



## ARCOLA INTERMEDIATE SCHOOL HANDBOOK

A resource for Arcola students and families.

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

*Dr. David Zerbe, Superintendent of Schools*

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

## The Methacton Mission, Vision, and Core Values

### Mission

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

### Vision

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

### Core Values

- Motivate to succeed
  - Empower all learners
  - Trust in teamwork
  - Honor our heritage
  - Appreciate our diversity
  - Commit to growth
  - Transform our future
  - Open new opportunities
  - Nurture our talents
- 

## Arcola Intermediate School

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[Paul Winters](#)

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## District Services Contact Information

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610-489-5036  
[Scott Hensel](#)  
*First Student Location Manager*

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

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

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## Attendance Information & School Hours

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

### Methacton Instructional Calendar

The [2021-2022 School Calendar](#) lists the days on which schools and/or offices are closed.

#### Arcola Student School Day

8:00 A.M. - 3:00 P.M. - First period bell 8:15 A.M.

##### *Faculty:*

Monday 7:55 A.M. - 3:35 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 must be made-up during absences.

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

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

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

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

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

### Absentee Call-In System/Child Check Line

Arcola utilizes the SchoolMessenger notification system to place student attendance calls. You will receive a

recorded call and email issued to the contact phone numbers and email address in the PowerSchool Parent Portal. 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. When your child is late or absent, we ask that you call 610-831-5314 (24-hour voicemail is available) or send an email to: [attendance-ac@methacton.org](mailto:attendance-ac@methacton.org), any time before 8:30 A.M. to report the absence. When responding by phone or email, please include your name, your child's name and grade level, and reason for absence. Students are not allowed to report themselves absent. If a student's absence is not reported before 8:30 A.M., the SchoolMessenger call will be sent so that the student is accounted for.

### Arriving to School/Tardiness

Students are expected to be in school, class, and other assigned areas on time. School start time is 8:15 A.M. Tardiness includes being late to school, homeroom, class, and study hall. Lateness to school, class, or other assigned areas is a disruption to the educational process, to the education of your child, and other children.

If your child will be late for any reason, a parent/guardian must call the Attendance Office (610-831-5314) before 8:30 A.M. or provide their child with a note signed by the parent/guardian.

Any student who arrives after the start of homeroom must:

1. Report to the Attendance Office, sign in, and receive a Smart Pass with the time of arrival indicated.
2. Students will be admitted to class once they receive a Smart Pass.
3. Students who accumulate **three unexcused tardy days per semester** will be assigned an after school detention.
4. A detention will be assigned for every unexcused tardy thereafter. If a student's tardy to school exceeds the time of 11:00 A.M., an absence, excused or unexcused, will be recorded for the student on that day. When a bus arrives late for any reason, all students on that bus are required to report to the Attendance Office to sign in and receive a pass to enter the classroom.

### Tardy Policy for Athletics and Activities

Students must report to school before 10:00 A.M. to be eligible to participate in after school or evening activities and athletic practices and games.

## Early Departure

1. A signed note with reason for early dismissal must be sent in by the parent/guardian.
2. Student reports to the Attendance Office during homeroom to present the note.
3. A pass will be issued to the student for the requested time.
4. Student goes to his/her locker, reports to the Main Office and remains until parent arrives.
5. Parent/Guardian indicated on the early dismissal note must come into the building to sign out their child.

## Child Care/YMCA

On-site before and after school care programs are held at Skyview. Click the link for more information on services offered by the [YMCA](#).

## Family Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits an “[Educational Trip Form](#)” at least 2 weeks prior to the trip.
2. The student’s participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

1. The number of absences accumulated prior to the educational trip will be considered in the approval process.
2. Any additional days of absence will be classified as unexcused and/or unlawful and will be subject to legal procedure prescribed by attendance regulations.
3. Unapproved trips shall be treated as unexcused absences.

Additional days will be considered unexcused per Methacton School Board Policy [204](#).

