



ADMINISTRATIVE OFFICES

8353 University Boulevard • Moon Township, PA 15108 • (412) 264-9440 • Fax (412) 264-3268 • www.moonarea.net

Dear Parents and Guardians,

I hope this letter finds you and your family safe and healthy. As families continue to prepare for the start of school, the administration and I want to provide more details in order to clarify how virtual learning will take place.

In order for students to be better prepared, electronic device distribution is scheduled beginning on August 11th. Parents will digitally sign all required forms on the day of distribution. We recommend that both the parent and student attend the device distribution event together at their designated times, however arrangements have been made in situations where the parent cannot be present. In this circumstance, please print out and sign the signature pages of the “Device Usage, Support and Maintenance Notice” and “MASD Acceptable Use Agreement” and have your representative take it to the device distribution with him or her. These documents can be found on the district’s website.

Student schedules will be available on Skyward on Tuesday, August 11th. Schedule changes will be extremely limited as our goal is to transition students back to in-person instruction and classes must remain balanced. Anyone needing assistance with Skyward should complete a Request for Assistance Form on the Skyward tab on the district’s website.

We know that virtual learning will look much different than traditional learning, but we assure you that your child will receive a quality education from our dedicated teachers and staff. MASD is confident that this detailed plan will help your child thrive in a virtual setting and allow for a seamless transition back to in-person instruction.

In order to provide more direct information, we hope that you will join us as we host multiple parent/guardian presentations. Topics include student academics, daily schedules, in-person teacher meet and greet, electronic device usage and support, and food services. Please feel free to preview the presentation attached to this letter.

Parent/guardian presentations will be held via ZOOM. Links for these meetings will be added to the district’s website and sent out via Skylert one day prior. As all presentations are the same, we ask that you please only join the presentation for the building your child is enrolled in to help ensure that all parents have an opportunity to attend.

School	Date	Time
Bon Meade	August 11 th	6:00 – 7:30 pm
Allard, Hyde, McCormick	August 12 th	6:00 – 7:30 pm
Brooks	August 13 th	6:00 – 7:30 pm
Middle School	August 17 th	6:00 – 7:30 pm
High School	August 18 th	6:00 – 7:30 pm

We look forward to sharing our virtual learning framework with Moon Area families. MASD remains committed to creating a safe and healthy learning environment for students and staff.

Thank you,

Barry J. Balaski
Acting Superintendent

Virtual Learning Re-Opening Plan



SYNCHRONOUS LEARNING



REAL TIME

Allows for interaction between student, teacher, and classmates



CONNECTIONS

Maintains classroom connections that are unique to MASD's Virtual Learning Program



CONSISTENCY

Includes consistent times for live instruction with MASD teachers, individual progress meetings, and collaboration with peers



DAILY INSTRUCTION

Provides daily instruction on a set schedule and follows the MASD curriculum

ASYNCHRONOUS LEARNING



DIGITAL ACCESS

Allows access to instruction, materials, and assignments in any instructional setting



PERSONAL SCHEDULE

Enables students to learn on their own time, with high quality materials, designed by MASD teachers and aligned to Moon Area School District's curriculum



DIGITAL MATERIALS

Includes video lesson, practice materials, and assessments



MISSED DAYS

Allows for student make-up work in the event a student misses a day/class of synchronous learning

VIRTUAL LEARNING COMPONENTS

ACADEMIC COMPONENTS

- Daily instruction delivered based on student schedules
- Set schedule for each student to follow
- Prescribed instructional teacher support
- Academic integrity is expected and rigor will be aligned with the traditional setting
- Increased daily opportunities for assessments

SUPPORTS TO WELL-BEING

- Intentional opportunities for peer connections, both instructionally & socially
- Engagement with student support services such as counselors, nurses, Student Assistance (MAPS), etc.
- Homeroom, class meetings, and/or scheduled advisor times for all students

INSTRUCTIONAL DELIVERY MODELS

MICROSOFT TEAMS

- Synchronous/Asynchronous Instruction
- Class meetings
- Small and large group instruction
- Assignment submission
- Assessment
- Attendance

LINCOLN LEARNING

- Supplemental curriculum for classroom teachers
- Asynchronous learning
- Assessment

SKYWARD

- Grading
- District & building communication
- Record keeping
- Assessment

1:1 DEVICE DETAILS

DEVICES

- Kindergarten – 4th
 - Apple iPad with hard case & charger
- 5th – 8th
 - Laptop with charger
- 9th – 12th
 - Laptop with charger

MAINTENANCE

- Applications & software updates will be managed by MASD
- Remote updates to operating systems, apps install/uninstall, and safety updates will be conducted periodically
- School devices are intended for educational purposes only, and personal downloads are not permitted without prior permission

