



# MES

2022 - 2023  
OFFICIAL HANDBOOK



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Welcome to Marshall Elementary School! We hope you had a safe and happy summer vacation, and you are ready to begin a productive school year of learning. Please help us make Marshall Elementary a positive place to learn and to grow by being a positive, friendly person who takes pride in their school.

This handbook has been prepared to act as a guide to ensure a rewarding school year. Your knowledge of, and compliance with, the procedures, regulations and provisions outlined in this booklet are essential in providing and maintaining the safe and orderly environment necessary for the progress of everyone at Marshall Elementary.

Although it may be difficult to answer all questions through this handbook, it will help to explain many of the procedures you will need to know throughout the school year. If you or your parents have additional questions, please call 724-935-4044.

Sincerely,  
*The Marshall Elementary Faculty and Staff*

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**Marshall Elementary School**  
**5135 Wexford Run Rd**  
**Wexford, PA 15090**  
**724-935-4044**

**Office Hours: 8:00 a.m. – 4:00 p.m.**  
**School Hours: 9:00 a.m. – 3:30 p.m.**

**Dr. Marc E. Thornton, Principal**  
**Mr. Matt Heckmann, Assistant Principal**

### **Address/Telephone/Email Changes**

It is very important that every family maintain an up-to-date address, email address, and telephone number record at the school office. If you have a change in address (requires two proofs of new residency) or telephone number during the school year, please notify the school immediately.

### **Admissions**

New kindergarten students must be five (5) years old and new first grade students must be six (6) years old on or before September 1 of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete along with proof of residency.

### **Animal Visits**

Due to health concerns for students throughout the building, animals are not permitted to be brought into the building without permission from the office. Please contact the office should you have any questions.

### **Arrival**

Students will report directly to their classrooms upon arrival at school. The building is officially open to students at 8:50 a.m. **Students are not permitted in the building prior to 8:50 a.m.** Adult supervision is not provided prior to this time. The school day begins at 9:00 a.m. Students who arrive after 9:05 will be listed as tardy. Parents transporting students to school should adhere to the 8:50 a.m. arrival time and use the drop off area in the parking lot.

### **Assemblies**

Several assemblies will be scheduled throughout the school year. Specific times and dates will be listed on the MES online calendar. Special attention to Marshall Elementary's PBIS expectations is expected of all students during assemblies.

### **Attendance**

Regular attendance is essential to students' success and should be established early. Absences fall into one of two categories: LEGAL and ILLEGAL.

Legal absences include:

1. Student illness
2. Death of an immediate family member
3. Absences approved by the Administration, including approved Family Educational Trips
4. Religious holidays or instruction
5. Urgent reasons deemed acceptable by the administration

Illegal absences include:

1. Truancy

2. Absence due to parental/guardian neglect
3. Illegal employment
4. Family Educational Trips not approved by the Administration

When students return to school after any absence, they must bring a written excuse signed by their parent or guardian, stating the reason for dates of the absence. North Allegheny School District is also accepting student absence excuses electronically through the [Tyler SIS Parent Portal](#).

Please see the section labeled **Vacations** within this handbook for more information for an Educational Tour or Trip Form. Parents should note that vacation days absent also count towards total days absent from school since students are missing instruction any time they are not present in school. Parents are asked to schedule doctor appointments and vacations outside of the school day/calendar to assure that students are present and learning at school each day.

Students with legal absences may have the opportunity to complete any missed assignments upon returning to school. Our responsibility is to promote consistent school attendance and address the underlying risk factors that may lead to truancy. As a requirement of Act 138, students who accrue three (3) illegal absences will be asked to participate in the creation of a School Attendance Improvement Plan (SAIP). Students who accrue six (6) illegal absences will be referred to a school-based or community-based attendance improvement program or to the local children and youth agency. In addition, the District may file a citation for truancy with the local District Magistrate.

Parents of students who are excessively absent will receive a letter from the principal after a total of ten (10) days absent. This communication from the building administration is sent to emphasize the importance of daily attendance at school and as a reminder of Pennsylvania's Compulsory Attendance Law. Second notice for excessive absenteeism will be sent after a total of 18 days and a Support Team [SAP] meeting will be held to address the excessive absenteeism. After the 18-Day Letter is delivered, all future absences must be supported by documentation from the child's physician, the school's nurse, or another administratively approved agency. If the proper documentation is not provided after the 18-day Attendance Letter is sent home, the absence will be documented as unexcused and may be referred to the District Magistrate.

No absences will be approved during standardized testing windows. Students requesting absences of more than ten (10) days will be reviewed on a case-by-case basis. Pursuant to Board Policy #3130 absences of more than ten (10) days will cause the student to *"be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to re-enroll the child upon return."*

Please see the section labeled **Tardy Students** within this handbook for more information for tardy/late students.

Homework assignments for absent students will be available when a student has been absent for at least two school days. Telephone calls for these assignments should be placed to the office in the morning of the second day of absence. Do not use the voicemail system for this purpose. Assignments will be available in the office after 3:00 for all requests received before 10:00 a.m. Assignments requested after 10:00 a.m. will be available the following day.

### **Birthday Treats**

On their birthdays, children often want to share a treat with their classmates. Due to severe life-threatening allergies, food treats are **not permitted**. If parents would like to send in a non-edible item (*pencil, eraser, stickers, etc.*), please contact your child's teacher.