## **Breakfast and Lunch Program**

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

Prices for the 2021-2022 school year are as follows:

- Breakfast \$1.95

- Lunch \$3.00

## [Aramark Educational Food Services](#)

### [Student Cafeteria Accounts](#)

### [Free and Reduced Meals Program](#)

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

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

## Cafeteria Procedures

1. Students are to enter the cafeteria or commons area and report to the appropriate lunch line.
2. While eating lunch, students are expected to be respectful of all other students, faculty, and staff. Students are expected to treat school property with respect by properly disposing of their garbage before the conclusion of lunch.
3. Students may read books or e-readers in the cafeteria during lunch. Cell phone and Chromebook usage in the cafeteria are prohibited.
4. If a student needs to go to the bathroom, nurse, office, or counseling office he/she must sign-out in the front of the cafeteria and take the appropriate pass.
5. All students must wait to be dismissed from the cafeteria at the conclusion of lunch.

## **Bullying Prevention & Student Discipline**

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

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

## Bullying Prevention

(Board Policy [249](#): Bullying/Cyber Bullying, Board Policy [103](#): Nondiscrimination in School and Classroom)



Practices, Board Policy [103.1](#): Nondiscrimination - Qualified Students with Disabilities, and Board Policy [248](#): Unlawful Harassment)

### **Bullying/Cyber Bullying**

Bullying means any intentional and repeated written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional well-being or substantial damage to his or her property; or
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

**The Board encourages students who have been bullied to promptly report such incident(s) to an administrator, teacher, counselor, or nurse so the incident(s) can be investigated promptly, and corrective action taken when allegations are substantiated.**

### **Drug, Alcohol, Tobacco, Vapes, and High Risk Behavior Policy**

This policy, including its rules, regulations, and guidelines is a coordinated effort by the Methacton School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol and/or other high risk behaviors by members of its entire student population. **The Board prohibits any student from possessing, using, distributing, or selling any tobacco, drug/mood altering substance/alcohol. In addition, such prohibition extends to any student who is involved in any part of a transaction involving controlled substances or paraphernalia. Any student who receives controlled substances or paraphernalia while in school, on school property, or at school-sponsored events is equally covered by this prohibition**

Methacton School 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.

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

School discipline shall be imposed independent of court action. Any student, including a student athlete, who is found guilty of violating this rule, shall be subject to possible suspension, athletic review board hearing, and referral to the Student Assistance Program. Through the use of revised curriculum, classroom activities, community support, a strong and consistent administrative and faculty effort, rehabilitative and disciplinary procedures, the Methacton School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and/or other high risk behaviors by the entire student population.

### **Terroristic Threats**

(Board Policy [218.2](#): Terroristic Threats)

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. These responses will first secure the safety of others in the building, include a report to the police, and result in appropriate disciplinary consequences based on each individual case.

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

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. **Weapons** are defined as including but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2] The term **Possession** is when the weapon is found on the person of the student, in the student's locker, or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. Students in violation of this policy shall be expelled for not less than one year, unless the Superintendent recommends other disciplinary measures. Incidents will be evaluated on an individual basis. Students who assist in the possession of a weapon and/or who impede intervention procedures will also be subject to disciplinary action.

## **Plagiarism/Cheating**

Cheating is defined as the giving and/or receiving outside help on anything (including homework) that has been intended by the teacher to be an individual effort. Any student who is caught cheating and/or provided information to the cheating student could potentially receive a zero on the assignment. All cheating incidents will result in parental and administrative contact by the classroom teacher. Subsequent offenses will be referred to administration and result in further disciplinary action and possible failure for the marking period.

Plagiarism includes taking a paragraph, sentence, phrase, a single key word, statistic, chart, graph, photo, graphic, music, video, etc. from a source without identifying it through a citation and quotation marks. Examples include:

- Paraphrasing (rewording or reorganizing the original words or ideas) an idea, argument, key paragraph, sentence, or a phrase without identifying it through a citation and quotation marks.
- Stealing, buying or borrowing another person's work and passing it off as your own.
- Having another student or parent write portions or all of a written assignment for a student. This includes work that is done at any time throughout the writing process, including during revision. No one may write words, phrases, or sentences on behalf of another student.

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

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

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

## **Children's Online Privacy**

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

The Methacton School District (MSD) believes that the use of state-of-the-art and emerging technology is essential to quality education and that education is the shared responsibility of the student, school, family, and community. The purpose of this letter is to inform you of a process MSD has established regarding third-party online educational resources and student privacy.

The growing availability of online educational resources are providing teachers with new and exciting methods to improve, enrich, and diversify the delivery of curriculum and instruction to students. As such, MSD utilizes third-party online educational resources to directly support our curriculum and student learning objectives. A list of these online educational resources can be found on our [district website](#). Each resource listed on that page has been evaluated and approved by a team of classroom teachers, technology integration specialists, and district administrators to ensure students have access to tools that support and enhance student learning.

