

CASD: EMPOWERING EVERY LEARNER

## IMPORTANT INFORMATION ABOUT MOORELAND ELEMENTARY

*Empowering Every Learner*

School Office: (717) 240-6800 ext. 36805

### SAFETY AND SECURITY

#### INFOSNAP

The District is responsible for the safety and security of your child; therefore, we need complete and accurate information in the event of an emergency within the district involving your child.

The District sent parents/guardians instructions to complete required online forms via **InfoSnap**. The sooner we receive this information, the better prepared we are to provide services to your child. **Please complete the Infosnap process as soon as possible.**

#### **VISITORS PLEASE COMPLETE SIGN-IN PROCESS WITH EACH VISIT: REMEMBER TO BRING YOUR ID EACH TIME YOU VISIT**

In the interest of the safety and security of our students and staff, the Carlisle Area School District uses a visitor management system. The visitor management system provides the District with the ability to keep an up-to-date verified log of visitors. Visitors include parents/guardians and volunteers who are given access to schools when school is in session.

**All visitors will be required to present a photo identification card** (every visit), preferably a valid, state-issued driver's license, or other photo identification, to the front office personnel before entry to the school is granted. The ID will be scanned using the visitor management system.

This procedure applies when school is in session:

- Pick-up an elementary or middle school student
- Gain access to the school beyond the office or the front door/window when necessary
- Attend an event on district property such as concerts, plays, field day, etc.

If a person does not have a valid state issued driver's license, an alternate form of photo identification such as a military ID, passport, or other government issued ID will need to be provided. The visitor management system will conduct a background check using a national sex offender database.

The school will be equipped to scan the ID and take the visitor's photo to create a badge for any visitor that requires access to the school. This system has the ability to provide alerts on individuals who may jeopardize the safety of students or staff. Once entry is granted, the



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visitor management system will print a badge that identifies the visitor, the date, time, photograph, and the destination of the visitor. Visitors must return to the office to return the badge and check out of the system upon leaving the school.

Your support in the ongoing efforts to enhance the safety and security of our schools is appreciated. Thank you for your patience and cooperation. Should you have further questions or concerns, please contact your school principal or Eric Sands, Carlisle Area School District's Director of Management Services at 717-240-6800 x 17804 or [sandse@carliseschools.org](mailto:sandse@carliseschools.org). For more information regarding the Visitor Management System, visit the following link: [https://www.carliseschools.org/our district/visitor management system](https://www.carliseschools.org/our-district/visitor-management-system)

### **EXPECTATIONS**

We are committed to academic excellence and success for all students. Our faculty engages in on-going professional development aimed at enhancing instruction for our students. In turn, we expect students to:

- Attend school every day and arrive on time
- Complete daily classroom assignments and homework
- Follow school rules by demonstrating respect, responsibility, and safe behavior at all times
- Ask an adult for help when needed

The Carlisle Area School District is committed to the highest standards of academic and ethical integrity. Respect for self and others is the foundation of educational excellence and expected behavior as visitors enter our buildings and grounds. As such, we cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, parents or members of our community everyone has a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

Please adhere to these principles as you enter our schools. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities can be issued citations from our school police officers.

It is our mission to create a safe, secure and nurturing environment for our students.

### **ACADEMICS**

#### **STANDARDS BASED REPORT CARDS**



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In kindergarten through grade 5, the Carlisle Area School District uses standards-based report cards to provide parents with detailed information regarding your child's progress towards grade level goals.

A standards-based report card provides specific information about student achievement relative to each standard. Academic standards are a set of learning goals for each grade level and subject area. These grade specific learning goals identify the content and skills students must achieve by the end of each school year. These standards increase in complexity as students move from one grade level to another.

A standards-based report card measures how well the individual student is doing in relationship to each grade level standard or learning goal. This gives parents a better understanding of their child's strengths and weaknesses and encourages all students to do their best.