### **Bus Behavior**

Proper behavior is an absolute necessity while riding on the school bus. The bus driver is in charge and will enforce discipline on the bus. Students involved in misconduct, showing disrespect for the driver or fellow students, and those who cause damage to the bus may lose their bus riding privileges. The North Allegheny School District has established the following rules to maintain bus safety.

### **Students' responsibilities are as follows:**

1. Report to your bus stop no earlier than 5 to 10 minutes before the bus is scheduled to arrive.
2. While waiting for the bus, stay a safe distance from the roadway. Inappropriate behavior at the bus stop will not be tolerated.
3. Board the bus in a safe, orderly manner and go directly to your seat.
4. Cross fifteen feet in front of the bus only when the red lights are flashing and traffic has come to a complete stop.
5. Never cross behind or reach under a bus. Remain visible to the driver at all times. Stand clear of the danger zone.
6. Talk in a normal tone of voice so the driver can concentrate and hear warning sounds.
7. Ask the driver for permission to open windows. You must keep your arms and head inside the bus at all times.
8. Eating, drinking, smoking, or chewing gum is prohibited on the bus.
9. Help keep your bus clean. No littering. Throwing objects inside or outside is prohibited.
10. When the bus arrives at school, exit in an orderly fashion and go directly to your assigned room.
11. Always sit in your assigned seat unless directed by the bus driver, administrator, or bus monitor.



**NOTE: Students must ride their assigned bus. If a change is necessary, send a note explaining the change or call the Marshall Elementary School Office at 724-935-4044.**

**Bus Safety School**

Bus discipline is a topic of serious conversation at North Allegheny. When a child acts inappropriately on a school bus, the safety of every person on the bus is in jeopardy. The “Ladder of Discipline” has been identified for all elementary and middle school buildings. Depending on the seriousness of a child’s inappropriate behavior, first time offenders may receive more than a warning from the bus driver, bus monitor, or building administrator. If the child continues to behave inappropriately, that individual will be assigned to Bus Safety School. Should he/she continue to misbehave, the transportation privilege which is normally extended to North Allegheny students will be revoked by the District for that child.

First Offense	Warning
Second Offense	Detention
Third Offense	Bus Safety School
Fourth Offense	Bus Suspension * - 3 days
Fifth Offense	Bus Suspension * - 5 days
Sixth Offense	Bus Suspension * - Semester

*\* A conference between administrator, parent, driver, and child is required.*

Bus Safety School is a program that attempts to heighten the awareness of safety and proper bus behavior in those students who continually choose to violate District transportation policies. Bus Safety School is held on the third Thursday of every month from 3:45 p.m. to 4:45 p.m. at one assigned building in the District.

Parents will be notified if their child must attend Bus Safety School and upon completion of the course, students will be required to sign a Safety Agreement. Should it become necessary for bus-riding privileges to be denied, transportation to and from school will become the parent’s responsibility.

**Cafeteria**

Students may purchase a lunch daily using either cash or funds that they have on the Point of Sale (P.O.S.) system. All students buying lunch or snacks will enter his or her Personal Identification Number (P.I.N.) as they purchase their lunch or snack. Assistance will be given to all students at the beginning of the year as they enter their P.I.N. Information regarding lunch prices and daily menus can be found on the MES website.

Parents may send in cash or a check payable to **NA Cafeteria Fund** at any time to deposit money into their child’s P.O.S. account. Cafeteria Payment envelopes should be used to include student name, Personal Identification Number (P.I.N.), and payment option. For those families

with more than one child attending MES, please remember to use separate envelopes for each child.

Parents have the ability to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through [www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com).

Reminders will be sent home with the student when their Point of Service [P.O.S.] account accrues a negative balance. If there are any questions or concerns, please contact the Food Service Office at 724-934-7201 or 7236. Parent/guardians are responsible for assuring that a student's [POS] account remains up-to-date with a positive balance.

Cafeteria time is meant to be a pleasant break in the day. Every student is expected to use proper table manners, and speak in a normal tone of voice so that everyone may enjoy their lunch break. Students are expected to clean up after themselves.

### **Child Care**

Before and after school child care is available at Marshall from 7 a.m. until 6 p.m. This program is run by the YMCA of North Hills. **For further information, call the YMCA at 724-934-9622.**

### **Crisis/Emergency Information**

In the event that a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has a number of communication vehicles in place to facilitate this process. These include: the District website [www.northallegheny.org](http://www.northallegheny.org), NATV Cable (Armstrong 50, Comcast 98, Consolidate 406, and Verizon 33), contact with local television and radio stations, and SchoolMessenger.

Since 2009, the District has been utilizing SchoolMessenger, an automated telephone notification system that will deliver a personalized message to parents and employees in minutes. As it is a web-based program, its reliability and availability will not be affected by local power or equipment failures.

In addition, parents will be able to access the Contact Manager feature of this system via the North Allegheny School District website or the internet and establish their own account. This will allow them to determine which, if any, phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger, if they so desire. SchoolMessenger will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages.

### **Custody/Court Orders**

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A notarized copy of any of these

forms must be presented to the school office annually. Even if the paperwork isn't modified or cancelled, parents/guardians are required to submit notarized copies at the start of each school year to assure that any necessary paperwork is up-to-date.

### **Discipline Issues**

Normal discipline issues that occur will be handled by the classroom teacher in conjunction with the guidelines established in the [North Allegheny School District's Code of Conduct](#). For more serious infractions, a behavior report will be completed and sent to the office along with the student. The students will meet with the Principal or the Assistant Principal to discuss the behavior. Consequences will be assigned depending on the severity of the behavior and whether the behavior is a repeated behavior. Students will sign the completed behavior report and also have their parent or guardian sign the form before returning it to the office as an additional means of communication.