In order for our students and teachers to take advantage of these resources, certain personal identifying information may be requested by the third-party companies at the time of account setup. Often the information they seek is the student's name, in order to create an account that will provide a customized learning experience for the student.

MSD takes the responsibility of protecting our students' data very seriously. Therefore, MSD abides by the United States federal law (15 U.S.C. §§ 6501-6506) Children's Online Privacy Protection Act (COPPA). Under COPPA, content providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits parents to grant permission to the district to act as the parent's agent, whereby the district can consent to the use of student information on the parent's behalf. Your acknowledgement of this handbook permits the district to act as your agent in this regard.

If you have an objection to any of the third-party online educational resources we utilize at MSD, you may submit an opt-out letter addressed to your building's principal indicating which resource you wish your child not to participate in. MSD strongly advises against opting-out of any educational resource because we want to take advantage of all resources available that enhance instruction and student learning. Thank you for your continued support and partnership in your child's education.

## **Academic Information/Curriculum**

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

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

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

All students at Arcola will be assigned Chromebooks to use 24/7 to support their instruction and learning. 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.

The guidelines for students, in grades 7 through 12, participating in the 1:1 Digital Learning and Instruction Environment may be found at: <https://sites.google.com/a/methacton.org/msd1to1/home>. Also there, find more information about Chromebooks and/or review FAQs.

### **Personal Listening & Electronic Devices**

Students are not permitted to use personal listening devices, cell phones, video games, laser pointers, or iPods during school hours **unless permission is granted by a teacher to use them in a controlled setting**. If students are in possession of such items during school hours without the proper permissions, they must be off and away. Any electronic device found misused during school hours may be confiscated. Confiscation of electronic devices is subject to disciplinary action.

### **BYOD Guidelines**

The Methacton School District (MSD) is dedicated to identifying ways and implementing strategies to provide its students with the best educational opportunities to support them in their success. Methacton's Bring Your Own Device (BYOD) wireless network is one tool that supports our evolution toward the Digital Learning and Instruction Environment we are developing in Methacton schools. Staff and students are permitted to use privately owned electronic devices to access the district's wireless network. Connecting to the MSD BYOD network with privately owned electronic devices is a privilege, not a right, and it is not a requirement for any students or staff. Permission to bring and use privately owned devices is contingent upon adherence to BYOD guidelines and the MSD Board Policy [815](#): Acceptable Use of Communications and Information. If a privately owned device is used to disrupt the educational environment, in the sole opinion of the MSD, the privileges may be limited or revoked.

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

### **Acceptable Use Policy**

The Methacton School District ("School District") provides employees, students, and Guests ("Users") with access to the School District's Electronic Communication and Information Systems and network, which includes Internet access, whether wired, wireless, cellular, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, parents, School Board members, vendors, and School District consultants.

Computers, network, Internet, Intranet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse, and unique resources. The Board of School Directors will provide access to the School District's CIS systems for Users if there is a specific School District-related purpose to access information and research; to collaborate to facilitate learning and teaching; and to foster the educational purpose and mission of the School District.

For Users, the School District's CIS systems must be used for educational purposes and/or performance of School District job duties in compliance with this Policy. Incidental personal use (as defined in this Policy) of School District Computers is permitted for employees. However, they should have no expectation of privacy in anything they create, store, send, receive, or display on or over the School District's CIS systems, including their personal files, or any of their use. Students may only use the CIS systems for educational purposes.

CIS systems may include School District Computers which are located or installed on School District property, at School District events, connected to the School District's network and/or systems, or when using its mobile computing equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another Internet Service Provider ("ISP"), and if relevant, when Users bring and use their own personal computers or personal electronic devices, and if relevant, when Users bring and use another entity's computer or electronic devices to a School District location, event, or connect to a School District network.