For more information, go to:

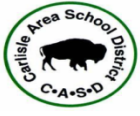
[https://www.carliseschools.org/academics/elementary\\_schools\\_education/standards\\_based\\_report\\_cards](https://www.carliseschools.org/academics/elementary_schools_education/standards_based_report_cards)

### **READING/TIERED INTERVENTION**

We believe in providing the highest quality education for every student and we are committed to helping all students succeed. To meet this goal, we have adopted a tiered approach to instruction and intervention to promote academic success through early intervention, frequent progress monitoring, and increasingly intensive and targeted research-based instructional interventions.

At Mooreland Elementary School, we call our tiered program *WIN (What I Need)*. This tiered system provides additional support beyond the core curriculum. In tier one, teachers use different strategies within the core curriculum to address student needs by providing enrichment. Students who are not progressing at a rate to meet end-of-year benchmarks in tier one, will participate in interventions matched to their needs. These tier two interventions take place in a small group. The instructional support team tracks students' progress with the intervention plan. Interventions occur for a minimum of six weeks, but may continue as needed to ensure student success in the core program. The instructional support team may make adjustments in the intervention plan based on the student's progress. Depending on student need and progress, the team may change the intervention or increase the frequency, time or intensity of the intervention. This more intense level of support is considered tier three. Students participating in tier three interventions work in small groups, meet frequently throughout the 6- day cycle with close monitoring of student progress.

### **EVERYDAY MATH 4**



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Carlisle Area School District uses *Everyday Mathematics* for students in grades K through 5. In general, *Everyday Mathematics's* research-based curriculum reflects the national standards for math and includes these features:

- A curriculum that explores mathematical content beyond basic arithmetic
- A problem-solving approach based on everyday and real-life situations
- Frequent and varied practice of basic skills
- An emphasis on mathematical reasoning and communication
- A commitment to home and school communication

In the past few decades, there has been a tremendous increase in the importance of mathematics in the workplace and in daily life. In order to succeed in this information and technologically-oriented environment, students need to learn a range of sophisticated mathematical knowledge that extends far beyond basic calculation skills.

### GENERAL SCHEDULE

We operate on a **six**-day cycle schedule. Please refer to the calendar posted on the Carlisle Area School District website for the cycle day.

- 8:30 – 1st bell (students should enter via the front door)
- 8:40 – Late bell
- 11:15 – 1st lunch (grades K & 3)
- 11:45 – 2nd lunch (grades 1 & 2)
- 12:20 – 3rd lunch (grades 4 & 5)
- 3:15 - Bus dismissal begins
- 3:27 – Intermediate walkers (grades 3-5) dismissed
- 3:30 – Primary walkers (grades K-2) dismissed

### ATTENDANCE

#### **ATTENDANCE**

Attendance is critical to student achievement - students should attend school every day. The following reasons for absences are considered legal absences: illness, serious illness or death in the family or impassable roads/quarantine. If your student is absent, please call the school office at (717) 240-6800 ext. 36805. When illness or other legal absence occurs, students must turn in a **written excuse** signed by the parent immediately upon return to school. If no excuse is turned in after three days of the absence, the absence is considered unexcused. The district will grant up to 5 days for pre-arranged absences. Pre-arranged absence forms (available in the school office or district website) must be turned in 5 days prior to the date(s) of the absence.

### ARRIVAL/DISMISSAL



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### **ARRIVAL**

Due to safety and supervision reasons students should not arrive before 8:30 a.m. Students who happen to arrive a few minutes early (between 8:15 and 8:30) will wait in the school lobby until the first bell rings at 8:30 a.m. **We ask that parents say goodbye at the front door – this gives students a feeling of independence and it allows teachers to begin the day immediately.** **Reminder – all visitors should report to the office and complete the sign in process.**

### **DISMISSAL**

Bus dismissal begins at 3:15 PM; intermediate walkers and parent pick-ups (grades 3-5) are dismissed at 3:27 PM; primary walkers and parent pick-ups (grades K-2) are dismissed at 3:30 PM. **Please call the school office at (717) 240-6800 ext. 36805 by 2:30 PM with any changes to your child's regular dismissal plan.**

### **DROP OFF/PICK UP SAFETY**

In an effort to promote wellness, reduce traffic congestion, and ensure safety, we encourage students within walking distance to walk to and from school. Recommended walking routes are posted on our website in the *Safe Routes to School* section. Parents who drop off/ pick up students via car may not park in the bus zone or in the school parking lot. Please use available street parking well away from the bus zone and direct your child to the adult crossing guard in front of the school. Please do not allow your student to walk between parked buses or cars and do not allow your student to walk through the parking lot. Students must wear helmets when riding bikes to/from school. We highly recommend using a bike lock when leaving bikes on the bike rack in front of the school. Parents picking up students at the end of the day are asked to wait outside. Should your child's end of day plan change, please notify the school office.

