



Moon Area School District  
Elementary  
Handbook

Grades K-4





# Moon Area School District Elementary Handbook

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## Vision

Future Ready: With purpose, innovation, and excellence, we support and guide Moon Area School District students as they choose their pathway to prepare for college and career success.

## Mission

Moon Area School District, in partnership with the community, is dedicated to educating every individual in a respectful, safe, enriching environment through a challenging, comprehensive approach that inspires excellence, lifelong learning and responsibility.

## Our Values

- Learning is a lifelong process.
- The education of our youth is the most valuable investment for our future success.
- Every person is unique and has intrinsic worth.
- Honest, open and on-going communication promotes trust and mutual understanding.
- Relevance is an important catalyst for learning.
- Higher expectations promote greater achievement.
- Education is a shared responsibility of the student, school, family and community.
- Essential elements to the educational process include confidence, competence, respect and cooperation.

## School Hours for Students

**School Building Opens** 8:25 a.m.

**School Hours  
(kindergarten – fourth grade)** 8:30 a.m. to 3:15 p.m.

*\*\*Please note: Student dismissal is at 3:15 p.m. It takes at least 10 minutes to load buses so students will leave by 3:25 p.m. in most cases.*

## Attendance

Pennsylvania School Law considers all absences as unexcused or illegal except in the following instances: illness of the pupil, death in the immediate family, impassable roads, inclement weather and “exceptionally urgent reasons” that directly affect the child. Regularity of attendance and punctuality are important and expected. A note to explain absence or tardiness should always be sent to school when the student returns. In the event the absence will be for a period longer than three days, it would be helpful to report this to the school. Please notify the teacher in advance if it is necessary to make doctor or dentist appointments during the school



day. The child must be picked up in the school office by the parent and register his or her release on a form provided from the Main Office.

### **Rapid Alert Notification System (Skylert) is used at all elementary buildings**

We use the automated system to notify you when your child is absent and for school closings, delays, and emergencies.

- You will **not** need to call in the morning when your child is going to be absent. You will be notified if your child is absent via the numbers you have provided for the Skylert system. (Please be sure to keep your contact information up-to-date through Skyward.)
- If you receive a message that your child is not in school and you believe your child is at school, please contact the office immediately.

### **ABSENCES**

- Absences require a Skyward absence request form to be completed within **3 days** after the absence (State Law).
- Through Skyward, comments need to include a specific reason for the absence.
- Students committed to the hybrid (M,T,TH,F) and/or fully virtual method of instruction are required to attend school in their selected learning model. Students will be marked absent accordingly.
- We understand extenuating circumstances may occur, so please provide ample notice if your child will not attend school. Staff will determine if instruction will be synchronous and/or asynchronous. Absences will be marked accordingly.
  - Please contact the building principal to further discuss if wanting to make a change to a student(s) method of instruction in Skyward (hybrid, virtual).

### **TARDIES**

- Students should be accompanied by a parent/guardian to the Main Office doors when reporting to school tardy.
- Tardies require a Skyward absence request form to be completed within **3 days** after the tardy (State Law).
- If a tardy is due to a doctor's appointment, submit a comment in the Skyward absence request form. If additional documentation is required, you will be contacted by the Main Office.

### **EARLY RELEASES**

- Early releases require a Skyward absence request form, phone call, or e-mail in a timely manner from a parent/guardian to the Main Office and/or teacher.
- **Information will include a reason for dismissal, student information, and individual signing-out the student.**
- In the event the classroom teacher has a substitute for the day or is unavailable due to teaching to answer your call or email, please always include the Main Office Administrative Assistant in communication.
- Parent/Guardian is required to report to the Main Office doors to sign-out the student. Proper I.D. is required.



## **HOMWORK**

- Homework may be requested through the classroom teacher by 11:00 am.
- Homework may be picked up at your child's building before 3:00 pm. due to dismissal traffic.

## **MEDICAL**

- Pre-existing medical issues require yearly updates from the doctor for both the nurse and Main Office records.

## **VACATION REQUEST**

- Please complete the vacation request form through the Skyward Online Form portal.
- The approved form must be on file electronically prior to vacation.
- No student will be approved beyond a total of 10 days for the school year.
- Assignments will be at the discretion of the teacher. This may include work prior to or after the vacation.
- All work assigned must be completed. Work not completed will be evaluated as zero.