Possible consequences include:

- Conferences with the Assistant Principal or Principal
- Letter or phone call to parents
- Loss of recess
- Loss of a grade level and/or school-wide event
- In-school suspension during lunch and recess
- In-school suspension for the entire school day
- Out-of-school suspension

The written form is the main communication for the parent describing the discipline actions taken. A phone call may occur regarding the incident at the discretion of the building administrator.

### **Dismissal**

All students riding the bus will be dismissed from their homerooms once their assigned bus has arrived. If a student is a "pick-up", they will leave at the 3:20 p.m. bell.

If a child is to go home with someone other than his/her parent/guardian, a handwritten note **MUST** be sent to the school or the child will not be released. Identification will also be requested for anyone picking up this child other than the parent or assigned guardian.

See the "Early Dismissal" section of the handbook for information regarding "Early Dismissals" occurring earlier than normal dismissal time.

- **Parents are strongly encouraged to send in a School Note with their child on the day of pick-up. An electronic copy of the MES School Note is available on our school site [MES School Note Form](#).**
- **If the need arises over the course of the day for you to pick up your child(ren) at school, please call the school before 2:00 p.m. DO NOT SEND AN EMAIL TO THE TEACHER. There is no guarantee that the email will be received in time.**

### **End-of-Day Pick-ups**

If you are picking up your child/children at the end of the day instead of riding the bus, please note the following. An assigned number will be sent home with your child on the first day of school. **Each family will receive two cards with your assigned number. It is your responsibility that if someone other than the parent is picking up your child(ren), they are given the assigned family number card and a note is sent to the office with the name of the person.** All students in a particular family will have the same assigned number regardless of grade level or members in the family. **This number will be used for end-of-day pick-ups only.**

- All Marshall students are assigned a family number.
- Members of the same family will have the same number.
- At the end of the school day, homeroom teachers will give pick-up students their assigned family number to be used to match with the parent.
- Students will wait in the gymnasium for their family number to be called.
- Once the parent arrives with the family number, a staff member will match the family number to the student and release the child/children to the parent.

***All parents must stay in their vehicle for the process to run smoothly. Parents are not permitted to congregate at the door to wait for their child(ren).*** Please display your number in the car window facing staff. Staff will readily make the number match and release your child/children to you. If your child is not ready to be picked up you may be asked to park in the lot and walk to the pick-up area while waiting for your child. You must use the crosswalk.

***This procedure will also be followed for our Halloween Party, Winter Party, Valentine's Day Party, and Field Day.***

### **Dress Code—**

We are proud of the way our students dress. A student's individual dress indicates both self-respect and respect for others. While the school accommodates a wide variety of individual taste, inappropriate dress is not acceptable.

#### **Guidelines**

The following should be used in determining appropriate school attire:

1. Articles must be clean (not soiled with grease, oil, paint, or dirt).
2. Clothing with slogans/emblems, etc., is acceptable as long as they do not depict illegal substances, indecent writing, or indecent pictures.
3. Warm weather clothing is appropriate with the following guidelines: halter tops or tank tops with spaghetti straps, tops exposing the midriff or display of undergarments, and torn or ragged clothing are NOT permitted.

4. Oversized trousers present problems regarding safety both for the individual student and fellow classmates. School staff will insist that fitting pants are worn so that students can maneuver with ease, particularly in an emergency situation.
5. Items of dress that disrupt the educational process and climate are inappropriate. Students are not to wear hats during the school day inside the building, unless it is for an approved fundraiser or activity. This also includes bandanas and head scarves (unless the head covering is based on religious reasons).
6. Footwear must be worn by all students. Flip-flops and other backless shoes are not encouraged. "Wheelie shoes" are NOT permitted at school.
7. Shorts or skirts must reach at the fingertips while arms are hanging naturally at the sides.
8. Tights or leggings may not be used underneath shorts or skirts to substitute length. Leggings may only be worn under appropriate length (fingertip) shorts, skirts, or dresses.

### **Driving Reminders**

***Bringing students to school in the morning*** - Please enter the front parking lot from the Marshall Campus and drop your child off in the MES Drop-Off Pick-Up Loop area by the cafeteria entrance. Students may not enter the building prior to 8:50 a.m. Exit through the parking lot towards MMS.

***Picking students up at the end of the day*** – Please see Dismissal procedures.

***Fire Lane*** - Parking in the fire lane is **not permitted** at any time. If tardy to school you must park and escort your child into the building to sign them in late.

***Main road in front of MES*** - This road is closed to car traffic during the following times:

8:45-9:15 and 3:15-3:45 — Buses only

11:30-12:00 and 12:30-1:00 — KDG drop-off and pick-up

### **Early Dismissal**

If a situation should arise that would require a student to leave the school at any time other than the normal dismissal time, **the parent or guardian must send a handwritten note to the homeroom teacher who will then forward it to the office. Emails should not be sent since it is not guaranteed that the email will be received.** All students must be signed out at the office by the parent or guardian. When the parent/guardian comes into the office, a driver's license/photo identification is to be shown to an office staff member and the Visitor's Dismissal Sign-out Log on the counter should be signed to indicate that your child/children have been picked up. Children are not permitted to leave the building early and wait outside. Parents are encouraged to schedule normal medical and dental appointments after school hours if possible.

