



2026-2027 METHACTON ELEMENTARY COMMON HANDBOOK

A resource for Methacton Elementary 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**urture our talents

Methacton Elementary Schools

Arrowhead Elementary School

232 Level Road
Collegeville, PA 19426
610-489-5000 | Ext. 44200
[Dr. Aaron Roberts](#), Principal

Eagleville Elementary School

125 Summit Avenue
Eagleville, PA 19403
610-489-5000 | Ext. 41200
[Dr. Rob Corcoran](#), Principal

Woodland Elementary School

2700 Woodland Avenue
Eagleville, PA 19403
610-489-5000 | Ext. 43200
[Ms. Vanessa Hasson](#), Principal

Worcester Elementary School

3017 Skippack Pike
Lansdale, PA 19446
610-489-5000 | Ext. 40200
[Ms. Joyce Amici](#), Principal

The Methacton School District Board of School Directors

[Semira Perdue](#), President
[Cathy Cleary](#), Vice President
[Elizabeth Alston](#)
[Pooja Chanda](#)
[Kate Graf](#)
[Glenn Mersky](#)
[Elizabeth Oquendo](#)
[Kathleen Thiel](#)
[Paul Winters](#)

[Dr. David Zerbe](#), Superintendent
Non-Voting Member

District Services Contact Information

Transportation

610-489-5000, ext. 25105
[Karen Mossop](#)
Transportation Coordinator

Food Services

610-489-5000, ext. 30216
[Chris Korinko](#)
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.

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Attendance Information & School Hours

(Board Policy 204: Attendance)

Methacton Instructional Calendar

The [2026-2027 School Calendar](#) lists the days on which schools and/or offices are closed as well as scheduled snow make-up days, if necessary.

Methacton Elementary School Day

Grades K- 4	8:55 A.M. Doors open (First bell rings) 9:05 A.M. Class instruction begins (Late bell) 3:35 P.M. Dismissal
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Faculty:

Monday	8:50 A.M. - 3:42 P.M.
Tuesday – Friday	8:10 A.M. - 3:42 P.M.

School Office:

Monday – Friday	8:00 A.M. – 4:00 P.M.
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Attendance

(Board Policy 204: Attendance)

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

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

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.

Reasons such as "visiting," "away from home," "missed the bus," "overslept," are classified as unexcused absences, even if the absence was properly reported (see "Attendance Reporting"). Furthermore, if the parent/guardian does not submit an absence report via the approved methods (see "Attendance Reporting"), the absence will automatically be recorded as illegal.

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.

Unexcused absences of seven (7) or more days will require a student attendance improvement plan and a potential referral to the Office of Children and Youth.

Consecutive absences of more than three (3) days require a physician's note.

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

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.

Attendance Reporting

The school must be notified of all absences, late arrivals, and early departures within 15 minutes of the start of the school day. If an absence is unreported, the school will contact a parent or guardian at home or work to ensure the student is accounted for.

Parents/guardians must report the absence, late arrival or early departure using the [PowerSchool Attendance Monitor](#). This method counts as a written excuse and requires no further action, unless the absence also requires a physician's note.

If a parent/guardian cannot report the absence using PowerSchool, they must call the school's attendance line and send a physical absence note to the school within three (3) days of the absence. The note should include the following:

1. Student name
2. Student ID Number
3. Date of absence
4. Reason
5. Parent/Guardian name and signature

The absence will be recorded as unexcused unless the parent/guardian supplies the physical note within three days of the absence. **Emails are not an accepted form of absence reporting.**

If a student's absence is not reported, the school will contact a parent or guardian at home or at work so the student is accounted for.

If a parent has not reported the absence using the PowerSchool Parent Portal or called and submitted a note within three days, the days missed will be considered unexcused.

When this procedure is not carried through, after three (3) unexcused absences, the parent/guardian

will receive a truancy letter. If the parent continues to fail to notify the school of absences, further action will be taken. This is meant to provide the best possible education experience for each student. Please contact Jennifer Johnson at 610- 489-5000, Ext. 25406, with any questions on this School Board/State mandated policy.

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

Early Departure

Please make every effort to obtain medical appointments after school hours. When an early dismissal is necessary, use the above Attendance Reporting procedures to report the early departure. Upon arrival at school, the student must report to the Main Office and be given an early dismissal pass. At the time of departure, 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. No child may leave school alone other than at regular dismissal time for reasons of safety.

Family Trips

Family vacations and trips during the school year are discouraged. Educational trips should align with scheduled holidays, breaks, and in-service days. However, if your family is planning a trip please be sure to complete BOTH of the following steps:

- **Report the absence dates using the [PowerSchool Attendance Monitor](#).**
- **Fill out an "[Educational Trip](#)" form AT LEAST SIX (6) FULL SCHOOL DAYS PRIOR TO YOUR TRIP and submit the form to the attendance office.**

Absences for trips or tours are only excused if you have submitted the PowerSchool Attendance Monitor request and a signed Educational Trip Form is on file with the school before the trip begins.