If Users bring personal Computers or personal technology devices onto the School District's property, to School District events, or connect them to the School District's network and systems, and if the School District reasonably believes the personal Computers and personal electronic devices contain School District information or contain information that violates a School District policy or administrative regulation, the legal rights of the School District or another person, or



involves significant harm to the School District or another person, or involves a criminal activity, the personal computers or personal electronic devices may be accessed in accordance with the law to insure compliance with this Policy, other School District policies, regulations, rules, procedures, ISP terms, and local, state and federal laws. Users may not use their personal Computers and personal technology devices to access the School District's intranet, internet or any other CIS system unless approved by the Director of Technology and/or designee.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy, and to immediately report any violations or suspicious activities to the Superintendent and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use Section found at the end of this Policy, and provided in relevant School District policies, regulations, rules, and procedures.

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

## Homework Guidelines

Homework is beneficial for a variety of reasons. It reinforces classroom instruction and informs the teacher of the student's understanding of the subject matter. Also, homework is a perfect way to engage a parent in your child's academic activities. Homework only has integrity when it is authentic, i.e., completed by the student himself/herself. This is also true for special projects, which should be the work of the individual student. Parents should support a child's efforts to do homework but must resist the urge to "help out" by completing the assignment. Chronic difficulty in completing homework assignments must be brought to the attention of the teacher and the counselor. [Board Policy 130, Homework](#)

## 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. Arcola 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 17, 2021

- February 2, 2022
- April 6, 2022
- June 15, 2022

## Marking System

Report Card grades shall be expressed numerically, which describe the quality of student achievement. All Arcola teachers use the following system:

90 - 100 Excellent:

Work is characterized by accuracy, neatness, originality, thorough understanding, and effort to an exceptional degree.

80 - 89 Above Average:

Shows frequent class participation, exhibits reading skills, possesses good knowledge of subject matter, and assumes responsibility for make-up work.

70 - 79 Average:

This mark indicates satisfactory completion of minimum requirements. It is the minimum grade used to qualify for the next sequential course.

60 - 69 Passing:

This mark indicates less than satisfactory attainment of minimum standards. If this mark is recorded as a final average mark, the student receives credit toward promotion, but may not qualify for advanced work in the next sequential course.

59 and Below Failing:

There is evidence of effort, but work is not acceptable for credit. The course must be remediated or repeated if required for promotion. Parent contact and comments on the report card are required.

I - Incomplete:

The work must be made up within a reasonable period of time not to exceed ten (10) school days for credit to be rewarded. Failure to complete major projects satisfactorily or to turn in daily assignments regularly is cause for marking the student "incomplete," and can result in failure for the year regardless of marks that have been recorded in earlier report periods. Promotion may be withheld for incomplete grades in any course, pending satisfaction of the requirements.

Note: Upon the return of a student from an extended absence, the student must make arrangements to make-up all incomplete work. Failure to make-up assignments will result in a zero being recorded for the assignments and possible failure for the marking period. Excessive absence, regardless of the reason, could result in loss of credit. Many classes depend on an oral exchange of ideas and discussion. Frequent absence seriously detracts from the total educational experience.

## NG - No Grade:

This mark may be used when circumstances prevent the use of any other grade. For example, medical excuse from a course after the course has started, prolonged illness, administrative action, etc. The administration must grant approval prior to the use of this mark.

## P - Passing:

This mark indicates satisfactory completion of course expectations. Pass/Fail courses do not calculate into grade averages for honor roll.

## PowerSchool Parent Portal

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

## Field Trips

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

The Board recognizes the value of student social events (ex. 8<sup>th</sup> Grade Social) and class trips in enhancing and enriching the school experience for students. As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school. Students subject to disciplinary action resulting in excessive detentions or suspension from school at any time during the school year may, as determined by the administration, not be permitted to attend field trips or the 8<sup>th</sup> grade social.

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

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

Parent-Teacher conferences are important. 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 23 and 24, 2021

- February 22, 2022

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 contact your child's teacher or team 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)

## Educational Programs & Services Available

### **Special Education**

(Board Policy [113.3](#): Screening and Evaluations for Students with Disabilities, Board Policy [113.4](#): Child Find and Screening)

**Gifted Program** - Program for exceptional students identified as mentally/academically gifted.

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

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

## Title 1

Under the auspices of this program, parents of children who attend a 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.

## Parents of Exceptional Children

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

The Methacton School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection therefore, whether full-time

or part-time, under any educational program or activity operated by the school district. The district shall make reasonable accommodations for qualified individuals with disabilities upon request.

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

Mr. Che Regina  
Assistance Superintendent  
Farina Education Center  
1001 Kriebel Mill Rd.  
Eagleville, PA 19403 610-489-5011

### **Promotion - Retention**

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

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

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

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

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.