## **Electronic Devices**

Students are **NOT** permitted to bring personal electronic devices to school unless the principal or teacher grants permission. Only District issued devices are permitted. If an item has been confiscated from a student, the item will be housed in the office. The item will not be returned directly to the student. Parents must pick up confiscated items from the office.

## **Electronic Student Data Portal**

The District uses a Student Information System called Tyler SIS. It is also a web-based grade book and reporting system that provides parents access to student records related to their schedule and academic progress. [Click here to access the Student Data Portal](#). Please work closely with our front office secretaries to ensure your email address is current. Email addresses will be used periodically throughout the year to inform parents of important school and District related events.

## **Emergency Information**

It is important that home, work, and emergency phone numbers be kept up-to-date. In an emergency, accurate information can save valuable time in helping your child. Emergency drills will be held on a regularly scheduled basis during the course of the school year. The following is a listing of drills and their scheduled frequency:

- Fire Drills - monthly
- Lockdown Drills - Semester
- Emergency Weather Drill - Annually

## **Emergency School Closings or Delays**

In the event that a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has a number of communication vehicles in place to facilitate this process. These include:

- District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidated 406, Verizon 33)
- Local television and radio stations.
- SchoolMessenger is a telephone notification system that will deliver a personalized message to parents and employees in minutes. Since this automated service is web-based, its reliability and availability will not be affected by local power or equipment failures. In addition, parents will be able to access the Contact Manager feature of this system via the North Allegheny School District website or the internet and establish their own account. This will allow them to determine which, if any, phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts, if they so desire. SchoolMessenger will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages.

When the building/district is on a two-hour delay, **kindergarten will follow a special delay schedule**. Morning kindergarten – 11:00-12:45; Afternoon kindergarten – 1:45-3:30

**All morning bus schedules will be delayed by the same amount of time.**

### **Field Trips –**

Field trips that reinforce and enhance the North Allegheny curriculum are scheduled by various grade levels throughout the school year. Parents will receive notices about the field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. These trips are funded by the Marshall Elementary PFA. Families who are not members of the MES PFA will be requested to pay the necessary fees to have their child(ren) participate in the field trip.

### **Food in the Classroom**

There are an increased number of students in our schools who have serious food allergies. Out of concern and respect for their well-being and an overall emphasis on health and wellness across our District, guidelines related to food items that may be brought into our classrooms have been reviewed and refined. Due to severe life-threatening allergies, food treats are **not permitted**. The North Allegheny School District encourages parents to consider bringing non-edible treats for students to enjoy instead of food items.

### **Forgotten Instrument**

Students are to bring their band and orchestra instruments with them to school on days when they are scheduled to have small group practice or full ensemble practice. On occasion, students forget their instruments. Parents may need to bring the student instrument to school. Parents may drop the instrument off at the office. **Students are instructed to check at the office before their lesson or rehearsal for their instruments. Phone call reminders to the classroom will not be made so as not to disturb the learning that is taking place during the day.**

### **Gum**

Students are not permitted to chew gum in or on the school property.

### **Grade Level Colors**

On various occasions throughout the year, students and staff will be asked to wear their grade level color. Students and staff are encouraged to wear their grade level color as a means of showing team spirit.

#### **MES Grade Level Colors**

Kindergarten	Red
First Grade	Orange
Second Grade	Yellow
Third Grade	Green
Fourth Grade	Blue
Fifth Grade	Purple

## **Hats**

Students are not to wear hats during the school day inside the building, unless it is for an approved fundraiser or activity. This also includes bandanas and head scarves (unless the head covering is based on religious reasons).

## **Health/Emergency Information –**

At all times you can refer to the North Allegheny website under “Departments” for health forms, medication policy, immunization requirements and health care information. *During the first week of school, you will receive instructions on how to update your child's contact and health information in Tyler 360. The parent/guardian is requested to do this on each student. This information should be updated within that first week, so that the school nurse has the most current information for your child in case of illness, injury, or emergency.* This information is required for your child’s care in case of illness or injury.

- **It is important that we have your current home, work and emergency phone numbers.** In case of an emergency, accurate information can save valuable time in helping your child. Please remember to notify us at any time during the year of any changes in these numbers.
- If you are planning to be out of town, please provide in writing the name of your child’s guardian in your absence if it is someone who is not on the emergency form. Without this consent, we cannot release your child to this caretaker.
- If there is a change in the custodianship of your child, please notify the office and provide copies of any pertinent court agreements in order for this change to be honored.

## **Medications**

Medications will be administered by health office personnel according to school policy which includes written parental permission, and a Doctor’s order for both prescription and nonprescription (OTC - over the counter) medications. A copy of this policy will be sent home the first week of school. Please review this as it includes information on both prescription and nonprescription medications (OTC) and the parent/guardian responsibility with both.

The following are a few important points to remember:

- Students are not permitted to carry medication with them at school. All medication is to be dispensed from the health office.
- Medication is to be brought to school by the parent/guardian in the original container. For the safety of your child, the school nurse in the health office will not administer any medication brought to school in a baggie, paper towel, etc.
- Tylenol may be administered with parental permission and at the discretion of the school nurse. Please remember to circle the appropriate response on the bottom of the emergency form.