1:1 DEVICE DISTRIBUTION

PROCEDURES

- All grade levels pick up at high school
- Register at Student Entrance before entering, exit at Main Entrance
- Parent will be asked to:
 - Digitally sign Device Usage Notice
 - Pay \$50 annual fee (for HS students only)
 - check, money order, cash – made payable to “Moon Area School District”
 - No fee for K – 8
- Student or parent will be asked to set initial passwords
- Financial obligations must be satisfied prior to pick up
- Must wear mask at all times

SCHEDULE

Last Names	Date	Time
A – C	Aug 11 th	8:30 am – 11:00 am
D – G	Aug 11 th	12:00 pm – 2:30 pm
H – K	Aug 12 th	8:30 am – 11:00 am
L – O	Aug 12 th	12:00 pm – 2:30 pm
P – SL	Aug 13 th	8:30 am – 11:00 am
SM – Z	Aug 13 th	12:00 pm – 2:30 pm
MAKE UP DAY	Aug 17 th	8:30 am – 11:00 am

Please arrive during assigned times to avoid larger crowds than necessary

Document Links:

[1:1 Distribution Letter](#)

[Device Usage Notice](#)

[Acceptable Use Agreement](#)

TECHNOLOGY FAQ

WHO DO I CONTACT FOR SUPPORT?

- Phone: (412) 264 – 3013
- Email: support@moonarea.net
- Include the following:
 - Your name, child's name, child's building, details of problem, contact information

WHAT IF I DO NOT HAVE INTERNET?

- Comcast offers a reduced cost (\$9.95/month) Internet service to qualifying families
- <https://www.internetessentials.com>

WILL STUDENTS KEEP THE SAME DEVICE THROUGHOUT THEIR ACADEMIC CAREER?

- K – 8th devices do not follow students
- 9th – 12th devices follow students and become their property upon graduation and meeting payment requirements

CARING INSTRUCTIONS

CONNECTING TO WIFI



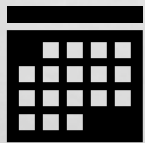
- Devices can be connected to home network, hotspot, or WIFI-enabled cellular device
- [CLICK HERE](#) for instructions on how to connect iPads to the internet

CLEANING DEVICES

- Use lint-free cloth to clean screen display
- Do not use harmful/dangerous solvents or solutions
- [CLICK HERE](#) for Apple's recommended cleaning methods
- Do not apply stickers or decals to district devices

A DAY IN THE LIFE OF A STUDENT

Virtual learning students will have scheduled daily instruction and interaction with staff and peers.



Student schedules include homeroom, core content classes, specials, encore/signature, elective classes, lunch break, and opportunities for both academic and social-emotional connections.



Classes will have daily asynchronous or synchronous lessons, aligned with the MASD curriculum including activities, assessments, independent learning opportunities, differentiation, & enrichment.



ATTENDANCE

- Students must log in to teacher's Microsoft Teams page between 7 am & 11 am
 - Students are encouraged to verify attendance BEFORE their first assigned class
- Consistent participation in synchronous learning is the best way to:
 - Interact with MASD staff and peers
 - Achieve optimal learning outcomes
- Daily attendance will be reflected in Skyward during virtual learning
- Teachers will track regular class attendance for educational purposes

GRADING

- Grades will continue to be recorded in Skyward
- MASD will follow four nine-week grading periods as per the calendar

TERM 1

August 24 – October 27

Report cards posted on October 30

TERM 2

October 28 – January 13

Report cards posted on January 19

TERM 3

January 14 – March 23

Report cards posted on March 26

TERM 4

March 24 – June 2

Report cards posted on June 3

SPECIAL EDUCATION

Individual Education Plans (IEP) and 504 Plans

- The IEP Team will be asked to look at each individual student's IEP or 504 Plan to make sure all accommodations are considered and met, where appropriate, in a virtual setting.
- If necessary, IEP teams will reconvene to revise SDI's to determine which are appropriate and applicable for virtual instruction.

GIFTED INDIVIDUAL EDUCATION PLANS (GIEPS)

- Gifted teachers will remain focused on meeting the goals outlined in the student's GIEP.
- Teachers may provide opportunities for interaction with small groups of students just as they would in a traditional environment.

SCHEDULES

First Week of School



STARTING THE SCHOOL YEAR

August 24th – August 28th

MEET YOUR TEACHER

- OPTIONAL meet & greet for students
- Students will follow the posted schedules
- During this time, students will:
 - Meet teachers
 - Practice how to use 1:1 devices
 - Obtain materials (books, workbooks, etc.)