### **Co-Curricular and Extra-Curricular Club Eligibility**

Scholastic eligibility shall be enforced for all students participating in club activities. Scholastic eligibility for district sponsored clubs will be reported quarterly. If a student is placed on academic probation, the student is expected to report home directly after school and is not to attend any club obligations and is barred from participating in any events/contests during the probationary period. An incomplete is counted as a failure. Once incompletes are converted to a passing grade the student may be removed from academic probation. The period of ineligibility will be fifteen (15) school days.

## **Athletics**

### **Interscholastic Sports Program**

Arcola Intermediate School athletics is governed by PIAA and Board Policy. The Athletic Department has a website to help you find information about: Physical and Eligibility Forms ([www.planeths.com](http://www.planeths.com)), coaches contact, imPACT concussion information, date of first day of each sports season (Board Policy [122](#): Extracurricular Activities; Board Policy [123](#): Interscholastic Athletics).

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience and as a conduit for community involvement. To satisfy this commitment, the Board shall provide adequate facilities, equipment, transportation, coaching, etc. to registered district students, and district students enrolled in a home education program or charter/cyber charter school who meet established academic and behavioral guidelines. Board Policy [123](#): Interscholastic Athletics; Board Policy [137.1](#): Extracurricular Participation by Home Education Students; Board Policy [137](#): Home Education Programs) Additional guidelines are presented under Student Accident Insurance. (Board Policy [211](#): Student Accident Insurance)

### **7<sup>th</sup> and 8<sup>th</sup> Grade Sports**

FALL: Field Hockey, Football, Tennis (Girls), Cross Country, Soccer, Volleyball, Cheerleading,

WINTER: Basketball, Wrestling, Cheerleading

SPRING: Baseball, Lacrosse (Boys & Girls), Softball, Tennis (Boys) Track and Field

### **Athletic Eligibility**

Eligibility for participation is a requirement for all student-athletes. Scholastic eligibility for all PIAA athletics shall be reported and enforced both quarterly and weekly. A student will be placed on academic probation if they are failing two or more classes, both for the quarterly report and for the weekly report. While on academic probation, the student is expected to report home directly after school and is not to attend any team practices and is barred from participating in any events/contests during the probationary period. The period of ineligibility for the quarterly report will be fifteen (15) school days and the period of ineligibility for the weekly report will be one week.

Every student who represents Methacton on an athletic team is expected to conduct himself/herself in such a manner as to reflect credit upon Methacton.

Every student must remember that they are a student of the school first and an athlete second. Participation in athletics is a privilege granted to a student and not a right guaranteed to them.

Being a member of an athletic team does not entitle any student to any special privileges in the school. Rather, student athletes are expected to be respectful, responsible role models in the face of negative peer pressure. Our athletes are expected to set examples of good citizenship and cooperation which reflect upon them as an individual and all of our athletes in general. Students afforded these privileges must assume the responsibilities, which accompany them at all times.

1. The coach of each team may establish additional rules and procedures, which he/she expects his/her members to follow. The coach may also establish disciplinary action for a breach in these rules or procedures.
2. Any student receiving a suspension must meet with the Athletic Review Board (consisting of teachers, coaches, a counselor, and an administrator) before that student can be a member of a team or return to their respective team. After meeting with the student, the Athletic Review Board will decide on further athletic disciplinary action.
3. In certain situations, where a breach of school rules results in a suspension from school the athlete may be dismissed from his/her team immediately.

### **Pay to Participate Fee**

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

The "Pay to Participate Fee," will be assessed per student, only to students who participate in the athletic extracurricular programming and/or the Arcola musical. Participating students must remit a \$50 onetime fee/year.

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

Students who qualify for the free and reduced lunch program will not be expected to pay the fee. No

student shall be denied participation in extracurricular or athletic activities due to their inability to pay the fee. Families with financial concerns may contact the office of Assistant Principal Gerald Thompson ([gthompson@methacton.org](mailto:gthompson@methacton.org)) or 610-489-5000, ext. 30213) with concerns about their ability to pay.

- Individuals who wish to pay by check may request forms necessary to remit payment from the MHS Activities office at 610-489-5000, ext. 25054.
- Families may also pay online with a credit card, subject to a small service charge. When paid by credit card, the fee is \$51.81.