## **Illness and Communicable Disease**

### **Illness:**

Please keep your child home if he/she has any of the following symptoms: Temperature of 100 or greater (temperature should be normal for 24 hours before returning to school)

- Vomiting or diarrhea
- Persistent cough or thick nasal drainage
- Red, itchy eyes with discharge
- Earache

### **Immunizations:**

State Law requires every student who intends to enroll in a public school to provide evidence of a successful vaccination history. At various ages, different vaccinations are necessary for enrollment. Some of the immunizations necessary for K-12 students are diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, varicella, and meningitis. Should you have a question regarding the immunizations necessary for your child, please contact the School Nurse.

### **Communicable Diseases:**

A child who has a communicable disease should remain at home for at least the indicated length of time as follows:

- Scarlet Fever – 24 hours from initiation of medicine
- Strep Throat – 24 hours from initiation of medicine
- Chicken Pox (Varicella) – six to eight days after appearance of rash. Scabs must be completely dried. For most students, Chicken Pox is a common childhood illness that may be uncomfortable and inconvenient. For others, however, there is an increased risk of complications due to other health conditions.
- Pinkeye (Conjunctivitis) – 24 hours after initiating treatment and there is no further drainage.
- Head Lice (Pediculosis)

If a child is suspected of having pediculosis (lice), the School Nurse will examine the suspected child and siblings. When head lice are found, the School Nurse will contact the parent of the child and provide educational materials concerning treatment and environmental control. Following treatment (This includes use of pediculocidal agent and nit removal), the School Nurse will examine your child's head. Proof of treatment (pediculocidal agent or prescription packaging) must be provided to the School Nurse. Parents of the building will be notified via an Email Blast of the lice identification. Class nor grade level will not be identified in the message.

### **LICE FACTS**

- **Incubation:** Eggs of lice hatch in one week and maturity is reached in 8-10 days.

- **Symptoms:** Irritation and itching of the scalp; presence of small light gray insects and/or their eggs (nits) which are attached to the base of the hairs and do not come off easily.
- **Methods of Spread:** Direct contact with an infected person and indirect contact with their personal belongings, especially headgear. Lice do not jump.
- **Period of Communicability:** While lice or nits remain alive on the infested person or belongings.
- **Other information:** Lice have nothing to do with the cleanliness of one's home, nor live on pets.

While lice are a nuisance, they are not life threatening. A position statement from the National Association of School Nurses states that *"The management of a lice infestation should not disrupt the educational process. No disease is associated with head lice and in-school transmission is considered to be rare"* (Frankowski & Boochini, 2010).

The District's goals are for head lice to have minimal disruption to students' educational experiences and minimize the stigmatizing impact on students and families.

## **Homework**

Homework is an important and required part of a child's education. It allows for extra practice and/or increased student learning. Homework can reinforce, enrich, or extend the curricular outcomes. Homework can help a child develop skills in personal organization, time management, and following directions.

### Homework Guidelines

#### *Student Responsibilities*

##### **A. The student will:**

1. Budget time to complete assignments made.
2. Arrange to make up missed assignments as required by the teacher.
3. Ask for further explanation if original directions are not completely understood.
4. Students in Grades 3, 4, 5 will record homework assignments as specified by their classroom teacher. These students will most likely use their District-provided iPad to record these assignments.
5. Initiate the request for help when needed.
6. Properly manage time and task completion on long term assignments.

#### *Parent Responsibilities*

##### **B. The parent will:**

1. Provide a quiet, well-lighted study area with a desk or table and comfortable chair.
2. Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, and dictionary.
3. Establish a regular time for homework.
4. Limit television viewing and avoid TV or radio listening during study time.

5. Inquire about your child's homework and help him/her to budget time for completion and get ample sleep.
6. Encourage step-by-step work on long term or major projects to avoid last minute, careless work.
7. Check teacher websites weekly for homework information.

### *Time Guidelines*

Students should expect homework on a regular basis in accordance with the following averages:

**Grade 1 – 10 minutes**

**Grade 2 – 20 minutes**

**Grade 3 – 30 minutes**

**Grade 4 – 40 minutes**

**Grade 5 – 50 minutes**

These time allotments are suggested for four - five nights per week for most elementary students. Homework may take your child more or less time. Homework may be assigned periodically on Fridays, if needed. However, reading literature, trade books, and journal writing is always appropriate for evenings, weekends, and vacations. Any questions or concerns about homework should be addressed to the teacher who initiated the assignment.

### Make-Up Work

Requests for absent students' homework assignments may be made on a student's second day of illness/absence. Parents are asked to call the school before 10:00 am on the second day of absence. **Students who miss a single day of school can get their missed assignments upon their return to school the following day.** Children will be granted additional time to complete their assignments upon their return.

Extended Illness: Contact your child's teacher to make specific arrangements for absences of one week or longer.

### **Internet**

All students and staff members have access to the Internet. The Internet is accessible through the classroom computers, iPads, computer lab, and in the library. Each child grades K-5 will be working at some time during the year on the Internet. All work is done with the supervision of a teacher. If for some reason you do not wish your child to use or have access to the Internet, you will need to notify the North Allegheny Technology Services Department. You can contact the IT Department by calling 412-366-2100.

When the students are online at Marshall, they are closely monitored and the sites they are accessing are screened by the MES staff members. The Internet is also filtered through the Technology Services Department filtering software both at school and when students use their school issued iPad at home.

The students have benefited greatly from this new technology that is available to them. It has become another valuable resource that enhances their core curriculum.