### **FOOD SERVICE**

#### **BREAKFAST IN THE CLASSROOM**

We have adopted *Breakfast in the Classroom* for any student who chooses to eat breakfast at school. Breakfast is available for ALL students in grades K through 5. The meal is packaged in a bag and delivered to the classroom by kitchen staff within the first 15 minutes of the school day so the students are fueled and ready to learn!

#### **LUNCH**

Students have several school lunch menu options or students may bring a packed lunch from home. Please note: there are no microwaves available for student use so please pack food items that do not need to be heated. Please do not send soda to school for your child.



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Please go to the following link for more information on child nutrition services, cost/payment options, free/reduced lunch application and menus.

[http://www.carliseschools.org/student\\_services/child\\_nutrition\\_services](http://www.carliseschools.org/student_services/child_nutrition_services)

### **COMMUNICATION**

Our district continues to make every effort to “go green” by reducing paper usage. By the same token, we value communication between home and school; therefore, we will communicate electronically as much as possible. For example, our monthly school newsletter, *The Greyhound Gazette*, will be posted on our website. In addition, the newsletter and periodic updates will be emailed to parents/guardians via our School Messenger system (please keep email information up to date by contacting the school office with changes). Additional information will be posted on the school website and teacher websites. Please help us go green by checking district, school, and teacher websites often since this will be our primary mode of communication. If you cannot access information electronically, please contact the school office.

Throughout the school year, your child will bring home necessary paper communication and student work. Please check your child’s backpack regularly and take time to read these valuable documents in order to stay informed.

### **DISCIPLINE**

After completing the required online InfoSnap registration process, all parents will have acknowledged their understanding of the ***Elementary Student Handbook***. This document outlines our expectations for students and can be accessed on the following link on the district website.

[http://www.carliseschools.org/academics/elementary\\_schools\\_education/elementary\\_student\\_handbook\\_code\\_of\\_conduct](http://www.carliseschools.org/academics/elementary_schools_education/elementary_student_handbook_code_of_conduct)

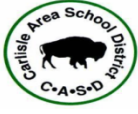
### **ELECTRONIC DEVICES/TOYS**

The use of electronic devices, such as cell phones, are prohibited at school. Toys and other items that could potentially cause a disruption to our learning environment should remain at home. The school assumes no responsibility for personal items.

### **VOLUNTEER CLEARANCES**

Parents are encouraged to volunteer at school. On July 16, 2015 the Carlisle Area School District Board of Directors approved Volunteer Policy #916. This policy is in accordance with the Child Protective Services law.

**Volunteers** – Please review the application/check list accessible through the Carlisle Area School District link below. Volunteers must complete all requirements prior to any volunteer



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activity in a school or on a field trip. It is important to understand who is a volunteer. Please go to the following link for detailed guidance regarding volunteers and instructions for obtaining clearances:

[http://www.carliseschools.org/community/volunteer\\_chaperone](http://www.carliseschools.org/community/volunteer_chaperone)

The district requires all clearances to be turned in at least **one week** prior to any volunteer activity.

Please note that volunteers must renew clearances at least every five (5) years to remain eligible as a volunteer. Volunteer clearances are “portable” provided they are not out of date.

### **Carlisle Area School District Equity Statement**

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

No person shall on the grounds of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs.

For information regarding civil rights or grievances procedures, services, activities and facilities that are assessable to and usable by handicapped persons, contact:

Dr. Colleen M. Friend  
Title IX Coordinator  
Section 504 Coordinator  
540 West North Street  
Carlisle, PA 17013  
717-240-6800