SAFETY

- Masks must be worn at all times
- Transportation provided for those unable to provide their own transportation
 - No cleaning between bus runs
- Classrooms will be disinfected before each day, but will not be disinfected during the day

ELEMENTARY MEET & GREET SCHEDULE

Grade Level	Last Name	Date	Time
Kindergarten	A - M	Monday, Aug 24 th	8:30 am – 10 am
Kindergarten	N - Z	Monday, Aug 24 th	12:30 pm – 2:00 pm
1 st Grade	A - M	Tuesday, Aug 25 th	8:30 am – 10 am
1 st Grade	N - Z	Tuesday, Aug 25 th	12:30 pm – 2:00 pm
2 nd Grade	A - M	Wednesday, Aug 26 th	8:30 am – 10 am
2 nd Grade	N - Z	Wednesday, Aug 26 th	12:30 pm – 2:00 pm
3 rd Grade	A - M	Thursday, Aug 27 th	8:30 am – 10 am
3 rd Grade	N - Z	Thursday, Aug 27 th	12:30 pm – 2:00 pm
4 th Grade	A - M	Friday, Aug 28 th	8:30 am – 10 am
4 th Grade	N - Z	Friday, Aug 28 th	12:30 pm – 2:00 pm

MIDDLE SCHOOL MEET & GREET SCHEDULE

Grade Level	Last Name	Date	Time
8 th Grade	A – K	Monday, Aug 24 th	8:00 am – 10:30 am
8 th Grade	L – Z	Monday, Aug 24 th	12:00 pm – 2:30 pm
7 th Grade	A – K	Tuesday, Aug 25 th	8:00 am – 10:30 am
7 th Grade	L – Z	Tuesday, Aug 25 th	12:00 pm – 2:30 pm
6 th Grade	A – K	Wednesday, Aug 26 th	8:00 am – 10:30 am
6 th Grade	L – Z	Wednesday, Aug 26 th	12:00 pm – 2:30 pm
5 th Grade	A – K	Thursday, Aug 27 th	8:00 am – 10:30 am
5 th Grade	L – Z	Thursday, Aug 27 th	12:00 pm – 2:30 pm

HIGH SCHOOL MEET & GREET SCHEDULE

Last Name	Date	Time
A – F	Monday, Aug 24 th	7:30 am – 10:55 am
G – L	Tuesday, Aug 25 th	7:30 am – 10:55 am
M – R	Wednesday, Aug 26 th	7:30 am – 10:55 am
S – Z	Thursday, Aug 27 th	7:30 am – 10:55 am

FOOD SERVICES DURING VIRTUAL LEARNING

Meal options are available for all students

- Visit SchoolCafé to:
 - Apply for meal benefits
 - Add money to student accounts
 - [CLICK HERE](#) to access SchoolCafé
- Visit School Services to:
 - Access menu
 - Order meals
 - [CLICK HERE](#) to access Food Services
- Meal pick-up
 - Mondays from 10 am – 12pm (Tuesdays if school is not in session)
 - Outside high school cafeteria
 - One pick-up for entire week
 - Meal preparation directions included

MEAL COSTS

Meal Type	Breakfast	Lunch	Total per Week
Free	Free	Free	Free
Reduced	\$0.30 per day (\$1.50 per week)	\$0.40 per day (\$2.00 per week)	\$3.50
Full Pay Elementary	\$1.50 per day (\$7.50 per week)	\$2.85 per day (\$14.25 per week)	\$21.75
Full Pay Middle/High School	\$1.50 per day (\$7.50 per week)	\$3.00 per day (\$15.00 per week)	\$22.50

ADDITIONAL CONSIDERATIONS



MOON CYBER ACADEMY

- Utilizes Lincoln Learning
- Asynchronous instruction by MASD teachers
- Similar format to cyber charter schools
- Designed for students who wish to remain in a remote educational environment
- Students remain enrolled in MASD but in a separate educational setting

MASD REMAINS COMMITTED TO...

- Creating a safe and healthy learning environment for students and staff
- Offering high-quality MASD curriculum, instruction, and assessment with the opportunity to transition seamlessly between virtual, blended, or traditional learning environments
- Attending to all students' social and emotional well-being

IN CLOSING

MASD provides a high quality academic experience that allows all students to maintain interactions with staff, peers, and the MASD curriculum.



MASD is confident that this detailed plan allows for students to thrive in a virtual setting and seamlessly transitioning to in-person instruction in the future.



MASD values the collaborative efforts of all stakeholders. We are all in this together to ensure the success of our students.



MASD cares deeply about our students and is committed to sustaining social and emotional connections through a virtual platform.