### **Items Brought From Home**

Questions often arise regarding what toys or game-like items students may bring to school. Children are NOT permitted to bring radios, video games, cellular telephones, or other electronic equipment to school. **Trading cards and fidget spinners are not permitted at school.**

Children should not bring valuables or large sums (over \$5.00) of money to school.

### **Kindergarten Day and Transportation**

- AM Kindergarten begins at 9:00 AM and concludes at 11:45 AM.
- PM Kindergarten begins at 12:45 PM and concludes at 3:30 PM.

The District provides bus transportation **to** AM Kindergarten and **from** PM Kindergarten. The noontime transportation is the responsibility of the parents/guardians.

### **Lost and Found**

All clothing, lunch boxes, etc. found at school are placed in the lost and found chest in the main entrance foyer. Money, jewelry or any other articles of value are turned into the office.

### **Lunch**

All students are expected to eat daily - either a packed lunch or a lunch from the cafeteria. Students who do not have a bagged lunch or money to purchase a lunch will be given a lunch from the cafeteria. The cost of the lunch will be billed to the student's P.O.S. account.

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The Act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."

The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations.

- Migratory children and youth living in any of the above situations.

If you or someone you know is in a situation meeting these definitions, please contact the NA Homeless Liaison (Dr. Michele Dowell, Assistant Superintendent of Elementary Education, at 412-635-4110 or mdowell@northallegheny.org) so that the District can assist and provide resources to impacted individual(s).

### **MTSS**

The North Allegheny School District is committed to helping all children succeed. There are many ways to help children learn and ensure those who need additional supports are successful. The Multi-Tier Systems of Support (MTSS) is one of the recommended best practices from the Pennsylvania Department of Education (PDE) to ensure ALL students meet continual academic and behavioral success. This support will be given to ALL students through ongoing collaboration involving teachers, administrators, families, and specialists through systematic district and school-wide efforts. All students will be provided services based on the evaluation of individual needs through universal screeners (AIMSweb Plus and Exact Path), consistent progress monitoring, and collaborative problem solving efforts. Students are provided remediation, reinforcement and enrichment four times a week during our What I Need (WIN) periods.

### **Wellcheck**

As part of the MTSS process, wellcheck is designed to bring school resources together to evaluate a student’s academic progress. The team meets to determine the root causes of deficiencies and plan for intervention. The goal of the process is to define and analyze the problem, plan for the implementation of an intervention, progress monitor and evaluate if the intervention is working. The team meets every six to eight weeks to evaluate progress and adjust the plan as needed.

### **Overdue Cafeteria Balances**

Reminders will be sent home with the student when their P.O.S. account accrues a negative balance. If there are any questions or concerns, please contact the Food Service Office at 724-934-7201.

### **Parent Faculty Association Executive Board**

<b>Co-Presidents</b>	Meighan Nalducci DJ Sharma
<b>Co-VP Volunteers</b>	Jackie Matascik Elizabeth Clay
<b>VP Membership</b>	Lisa Batchlet
<b>Secretary</b>	OPEN
<b>Treasurer</b>	Marisa Maccarelli-Harris
<b>IT Specialist and Assistant Treasurer</b>	Rich Angeletti
<b>Members at Large:</b>	Emily Garland Erin Gause

## **Parent-Teacher Conferences**

Scheduled parent-teacher conferences will be held during the fall of each school year. Parents are also encouraged to arrange and attend conferences as necessary throughout the year. Conferences can be arranged by contacting your child's teacher.

## **Parent Volunteer Program-**

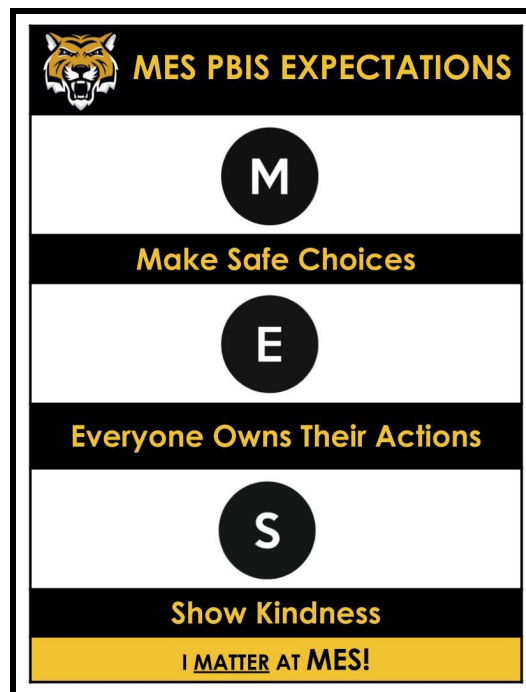
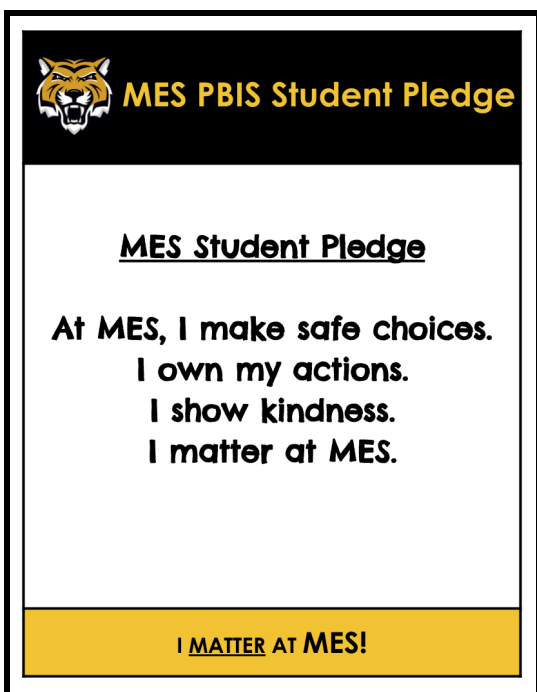
Marshall has a very productive volunteer program. You may volunteer to directly work with students, or indirectly by helping prepare materials that will be used in the classrooms. Any amount of time you volunteer is greatly appreciated. **Please reference the *Volunteer Clearances* section for additional information.**