## **EXCUSED LAWFUL ABSENCES (Policy # 204 Pupils)**

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. **[3][6]**
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. **[6]**
3. Quarantine
4. Family emergency
5. Recovery from an accident
6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request. **[1][6]**
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. **[27]**
10. Non-school-sponsored educational tours or trips, if the following conditions are met: **[6][28]**
  - a. The parent/guardian submits written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.



11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance. [3][6]

### **EXCUSED LAWFUL ABSENCE PROCEDURES**

- 10 absences: Letter notification
- 15 absences: Medical notes only for absence to be excused
- 20 absences: Retention conference and possible removal from school programs
- 25 absences: Assignments will be graded but recorded as zero in gradebook

### **UNEXCUSED ABSENCE PROCEDURES**

- 3 unexcused: Letter notification
- 6 unexcused: Student Attendance Improvement Conference (SAIC)
- 9 unexcused: Referral to attendance program through Allegheny County
- 12 unexcused: Charges filed with magistrate

**It is the policy of the district to take measures to stop absences when a student has been absent excessively. As part of their responsibility, parents have the duty to provide the school with a written excuse of their child's absence. However, the school district retains the right to question or challenge the validity of any excuse submitted. In such cases, the burden of proof rests with the parents.**

**The school district's administration shall enforce Pennsylvania's truancy laws as set forth in the Section 1333 and 1354 of the Pennsylvania Public School Code. The district shall issue notice to those parents who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.**

### **Skyward**

Skyward is an online information portal that enables parents to access pertinent information about their child's academic progress and general school information. Moon Area School District subscribes to Skyward at elementary, middle and high school levels.

It is a secure site that enables schools and teachers to post a wealth of information online without compromising privacy or security. You can be assured that private information about your child will only be accessible to you. It is imperative that you keep your screen name and password private. If you suspect that someone else may have become aware of your password, you may change it at any time.

### **Accessing Skyward**

Parents/guardians for each child receive login credentials via email for their new Skyward account prior to the start of the school year. Skyward offers homework, grades, and other information personalized for each account holder and can be accessed anywhere there is internet connection.

Having trouble? Use the "I forgot" link to recover your user name or password. Still having problems, please complete the request assistance form online.



### **Student Accounts**

All students should activate and use their Skyward account. The Student Account allows individuals access to posted grades giving them the ability to monitor their own progress, teacher announcements or assignments, course requests, senior project information and more.

### **Transportation: Buses**

Transportation is provided for students in kindergarten through grade 12. Bus stops are located as conveniently as possible; however, since all stops must be approved by Pennsylvania Department of Highways, they cannot be located at places other than those designated.

The District encourages the parents/guardians of elementary students in grades 1-4 to meet their child(ren) at the bus stop for the afternoon drop-off. The parents/guardians of kindergarten students are required to escort their child(ren) from the bus stop. The bus driver will not release a kindergarten student without the presence of a parent/guardian at the bus stop.

### **Bus Conduct**

All students in MASD school system who ride a district bus are subject to regulations until they get off at school, or the bus stop nearest their home. Any misbehavior which distracts the drive is a serious hazard to the safety of all passengers. The bus is to be considered an extension of the school for behavioral purposes; therefore, school rules will apply.

Children are expected to be courteous and quiet on the bus and obedient to the driver. No student is permitted to ride a different bus, without written permission from parents and approval by the principal.

Every school bus and driver has been supplied with a "School Bus Incident" reporting form which reflects the rules of student conduct. Copies are also found in the school's office.

#### **WHILE ON THE BUS STUDENTS SHOULD:**

- Remain seated at all times the bus is in motion.
- Listen to the driver at all times.
- Use proper language and keep voices at a low level.
- Refrain from fighting or disruptive behavior.
- Keep all parts of body inside the bus.
- Keep objects from becoming airborne.
- Display good manners and consideration for fellow students and drivers.
- Keep the aisle clear.

#### **WHILE WAITING FOR THE BUS STUDENTS SHOULD:**

- Maintain a safe distance from the curb.
- Wait your turn to board the bus.
- Stay clear of the bus until it stops.
- Refrain from any physical activities or games.
- Stay off private property unless given permission.



- Drivers have orders to report all violations to principals. Misconduct may result in loss of bus privileges.

### **Emergency School Closings-Inclement Weather**

If serious weather conditions make it impossible and/or dangerous for buses to travel, school may or will be cancelled. Typically, schools are open in accordance with PA state regulations and must operate if at all possible.