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

### **Health Services**

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

### **Medications**

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

### **Severe Allergy/Anaphylaxis**

(Board Policy [209.2](#): Food Allergy Management)

Severe allergy/anaphylaxis is defined as a health condition that can lead to rapid death; therefore, special preparations are necessary to protect individuals with this condition. The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

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

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

Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs



and activities, including classroom parties and field trips.

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

### **Inhalers & EpiPens**

Act 187 and Act 104 of the Pennsylvania School code allows school districts in Pennsylvania to adopt policies to allow students to possess and self-administer an asthma inhaler or epi-pen respectively in the school setting. The student should follow the required steps in order to carry their inhaler at Arcola:

1. Notify the school nurse of intent of self-possession and administration.
2. Written physician prescription indicating self-possession and administration.
3. Written parental consent for self-possession and administration.

**NOTE:** AT NO TIME should any student be carrying medications to or in school or on the school bus. This includes non-prescription medicine as well as prescription medicine. Parents are responsible for the transport of medications directly to/from the school nurse.

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

### **Concussions**

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

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

Keystone/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.

### **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/guardian.

### **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.

7<sup>th</sup> Grade-Dental exam

8<sup>th</sup> Grade-No required exams

#### **Head Lice (Pediculus 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)

## Parental Involvement

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

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

## Strategies for Success

- Make sure your child attends school regularly and on time.
- Be up-to-date with what your child is learning.
- Listen and stay involved.
- Ask questions about your child's school day.
- Inform the teacher/team of any problems that could affect your child's day in school.
- Stay connected with the classroom teacher/team.
- Please do not hesitate to ask questions if you have any concerns or problems.

## Questions or Concerns

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

## Concerns (Quality Assurance Review Process)

In the event a student and/or parent encounter(s) a problem or has a concern about school operational

practices, the following procedure should be followed to ensure an equitable solution:

**Step 1.** Discuss the matter with the staff member who is closest to the source of concern.

**Step 2.** Parent or guardian may contact the area supervisor/department chairperson (if applicable).

**Step 3.** Parent or guardian may contact the assistant principal (if applicable).

**Step 4.** Parent or guardian may contact the building principal.

**Step 5.** Parent or guardian may contact the Superintendent.

**Step 6.** If the issue is still unresolved, appeal in writing to the Board of School Directors.

Whenever possible, responses to initial inquiries/contacts will be made within 24 hours and appeals within five (5) working days. (Board Policy [906](#): Public Complaints, Issue Resolution, and Escalation)

## Records Policy – Parental Notification

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

## Change of Status

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

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

## School Records

The Methacton School District Board of School Directors recognizes its responsibility for the collection, retention, disclosure, and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance, and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request per [Board Policy 216: Student Records](#).

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

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

### **The Family Education Rights and Privacy Act (FERPA)**

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

### **Withdrawal or Transfer**

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

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

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

### **School Counseling**

[Stephanie Berardelli](#) - Grade 8 | Ext. 30203

[Mark Mueller](#) - Grade 7 | Ext. 30220

[Caroline Deininger](#), Counseling Secretary | Ext. 30202

School Counseling is an integral part of the educational program of the schools. Such a program can:

- Assist students in achieving their optimum potential.
- Enable students to benefit from the offerings of the instructional program.
- Provide identification of intellectual, emotional, social, and physical needs.
- Aid students in recognizing options and making choices in vocational and academic educational planning.
- Assist students in identifying career options consistent with their abilities and goals.

Counselors follow their class of students from grade 7 to 8 to ensure seamless transition and services throughout their time at Arcola. Counselors may see students based on referrals made by students, parents, teachers, and administrators. We encourage students to talk with their counselor early and often, as their role is vital to the total success and development of your child. The counselors are also in continuous contact with their teams through frequent team meetings and can assist in academic advisement along with personal and social development. [Board Policy 112, School Counseling](#)

### **Student Assistance Program (S.A.P.)**

The Student Assistance Program (S.A.P.) is a process that helps students who are struggling with behavior, academics, mental/physical health, and/or attendance. Students are connected to existing on campus services and/or community resources that will help the students and families navigate their concerns. The SAP team is a multidisciplinary team composed of: teachers, administrators, nurses, counselors, School Resource Officer, and/or other school staff. Please visit the webpage for more information click [here](#).

