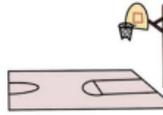
X _____

Student Signature

Electronic Communication

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

In Skyview, we SOAR. We are:

	CLASSROOM EXPECTATIONS 	HALLWAYS AND STAIRWELLS 	CAFETERIA 	LARGE GROUP SPACES 	OUTDOOR SPACES  RECESS / AM BUS STOP / PM BUS LOADING ZONE / CAR LINE	BATHROOM 	BUS 	DIGITAL SPACES 	WHEN I FEEL UPSET... 
(Voice Level)	(Level 0-3)	(Level 0-1)	(Level 0-2)	(Level 0-3)	(Level 0-4)	(Level 0-1)	(Level 0-2)	(Level 0-1)	(Level 0-3)
Safe		→ Hands and feet to self → Walk → Face Forward → Stay in line along the right side of the hallway	→ Walk → Hands to self → Remain at your assigned eating area → Raise hand if you need help from an adult	→ Walk → Stay in your assigned area → Hands and feet to self	→ Play safely with all equipment using it for its intended purpose → Hands and feet to self → Listening → Stay in the designated area	→ Sign out from your classroom → Go, flush, wash, dry, leave → Electronic-free zone! → Hands to self at all times	→ Face forward and stay in your seat → Listen to the bus driver → Hands and body inside the bus window	→ Report Misuse → Only communicate with people you know → Use approved websites and apps	→ Ask to take a break → Speak to a trusted adult → Use a teacher-approved fidget → Take an approved walk → With supervision, visit the sensory room
Owning Our		→ Go directly to your destination	→ Have your student ID ready	→ Use materials appropriately	→ Tell an adult if you are hurt or feel unsafe	→ Throw trash in trash cans → Use the	→ Go directly to your	→ Have your device	→ Take a deep breath

Actions			<ul style="list-style-type: none"> → Get what you need before sitting down. → Clean up your area and place all trash in cans 	<ul style="list-style-type: none"> → Have a positive attitude → Show school spirit and good sportsmanship → Show engagement by being an active participant 	<ul style="list-style-type: none"> → Return all borrowed equipment → Take in all items you took out (coats, water bottles) → Use caution at your bus stop and while loading the bus → Listen carefully for your bus to be called 	restroom and get back to class	<ul style="list-style-type: none"> bus or wait for your bus to arrive → Use appropriate language at all times 	<ul style="list-style-type: none"> charged and ready for class → Use only your own device → Personal cell phones and devices remain off and in backpacks 	<ul style="list-style-type: none"> → Use positive self-talk → Use calm-down techniques to regain control of self
Acting Responsibly		<ul style="list-style-type: none"> → Very quiet → Food and drinks stay closed 	<ul style="list-style-type: none"> → Raise hand to ask permission to use the restroom and sign out/get a pass 	<ul style="list-style-type: none"> → Follow directions → Keep your area neat and clean 	<ul style="list-style-type: none"> → Line up quickly and get silent when the whistle blows → Follow the staff's directions when reentering the building 	<ul style="list-style-type: none"> → Use an appropriate amount of bathroom supplies → Keep restrooms clean 	<ul style="list-style-type: none"> → Make a good seating choice → See Something, Say Something → Keep your area neat and clean 	<ul style="list-style-type: none"> → Be on correct app and on task with class → Using technology appropriately 	
Respectful		<ul style="list-style-type: none"> → Respect hallway items 	<ul style="list-style-type: none"> → Eat and touch your food only → Use kind words → Leave the cafe better than you found it 	<ul style="list-style-type: none"> → Take care of school and personal property → Whole body listening 	<ul style="list-style-type: none"> → Include others that would like to play → Play fairly and by the rules → Keep the areas clean → Use kind words and actions 	<ul style="list-style-type: none"> → Give others privacy → Be respectful of the environment 	<ul style="list-style-type: none"> → Talking with kind words at a respectful level with your seat 	<ul style="list-style-type: none"> → Respect privacy → Leave a positive digital footprint → Take care of school 	