Whenever an emergency, such as a heavy snowfall, necessitates the closing of Moon Area Schools, announcements of the closings will be made by the Moon Area School Rapid Alert Notification System (Skylert) - all parents/guardians who are included in the system should expect a call with pertinent information. Also, local television and radio announcements will be a source for information.

### **Parent-Teacher Conferences**

During parent conferences, information regarding a child's progress and standing in school is presented in a way that promotes better understanding and cooperation between home and school toward our mutual goal- **THE TOTAL EDUCATION OF YOUR CHILD.**

Not all conferences can be held on the designated conference day(s). Some may need to be held during the same week either before or after school or during teacher planning time. Parents are encouraged to contact the school to arrange conferences whenever they feel there is a need. All conferences will take place virtually or by phone for the 2020-2021 school year.

### **School Visits/Meetings- Due to Covid-19 School visits aren't permitted at this time.**

Due to Covid-19, in-person school visits will not take place until further notice. However, all elementary staff members welcome scheduled virtual visits by parents/guardians. Please e-mail or call the teacher or principal to schedule a mutually convenient time, virtually for the 2020-2021 school year, to discuss any questions or concerns you may have.

When in-person visits are permitted, all visitors are required to sign in, show proper identification and check in and out at the school office. A visitor's pass will be given and must be worn. Visitors must be escorted through the building by a staff member.

### **Parent Teacher Committee/Organization**

The parent-teacher committee/organization (PTC or PTO) in each elementary school works to enhance the school's mission and goals through encouraging participation, organizing activities, funding of various programs and supporting the educational process. Meetings are held throughout the school year, usually at the school. A meeting schedule and location is announced at the onset of each school year.



### **Moon Area School District- Character Education**



We will be implementing school-wide positive behavior supports in each building this year. We will use the following common language with students:



- Be Safe
- Be Kind
- Own your Actions

September: **Kindness**

October: **Responsibility**

November: **Respect**

December: **Generosity**

January: **Cooperation**

February: **Loyalty**

March: **Self-Control**

April: **Honesty**

May: **Perseverance**

### **Moon Area School District Medication Policy**

#### **GUIDELINES FOR ADMINISTERING MEDICATION**

Following are the guidelines for administering medications in Moon Area Schools:

- Whenever possible, medications should be administered at home.
  - If it is absolutely necessary for your child to receive medications during the school day, these instructions **MUST** be followed.
1. A written order from the prescribing physician must be presented with complete instructions for administering the medicine, including all health information. **This is mandatory for all medication including over-the-counter items such as Tylenol or Motrin and cough drops.**
  2. A written parental consent must accompany the medications.
  3. The original medicine container **MUST** be properly labeled with the following information:
    - a. **Child's name**
    - b. **Name of medication**
    - c. **Dosage of medication**
    - d. **Time medication is to be administered**
  4. A new physician's order and parental consent is mandatory at the beginning of each school year.
  5. Medications **MUST be brought to school by a parent** and given directly to the School Nurse, Nurse Assistant, Health Assistant, or Administrative Assistant.

***If the above procedures are not followed, medication WILL NOT be administered in school.***

**MASD medication policy guidelines as well as administration forms are given to each child at the beginning of the year for parental review. If you have any questions, please contact the school nurse**



## **Grading**

Elementary students in Kindergarten – 2<sup>nd</sup> grade will receive a standard-based report card.

MASD district-wide grading scale is listed below for elementary grades 3-4:

- A 90 to 100 percent**
- B 80 to 89 percent**
- C 70 to 79 percent**
- D 60 to 69 percent**
- F 59 percent and below**

Report cards are sent home electronically every nine weeks with the exception of kindergarten. They will receive their first report card at the end of the semester. Parents are encouraged to contact the school with any questions/concerns.

## **Physical Education**

All Moon Area School District students are required to participate in Physical Education classes. NO student will be excused without the appropriate written medical or parental excuse. Requests for an excuse of less than one week must be submitted in writing by parents. An excuse for more than one week must be requested in writing by a physician and the dates for the excuse should be given. The student will also need an excuse from the physician to return to class. Please submit any medical excuse to the school nurse for documentation & data collection.

Students are required to wear the proper athletic shoes for physical education class. Appropriate clothing is also required.

## **School Dress Code**

School attire should be such that it does not present health or safety problems or disturb or disrupt the educational process.

Students are required to dress neatly, clean, and fully clothed at all times.

The following items will serve as a minimum guide to acceptable dress for district students.