### **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 prearranged by contacting the teacher or main office. Upon leaving the building, visitors must sign out and return passes to the main office.

### **Child Custody Information**

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

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

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

### **Children Visiting Other Children After School**

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 their assigned bus. Students must ride their assigned bus home. If a student wishes to go home with another child after school other transportation arrangements must be made.

## **School Attire**

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

**Philosophy of Dress:** "The School Board will not interfere with the right of students and their

parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming."

Overly suggestive, revealing, or transparent attire that could divert attention from the learning process is not permitted. Clothing or accessories that could cause injury to self or others, or cause excessive wear or damage to school property are unacceptable. Grooming and dress that prevents the student and/or his peers from doing their best work because of blocked vision, or hearing or restricted movement are unacceptable. Clothing should be neat, clean, and not hazardous for school activities. Offensive attire such as clothing/jewelry displaying patches/slogans/pictures that suggest the use of alcohol, drugs, obscene/offensive language, and sexual, violent, or illegal behavior creates an environment not conducive to education and are not permitted.

**Violations of this dress code may result in a warning from the teacher or an administrator, and/or the request that a change of clothing be supplied by the parent/guardian.**

### **Face Coverings**

In the instance that the district requires the wearing of face coverings (mask/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 and safety of the student. Students shall, therefore follow the school rules which will apply equally to face coverings as they do to shirts and other clothing. For all protocols and procedures related to the COVID-19 pandemic, please refer to the district's health and safety plan [here](#).

### **Student ID tag and Lanyard**

A student's IDs shall be visible on his/her/their person or affixed to his/her/their school bag. Students shall follow the school rules with respects to visibility of district 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.

notes should explain what a child can do in regular or adapted physical education.

## Jewelry

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

## Physical Education Class & Attire

All pupils are required to take Physical Education except those with special needs or who are under the regular care of a physician or clinic for treatment. These students may be assigned to an adaptive physical education program. Students will participate in Physical Education as part of their class schedule. The following information will help prepare for these classes.

1. Proper Physical Education attire consisting of shorts and tee shirts (leggings/tights are an additional option for girls), socks and sneakers are required. Proper support underwear for boys is required. Boxers do not meet this need. Hiking style/ all-purpose shoes are not permitted. This includes any shoe with cleats or lugs. Students should wear non-marking type athletic shoes.
2. Lockers with built-in locks will be provided for each student. The student is solely responsible for all contents within the locker. Students should not give his/her combination to anyone. Students should not bring large amounts of cash, jewelry or other valuables to school.
3. Students are not permitted to wear any jewelry during Physical Education, no exceptions.
4. Glass containers and aerosol sprays are not permitted in the locker rooms.
5. Cleanliness - we suggest that students have gym clothes and towels washed once a week in order to maintain a healthy environment in the gymnasium and locker rooms.
6. Safety goggles are available for students who require this protection.
7. Physical Education excuse notes: students should participate in every physical education class. In case of minor illness or injury, the student is urged to participate when possible. A maximum of two parental excuses per marking period will be permitted. A doctor's note is required for a prolonged problem. Doctor's

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

### School Messenger

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

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

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

***REMEMBER: If there is 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.***

**Any necessary communication pertinent to YMCA families will come directly from the YMCA.**

## **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 The Methacton School District 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. 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. Staff will be positioned in the hallways and outside to assist Skyview and Arcola students. Students may not get off buses at any stop other than their own unless they have written permission from the parent/guardian, which has previously been presented to the attendance office for approval.

### **Parent Pick-Up**

Maintaining safety during arrival and dismissal is very important to us. Students who are driven to school are to be dropped off and picked up at the front of Arcola, 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 pick-up and drop off system. It is important that you make car arrangements with your child so that he/she knows where to go at dismissal. Please note that all buses will have the right of way first and will enter and exit the campus prior to cars.

### **Bus Rules for Safety and Conduct** (Board Policy [218](#): Student Discipline) **Waiting for the bus:**

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

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

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

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

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

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

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

There are no guest riders allowed on the bus.

### **Walkers**

Methacton School District will only permit students to walk home 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.



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

- Students should come directly to school in the mornings.
- Students should go directly home in the afternoons.
- Students should practice caution when crossing streets and/or cross with a parent or guardian if appropriate.