## **PBIS Framework**

Marshall Elementary has established a Positive Behavior Interventions and Supports (PBIS) framework. The school-wide expectations for all students are:

- Make Safe Choices
- Everyone Owns Their Actions
- Show Kindness

Students will participate in lessons and activities to learn about the PBIS program at Marshall Elementary. Additionally, students will receive "Tiger Tickets" from teachers in recognition of positive behavior throughout the school building.



## **Recess**

We are fortunate at MES to have large playground areas. The teachers and playground assistants will explain rules for these areas to all students. They are to be followed with no

exceptions. Failure to follow these rules may result in the loss of playground privileges. Follow directions of the assistant when given.

- Playground equipment will be used properly, in the manner for which it was intended and designed.
- Each child will show respect for adults and other children.
- When the whistle blows, children should put equipment away and get into a line.
- Do not throw stones.
- No chasing/tag games in stone area.
- Center grass area in front of art rooms is off limits at all times.
- Stay away from trees, bushes, and classroom windows.
- Stay off fence and back stop.
- Ask permission before retrieving equipment from behind the fence.
- Watch out for others/equipment.
- No carrying other children.
- Use equipment only when dry.
- Snacks in the lunchroom only.
- Children will stay in assigned areas.

On days with inclement weather, recess is held in the classroom. We will not go outside if it is raining or storming or if the wind chill factor is below 20 degrees. However, we try to go out as often as possible, so **dress appropriately on cold weather days.**

### **Report Cards**

The school year is divided into four nine week periods. Report cards will be accessed through the NA Student Data Portal at the end of each nine week period for grades 1 - 5. Kindergarten students receive report cards at the end of each semester.

### **SAP (Student Assistance Program, formerly ESAP)**

Student Assistance Program (SAP) is designed to assist school personnel in identifying issues, which pose a barrier to a student's learning. The primary goal of SAP is to help students overcome these barriers in order that they may achieve. SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. Please contact our School Counselors, Mrs. Jamie Flesher or Mrs. Kelly Kevan, should you have any concerns.

### **School Programs**

North Allegheny School District and Marshall Elementary School offer several after-school programs for our students. For any of the programs, students will be called to the appropriately assigned area at dismissal time. Transportation home is then the responsibility of the parent. Students are not permitted to wander the parking lot.

## **Smoking**

The North Allegheny School District is a smoke-free environment. Smoking is forbidden at any school facility.

## **Special Education and Gifted Services**

The following special education and gifted services are available for those students who meet the requirements: GOAL, Speech, Autistic, Life Skills, Emotional Support and Learning Support. Contact the Special Education Department (412-635-4109) if there are any questions about these programs.

## **Tardy Students**

A child who arrives at school after 9:05 a.m. is considered **tardy**. The parent/guardian must sign in at the office upon arrival. All students entering school after 9:05 a.m. **MUST** check into the office before going to the classroom. Failure to sign the student in at the office may result in an absence being recorded for the student for the entire day.

There are three reasons recognized as valid excuses for tardiness: severe weather conditions; bus transportation difficulties; and personal accident or illness.

A tardy student must stop in the office to receive a late slip to enter class and must submit a signed tardy note from the parent/guardian at that time.

The District's Attendance Policy will be strictly enforced for excessive tardiness.

## **Telephones**

Students are not to make telephone calls from any telephone other than the designated office telephone. The telephone is to be used by students only in emergencies. When we allow students to call home for homework, lunch money, and forgotten musical instruments, we are not encouraging them to take responsibility for themselves. Students must have the permission of their teacher and an adult to use the telephone.

## **Testing**

Various kinds of testing are administered throughout the school year. Results are used to help determine individual student progress, and to make adjustments to curriculum and instruction if necessary.

### **aimswebPlus**

The aimswebPlus program is a web-based system that provides teachers data to identify students who will benefit from early intervention strategies and targeted instruction (remediation and enrichment). aimswebPlus uses brief, valid, and reliable measures of foundational skills in reading and math. The system is designed to universally screen and progress monitor students. All students are given the assessments three times a year.



### **Exact Path**

Exact Path is a diagnostic adaptive assessment that provides standards-based questions in reading, language arts, and math. Based on student responses, Exact Path will adjust the level of difficulty of the questions students receive. Exact Path assesses students using questions aligned to the Pennsylvania Department of Education State Standards. Once students complete the diagnostic assessment, an individualized learning pathway is provided for remediation, reinforcement, and/or enrichment. While students will work on learning pathways throughout the entire school year, the Exact Path diagnostic assessment will be given three times to measure student progress.

### **PSSA Test**

The Pennsylvania System of School Assessment (PSSA) is a criterion referenced test used to measure students' progress toward mastering the Pennsylvania Academic Standards in grades 3-5. The academic standards identify proficiency levels in English Language Arts and Math for grades 3-5 and Science in grade 4.

