



Moon Area School District Elementary Handbook

Grades K-4



Moon Area School District Elementary Handbook

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.

Vision

We shall accomplish our mission by doing the following:

- Provide a safe, supportive environment for students, staff, and community.
- Meet the diverse needs of our students to prepare them to achieve their goals.
- Prepare our students to meet rigorous standards of learning in order to achieve academic excellence.
- Commit to offering a variety of opportunities for students to explore and develop lifelong pursuits.
- Communicate and collaborate with the community to build meaningful partnerships.

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.

Title IX

Moon Area School District does not discriminate on the basis of sex and further prohibits discrimination in all education programs and activities operated by the District, including in its admission and employment practices as required by Title IX. Inquiries regarding the application of Title IX and its implementing regulations may be made to the Title IX Coordinator, or the Office of Civil Rights, or both.

Title IX Coordinator - Dr. Lauren Morgan
8353 University Blvd
Moon Township, PA 15108
lmorgan@moonarea.net
412-264-9440 x 1103

A copy of the Nondiscrimination Policy and Grievance Procedures may be found on the Districts Publicly Accessible Website at: www.moonarea.net.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Jason D'Alesio, via the contact information provided above.

Child Find

The Moon Area School District is responsible for locating, identifying, and educating school-aged students requiring special programs or services. If anyone in the community is aware of a child who is in need of special services and/or programs, please notify the Moon Area School District Director of Pupil Services, Mrs. Ashley Beeson, at 412-264-9440 x 1114.

SCHOOL INFORMATION

School Hours for Students

The school building opens at 8:25 a.m. School hours for kindergarten through fourth grade are 8:30 a.m. to 3:15 p.m. Please note: Student dismissal is at 3:15 p.m.

FOCUS

FOCUS 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 FOCUS 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 FOCUS

Parents/guardians for each child receive login credentials via email for their new FOCUS account prior to the start of the school year. FOCUS 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 username or password. Still having problems, please complete the request assistance form online.

Student Accounts

All students should activate and use their FOCUS 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.

Emergency School Closings-Inclement Weather

If serious weather conditions make it impossible and/or dangerous for buses to travel, school will be cancelled or delayed. Typically, schools are open in accordance with PA state regulations and must operate if 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. 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. On most days when schools need to be closed due to inclement weather, instruction will pivot to a Remote Instructional Day. Students should follow the daily instructional schedule established by their teachers.

HOMELESS INFORMATION

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

- 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;
- 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
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 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 Mrs. Ashley Beeson, Director of Pupil Services at (412)264-9440 x1114.

STUDENT EXPECTATIONS

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 is used at all elementary buildings. The automated system will 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 system. (Please be sure to keep your contact information up-to-date through FOCUS.)
- 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 FOCUS absence request form or parent note to be submitted within 3 days after the absence (State Law).
- Through FOCUS, comments need to include a specific reason for the absence.

Tardies

- Students should be accompanied by a parent/guardian to the Main Office doors when reporting to school tardy.
- Tardies require a FOCUS absence request form or parent note to be submitted within 3 days after the tardy (State Law).
- If a tardy is due to a doctor’s appointment, submit a comment in the FOCUS absence request form or provide documentation from the doctor’s office.

Early Releases

- Early releases require a FOCUS 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.

Homework

- Homework may be requested through the classroom teacher before 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 FOCUS 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)

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. [3][6]
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory. [6]
- Quarantine
- Family emergency
- Recovery from an accident
- Required court attendance
- Death in family
- 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]
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral. [3]
 - The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location and time of the event or funeral.
 - The student shall furnish the signed excuse to the district prior to being excused from school.
- Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. [27]
- Non-school-sponsored educational tours or trips if the following conditions are met: [6][28]
 - The parent/guardian submits written request for excusal prior to the absence.
 - The student's participation has been approved by the Superintendent or designee.
 - The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care. [\[3\]](#)[\[6\]](#)[\[30\]](#)[\[31\]](#)
- The district may limit the number and duration of non school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

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

Unexcused Absence Procedures

- 3 unexcused: Letter notification
- 6 unexcused: Student Attendance Improvement Conference (SAIC)
- 12 unexcused: Charges filed with magistrate

Truancy Prevention

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.

Moon Area School District- Positive Behavior Interventions and Supports

Each building has implemented a school-wide positive behavior support program (PBIS). The following common language is used with students:

- Be Safe
- Be Kind
- Own your Actions

Bus Conduct

All students in MASD 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 driver 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:

- Always remain seated while the bus is in motion.
- Always listen to the driver.
- 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.

Policy 237. ELECTRONIC DEVICES

The Board prohibits use of personal electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district.

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

Exceptions

The building principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. Classroom or instructional-related activities, under the supervision of the classroom teacher.
4. Other reasons determined appropriate by the building principal.

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.

- 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.
- The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
- 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.
- 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.
- 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

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

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

Students in grades K-4 attend recess daily. 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.

ACADEMIC GUIDELINES

Grading

Elementary students in Kindergarten – 2nd grade will receive a standard-based report card. MASD district-wide grading scale is listed below for students in grades 3 and 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 except for 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.

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.

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 EVENTS AND ACTIVITIES

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 the child.

Parents are encouraged to contact the school to arrange conferences whenever they feel there is a need. All conferences may occur in person, virtually, or by phone. 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.

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 necessary for your child to receive medications during the school day, these instructions MUST be followed.
 - 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.
 - A written parental consent must accompany the medications.
 - The original medicine container MUST be properly labeled with the following information:
 - Child's name
 - Name of medication
 - Dosage of medication
 - Time medication is to be administered
 - A new physician's order and parental consent is mandatory at the beginning of each school year.
 - 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.



Use of Student Photos, Video and other Multimedia Opt Out

One of our goals at Moon Area School District is to share positive news with our community. As part of this effort, MASD students may be photographed or video recorded when they have an outstanding accomplishment. In addition, students may be photographed or video recorded as they participate in school related activities throughout the year. The photos and videos may be published on the school district's website, social media platforms and newsletters. They may also be used by the media.

If you do **NOT** give permission for your student to be photographed or video recorded, you must complete and return the form below to your child's principal. The form will be active from the time it is signed and returned through the remainder of the school year.

Opt Out Form

Parents may opt their child out of being featured by the school district, in the media or both. If you would like to opt your child out, please check the appropriate boxes below and return this form to your child's principal. The form will be active from the time it is received through the remainder the school year.

Note: If you give permission for your child to be featured, you do NOT need to do anything with this form. Your child will be automatically opted in, unless otherwise noted on this form.

- ☐ I do not give permission for the Moon Area School District to use my child's photograph/video for official School District use (website, social media, newsletters, etc).
- ☐ I do not give permission for the Moon Area School District to share my child's photograph/video with the media.

Student's Full Name	
Student's School	
Parent's Name (printed)	
Parent's Signature	
Date	