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

- Children are advised to proceed directly home.
- Please make sure that if you want to give your child permission to walk home alone (and



your school has designated walkers) or with an adult, sibling, or friend, you must send a written note in advance.

- Remember to advise your child's teacher or the office if any information changes.

## School Procedures

### Library

The library may be used before school, during a class, and during 8<sup>th</sup> period. Students **MUST** use their Arcola student identification cards to sign out library materials. Arcola student identification cards (ID) are issued annually.

### Procedure for Entering the Library

The library is open to all Arcola students. Any students wishing to use the library during 8<sup>th</sup> period must have a pass. Each class is limited on the number of students that that can be sent to the library.

### Arcola Home and School Association (AHSA)

Please refer to [AHSA](#) for additional information.

### Bicycle/Skateboard Policy

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

### After-school/Evening Activities

In order to provide a safe school environment, all students attending an after-school or evening activity will be required to show their Arcola picture identification card for admittance. All school dress and conduct rules apply. ***Only Arcola students are permitted to attend activity nights and school dances.***

### Display of Materials in the Halls

All materials (posters, advertisements, announcements, etc.) being requested for display by students in halls or on bulletin boards in halls must be approved by the administration. These materials will be approved in advance of display and must contain the initials of the person granting approval in the lower RIGHT HAND CORNER on the item. Any student materials on display which have not been approved and which do not contain these initials will be removed and discarded. At NO TIME will these materials be displayed on any glass area in the building.

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

### Exploratory Activity Period

Every day during period 8, students will be involved in some way in one or more of the following:

- Music - Band/Chorus/Orchestra

- Clubs - Clubs are selected from a listing of various clubs being offered by the teachers. All students will have the chance to participate in a club or clubs.
- Team Activity Time/Advisory
- Academic Time

### Student Hall Passes

Students must use a Smart Pass whenever leaving class during scheduled class time.

### Student Visitors

Requests for student visitors to attend all or part of the day in school are not permitted due to the unnecessary responsibilities placed on the faculty and the disruption of the normal school day. Your cooperation is greatly appreciated.

### Classroom Visits After Hours

Visitors/Parents/Students are **not** permitted to enter classrooms before or after school hours. Methacton encourages students to learn personal responsibility by requiring them to bring home, at dismissal time, any item they may need for any after school activity.

**\*\*\*PLEASE DO NOT ENTER CLASSROOMS UNLESS THE TEACHER IS PRESENT AND PERMISSION IS GIVEN BY THE TEACHER OR OFFICE STAFF TO DO SO.**

(This holds true any time during the course of the school day as well.)

### Phone Calls

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

## Volunteering in Methacton Schools

(Board Policy [916](#): School Volunteers)

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

## Other Important Information

[Publicity Refusal Form](#) (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 Material

### School Board Policy

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

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

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

103 - Nondiscrimination in School and Classroom Practices

103.1 - Nondiscrimination - Qualified Students with Disabilities

104 - Nondiscrimination in Employment and Contract Practices

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

105.2 - Exemption from Instruction

123 - Interscholastic Activities

124 - Summer School

130 - Homework

200 - Enrollment in District

201 - Admission of Students

203 - Communicable Diseases and Immunization

204 - Attendance

206 - Assignment within District

209 - Health Examinations/Screenings

210 - Medications

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

212 - Reporting Student Progress

213 - Assessment of Student Progress

215 - Promotion and Retention

216 - Student Records

218 - Student Discipline

218.1 - Weapons

220 - Student Expression/Distribution and Posting of Materials

221 - Dress and Grooming

222 - Tobacco and Related Materials

224 - Care of School Property

227 - Controlled Substances/Paraphernalia

233 - Suspension and Expulsion

247 - Hazing

248 - Unlawful Harassment

249 - Bullying/Cyberbullying

805 - Emergency Preparedness

806 - Child Abuse

808.1 - Free/Reduced-Price Meals and Free Milk

810 - Transportation

815 - Acceptable Use of Communications and Information Systems

907 - School Visitors

916 - School Volunteers

**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 on or before Tuesday, September 14, 2021.**

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**PLEASE PRINT:**

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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 \_\_\_\_\_

Parent/Guardian Signature

X \_\_\_\_\_

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 \_\_\_\_\_

Parent/Guardian Signature

X \_\_\_\_\_

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 \_\_\_\_\_

Parent/Guardian Signature

X \_\_\_\_\_

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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