The dates for the PSSA Tests are listed in the school calendar. Third, Fourth, and Fifth grade students are given the English Language Arts and Math PSSA Tests. Fourth grade students additionally take the Science PSSA Test.

Students are to be in school during the District assessments and State (PSSA) testing, except in cases of illnesses. The dates for all of the tests are listed in the school calendar as well as notification by the school. These tests are important. **Vacation requests will not be approved during these testing windows.**

### **Study Island**

Students in third, fourth, and fifth grade have been assigned a Study Island account. Teachers will make periodic assignments in Study Island that students are to complete as part of their typical homework assignments. To access their Study Island account, students should visit the following webpage to access their account. All students are given the benchmark assessment three times a year. Students can access Study Island through the Tiger ID app.

### **Textbook Responsibility**

Each child is responsible for the care and maintenance of the books assigned to them at the start of the school year.

- District procedure states that the parent/guardian is responsible for the replacement cost of lost books or those damaged beyond use. School materials such as books, calculators, etc. that are assigned to students must be replaced if lost or damaged. The cost of textbooks/materials varies due to the original purchase price and age. If an item is later recovered, the amount paid will be returned assuming good condition.

## **Threats**

All threats - verbal or written - must be taken seriously. For the safety of our students, all threats will be thoroughly investigated and the School District's Code of Conduct strictly enforced.

## **Tyler Student Information System**

Through our electronic student information system, the North Allegheny School District has been providing parents/legal guardians and students access to their own specific demographic, grade, and/or attendance information.

The username and password to access this information should not be shared with unauthorized individuals. Although the District Information Technology Department strives to provide access to this information at all times, technical difficulties and constraints may affect availability temporarily at times, due to its web-based nature.

If a parent/guardian or student detects a discrepancy in grade or attendance information, this issue should be addressed with the Teacher of Record for the class in question as soon as possible. Inaccuracies with demographic/contact information can be corrected through the student's building administrative or counseling staff.

Typically assignment scores/grades are posted within five (5) school days of the return of the assignment, with some exceptions based on the complexity of the assignment and/or project. The information provided through Tyler SIS's Parent Portal is not in final form and is subject to change and correction.

## **Vacations**

The parent/guardian of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the child is enrolled. Except for emergency situations, this request is to be submitted at least 5 calendar days prior to the date on which the student seeks to be excused for compulsory attendance. It is strongly recommended that vacations be scheduled when school is not in session.

**If a student will be absent for more than ten (10) consecutive school days, the student will be withdrawn.** The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. **However, the family will need to re-enroll the child upon return and be required to provide two current utility bills to the office.**

For students in grades 2-5, no vacations can be approved during local standardized assessments tests or during the 3rd-5th grade PSSA testing. Please check the school calendar for the specific test dates.

Upon request by a parent/guardian, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved absence.

Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

Days absent for vacation count as days absent from school since students are not present for the learning experience. Parents/Guardians are strongly encouraged to schedule vacations outside of the school day. Parents/Guardians are also encouraged to monitor days absent to avoid excessive absenteeism. (Please see "Attendance" section for information on Attendance procedures related to excessive absenteeism.) [Click here to access a Student application for Educational Tour or Trip Form.](#)

### **Visitors –**

Upon entering a building, all visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor Visitor Management system. Upon reading the information, Raptor will check the national database to identify sexual offenders. The system will also scan the District's volunteer database which lists volunteers who have submitted the necessary clearances as outlined in the Act 153 volunteer clearance legislature. Once approved, the system will generate a name tag for approved visitors which will contain a picture of the visitor or volunteer, the date, and purpose of the visit.

To ensure the safety of the children, visitors will not be permitted to wander through the building. Messages for students or teachers may be given to the secretary in the office so that classroom instruction is not interrupted. No one will be permitted to go to a classroom unless prior arrangements have been made with the classroom teachers.

### **Volunteer Clearances–**

Volunteers are required to submit necessary clearances prior to volunteering at any of the District's twelve schools as outlined in Pennsylvania's Act 153 Volunteer Clearance Legislature. For information about the types of clearances or how to submit clearances, volunteers should visit the North Allegheny School District website for important information about the type of clearances and the procedures for submitting the clearances. [www.northallegheny.org](http://www.northallegheny.org)

### **Walkers**

Students are not permitted to walk to or from Marshall Elementary School.

### **Weapons Policy**

The North Allegheny School District strictly prohibits the possession or storage of weapons by students on school property. For the purpose of this policy, the definition of a weapon also includes weapon "look-alikes." The District's Code of Conduct will be strictly adhered to if a weapon is brought to school.

## **Wellness Policy**

In an effort to establish and maintain a safe and healthy school environment for all children, the North Allegheny School District approved the guidelines that are within the Student Wellness Policy #246. As stated in the Birthday section of this handbook, ***edible treats are not permitted due to life threatening allergy-related concerns.***

## **Weekly Building-Level Emails**

The North Allegheny School District strives to improve the efficiency of communication with and access to information for parents/guardians. The District sends building-specific newsletters every Friday evening (except scheduled holiday breaks) to parents/guardians. Ours is called the "Marshall Messenger." This email will highlight the top happenings at our school, upcoming important dates, District information, and links to community flyers. Parents/guardians will only receive emails from their student's building. An archive of emails will be available on the District website and updated with the latest newsletters each Monday morning.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.