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 six (6) days will

be considered excused for trips. Additional days will be considered unexcused per Methacton School Board Policy 204.

Arriving to School

Students are to arrive at school by 8:55 A.M. and are marked late after 9:05 A.M. No student should be at school before 8:55 A.M. Students should practice caution when crossing streets and/or cross with a parent or guardian if appropriate. Parents are not to double-park when dropping off or picking up children. This is a safety hazard. For the safety of our children, please do not park on the playground area parking Lot.

WE DO NOT PROVIDE TEACHER SUPERVISION FOR CHILDREN ARRIVING AT SCHOOL BEFORE 8:55 A.M.

Please be sure that your child does not leave for school too early. If your child rides the bus to school, please do not permit him/her to be at the bus stop more than ten minutes before the bus is scheduled to arrive. Problems often occur at bus stops when children arrive too early and begin to engage in horseplay. Students who walk to school should arrive at school at 8:55 A.M. Walkers should walk directly to and from school without making stops to visit friends along the way. If you transport your child/children to school, **please do not drop them off before 8:55 A.M.** Parents dropping off students early place those students in an unsupervised and potentially dangerous situation.

Child Care/YMCA

On-site before and after school care programs are held in all four of Methacton's elementary schools, with programs for students in elementary grades. To learn more, visit Methacton.org/registration.

Breakfast and Lunch Program

Prices for the 2026-2027 school year are as follows:

- Breakfast FREE
- Lunch \$3.15

[Aramark Educational Food Services](#)

[Student Cafeteria Accounts](#)

[Free and Reduced Meals Program](#)

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

For the 2026-2027 school year, all elementary school 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/foodservices.

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!).

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 at every elementary school, teach a series of lessons in each class presenting Bully Prevention in School-Wide Positive Behavior Support.

As part of Bully Prevention in School-Wide Positive Behavior Support, students will learn the school rules:

- Be Safe
- Be Respectful
- Be Responsible

Expectations for following these rules are explained and discussed.

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.

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.

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.

Playground Rules

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.

Listed below are safety requirements for behavior on the playground:

- **AN IMMEDIATE OUT-OF-SCHOOL SUSPENSION MAY BE GIVEN TO ANY STUDENT INVOLVED IN FIGHTING.**
- Students are taught and expected to keep their hands, feet, and objects to themselves. No karate type play, tackling, wrestling, pushing, or pulling other students. No foul language.
- ALL playground equipment (i.e. swings, slides, monkey bars, climbing structures, zipline, etc.) will be used by age-appropriate children as determined by the Recess Aides.
- Please refer to page 9 for more details on appropriate playground attire.
- Personal items such as toys, electronic equipment (DS, iPads, MP3, PSP, etc.) are discouraged on the playground or anywhere in school. These should be kept at home.
- All food must be left indoors.
- Appropriate footwear is required at all times. Students wearing flip-flops will not be permitted on equipment (or to take gym class).
- Once children are outside for recess, they **must ask permission** from the Recess Aide in order to re-enter the building (i.e. bathroom pass, nurse visit, etc.).
- When the whistle blows, students are expected to return equipment and to line up quickly and quietly at their designated spot.
- **STUDENTS ARE TAUGHT AND EXPECTED TO TREAT OTHERS THE WAY THEY WANT TO BE TREATED.** Inappropriate behavior may result in disciplinary action by the Recess Aides (removal from activity, written or verbal warning, etc.).
- **STUDENTS ARE TAUGHT AND EXPECTED TO BE SAFE, RESPECTFUL, AND RESPONSIBLE.**

Cafeteria Rules

- Clean up the tables and floors.
- Use table manners.
- Use indoor voices at all times.
- Line up appropriately at dismissal.
- Ask a cafeteria aide or parent volunteer to leave your seat.
- WALK AT ALL TIMES

Hallway Behavior Expectations

- WALK – no running, jogging, skipping, etc.
- Walk in a single-file line.
- Be quiet, and keep hands, feet and objects to yourself.

Curriculum and Academic Information

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 student instruction time to answer questions or discuss student progress.

Technology and Student Devices

(Board Policy 815: Acceptable Use of Communications and Information Systems)

The Methacton School District issues one device to every student in the district in Grades 2 through 12. Kindergarten and Grade 1 utilize a shared device model for center-based activities and whole class activities as needed, and the devices remain in the school building at all times. Devices remain the property of the school district for the duration that it is assigned to the student. It is the responsibility of the student/family to maintain the device in good working order during the time the device is assigned to the student.

Students have their devices refreshed every four years. Graduating seniors must return their device and charger in good working order to receive their graduation materials. If a student does not have either the device or charger, they will have a financial obligation applied to their record.