- 1. No obscene language may be printed on shirts or pants.**
- 2. Shoes must be worn at all times.**
- 3. Shorts may be worn at reasonable length and tightness.**
- 4. No apparel should promote use of tobacco, alcohol, or other drugs.**

***Students in grades K-4 attend recess on a daily basis. Appropriate shoes are necessary to ensure safety when playing both indoors and outdoors. Please have your child wear or bring athletic type shoes to school. Please refrain from flip flops. Thank you.***



## **Policy 218. STUDENT DISCIPLINE AND CODE OF STUDENT CONDUCT**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

The Board has authority to establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct and deportment of all students in the school district during the time they are subject to the supervision and direction of school authorities.

The Board has adopted a Code of Student Conduct to govern student behavior. The Code of Student Conduct consists of this policy and the following other policies:

**Policy 218.1 Weapons**

**Policy 218.2 Terroristic Threats/Acts**

**Policy 218.3 Aggravated Assault**

**Policy 218.4 Drugs and Alcohol**

**Policy 218.5 Student Misbehavior**

**Policy 218.6 Smoking and Tobacco**

**Policy 218.7 Student Behavior On School Vehicles**

**Policy 218.8 Suspension and Expulsion**

**Policy 218.9 Bullying/Cyberbullying**

Each student must adhere to Board policies and the Code of Student Conduct governing school discipline. Students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

The Code of Student Conduct and other policies regarding student behavior and discipline apply when students are under the supervision of the school, while they are on school property, while present at school-sponsored or regulated activities wherever occurring, and while traveling to or from school and school-sponsored or regulated activities. In addition, the Code and other policies apply in each of the following circumstances.

- 1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.**
- 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.**
- 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression of conduct is likely to materially and substantially disrupt the operations of the school.**
- 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.**



**5. The conduct involves the theft or vandalism of school property.**

Any student disciplined by a district employee shall have the right to be notified of the infraction.

When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.

Suspensions and expulsions shall be carried out in accordance with Policy 218.8.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with the state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

**Corporal Punishment**

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. Corporal punishment is the use of physical force such as hitting, spanking, or paddling intended to cause pain or fear for the purpose of student discipline.

Reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee may promulgate rules and regulations to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students, and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school office and shall be printed in the student handbook and/or posted on the district web site.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

**References:**

**School Code – 24 P.S. Sec. 510, 1317, 1318**

**State Board of education regulations – 22 PA Code Sec. 12.1 et seq, 402.1**

**No Child Left Behind Act of 2001-20 U.S.C. Sec. 7114**



## **Homeless Information**

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and may include:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Eligible Children and Youth have the following rights:

Right to immediate school enrollment even when records not present

Right to remain in the school of origin, if in the student's best interest

Right to receive transportation to and from the school of origin

Right to receive support for academic success.

If you or someone in your family is experiencing homelessness, please contact Michael Haslett, Director of Pupil Services at (412)264-9440 x1114.

## **Academic Integrity**

Moon Area takes a strong position that cheating and plagiarism are not acceptable practices by students. Emphasizing the need for students to submit original work or properly acknowledged work of others is a responsibility of the school. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

## **Recording and Sharing of Materials**

Recording or sharing of any materials presented by Moon Area faculty and staff is prohibited. This includes the use of any electronic device to take pictures and record audio or visual material.



## **Virtual Learning**

Teachers have the right to require students to have their cameras on during virtual learning. Moon Area School District recommends that student backgrounds and dress adhere to the Student Code of Conduct. Students are required to act appropriately and demonstrate the School-Wide expectations of “Be Safe, Be Kind, Own your Actions.”



## 2020-2021 Elementary Handbook

Please sign and return to your child’s homeroom teacher. Your signature indicates that you have read the elementary handbook online and are familiar with Moon Area School District policies, procedures, and guidelines.

### Media Notice

Because family dynamics change, decline media forms will be collected each year. Full disclosure may be found on [www.moonarea.net](http://www.moonarea.net) under the communications department tab. The decline form must be completed and returned to your child’s building.

Parents/guardians should understand that at events open to the public, such as concerts, athletic events, etc., their child’s photograph may be taken and published by the District and any other media in attendance.

I hereby grant MASD the right and permission to publish/use photographs, name, video and/or audio recordings of my child, and schoolwork created by my child, to promote my child, school, and District through its own media productions, yearbook, or through the external media. I understand a decline form must be completed and returned to the school if I choose not to have my child participate.

**I have read the handbook and understand all outlined policies, procedures, and guidelines.**

Parent/Guardian (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Homeroom teacher: \_\_\_\_\_

Date: \_\_\_\_\_