View the [Technology page](#) on the website for additional information about student devices.

Electronics - Carrying electronic devices 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/Smartwatches - We are aware that some parents send their students to school with cell phones/smartwatches for safety reasons. While in school, all phones/smartwatches must remain in the students' backpacks in the off mode. Students are not permitted to carry cell phones/smartwatches 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. In accordance with our trimester marking periods: K-4 grades get a formal

report card containing an evaluation of student progress, posted to the [PowerSchool Parent Portal](#) three times a year. Report cards are scheduled to be posted on**:

- December 17, 2026
- March 23, 2027
- June 22, 2027

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 2-3, 2026
- February 16, 2027

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 Education -The special education programs are located at various Methacton elementary schools and may vary from school to school.

- Multi-Tiered System of Supports (MTSS) - Assists students who are experiencing academic or behavioral challenges to ensure success in the regular classroom.

Parents are encouraged to participate as members of the team along with the principal, guidance counselor, teachers, school psychologist and other educational staff.

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

School Counseling Services - The services students receive depend upon the recommendations of the teacher, school team, and/or parent/guardian requesting the services.

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

Parents of Exceptional Children

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.
Eagleville, PA 19403
610-489-5011

Title 1

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

Promotion - Retention

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

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

Textbook/Library

(Board Policy 224: Care of School Property)

Students are responsible for any damage to or loss of textbooks. Students are additionally responsible for all books borrowed from the library. Should a book be damaged or lost, the student will be charged at the full replacement cost.

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 may be informed by letter that the child may no longer be permitted to participate in the activity.

Classroom Visits After Hours

Visitors/Parents/Students are not permitted to enter classrooms before or after school hours. Methacton encourages students to learn personal responsibility by requiring them to bring home, at dismissal time, any item they may need for any after school activity at dismissal time. **PLEASE DO NOT ENTER CLASSROOMS UNLESS THE TEACHER IS PRESENT AND PERMISSION IS GIVEN BY THE TEACHER OR OFFICE STAFF TO DO SO, DURING OR AFTER SCHOOL HOURS.**

Health & Wellness 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 or guardian.

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
- Provide the name of student
- Provide 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.

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)

McKinney-Vento

The [McKinney-Vento Act](#) protects the educational rights of children and youth who lack a fixed, regular, and adequate nighttime residence. This includes students who are:

- Sharing housing due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, or campgrounds due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Living in cars, parks, public spaces, abandoned buildings, or similar settings
- Unaccompanied youth (not in the physical custody of a parent or guardian)

Homeless Liaison Contact:

Mrs. Jennifer Johnson
Methacton School District Home and School Visitor
Email: JJohnson@methacton.org

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)

- Kindergarten – 5 minutes
- 1st Grade – 10 minutes
- 2nd Grade – 20 minutes
- 3rd Grade – 30 minutes
- 4th Grade – 40 minutes

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.

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.
- 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.

Volunteering in Methacton Schools

(Board Policy 916: School Volunteers)

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 the function and hours served. This process may take time to complete, so please apply at least two weeks prior to the intended date of volunteering. Visit the website at www.methacton.org/volunteer to learn more and begin the online registration process.

Questions or Concerns

Please see the "[Contact Us](#)" section 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 email address
- 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 accidents or medical problems without complications.

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.

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 the 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)

Elementary students go outside for recess daily (weather permitting). Please ensure that your child is dressed appropriately for the weather. Students wearing inappropriate school clothes may 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 Nurse's Office. Methacton requests the continued understanding and cooperation of each family in monitoring the appropriateness of school dress.

Jewelry & Smartwatches

Sending your child to school with valuable items such as jewelry and/or smartwatches 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)

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 some cases, a Flexible Instruction Day (FID) may be utilized in lieu of an in-person school day. Learn more about the FID expectations and requirements [here](#).

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.

School Counseling

The elementary school counselor aims 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. The school counselor offers a variety of resources including 1) a "lending library" of books for children and parents on pertinent childhood and family issues, 2) newsletters and 3) community resource information, as requested.

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

All students must ride the bus to which they have been assigned. Students may not get off buses at any stop other than their own.

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. **Do NOT Park in the Bus Zone.**

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

While on the bus:

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

- Do not litter or damage the bus in any way

Leaving the bus:

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

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

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

Safety Reminders for Coming To School

- Students should come directly to school in the mornings.
- Students should 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

- Students should go directly home in the afternoons.
- 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 inform your child's teacher or the office if any information changes.

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

Parents who do NOT wish for their child(ren) to appear in photos or videos online (including social media and websites) must complete the [Publicity Refusal form](#). Optional form can be completed in PowerSchool Parent Portal and returned to the school secretary.

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](#).

A particular policy may be found by number or keyword – simply visit the Policies tab linked under “Board” on 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 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