



Moon Area Cyber Program Handbook

MOON AREA CYBER PROGRAM

Moon Area School District launched the Moon Area Cyber Program (MACP) during the 2016-2017 school year. The program will be housed in the high school and provides students the flexibility, curriculum, and classroom support they need in order to succeed. The MACP offers Moon Area students, the opportunity to learn in a full or part-time (high school only) online environment. Moon Area is proud to meet the needs of all students, parents, and stakeholders to deliver an alternate form of education while still allowing students to earn a Moon Area diploma.

MISSION

The MACP is an extension of the Moon Area School District. All policies, regulations, procedures, and guidelines set forth by the district, Board Policy, and Student Handbook apply to the MACP and all those students enrolled in the program.

BLENDDED CYBER PROGRAM - at the High School

To provide students a blended style of education that enables students to take both online and regular classroom courses. This format maximizes the students' direct access to the teachers for help and guidance while also gives students the opportunity to take courses that are not typically offered online or are difficult to comprehend online.

Contact Information

Mr. Thomas Misko

Principal, High School

tmisko@moonarea.net

ext. 2000

Ms. Melissa Heasley

Principal, Middle School

mheasley@moonarea.net

ext. 3000

Dr. Susan Kazmierczak

Principal, Allard

skazmierczak@moonarea.net

ext. 4000

Dr. William McGahee

Principal, Brooks

wmcgahee@moonarea.net

ext. 6000

Dr. Lucas Furlow

Principal, Bon Meade

lfurlow@moonarea.net

ext. 5000

Dr. Julie Moore

Principal, McCormick

jumooore@moonarea.net

ext. 9000

Mr. Mike Muraco

Cyber Program Coordinator

mmuraco@moonarea.net

ext. 2212

Moon Area Cyber Program Fact Sheet

- Available to students at the discretion of the District and provides a full curriculum of subjects (courses) with the ability to stay at home.
- Course Structure
 - Accessed online through Edgenuity
 - Directions to access courses will be sent to the student's (and parent/guardians) email once acceptance into the program is approved.
 - Separate, self-sustaining courses/subjects
 - The courses are not live. There is not direct, daily instruction from a teacher.
 - Access to full semester course from Day 1 (unless adapted by content teacher)
 - Follow To-Do list or Daily Agenda of lessons to stay on pace
 - Course/subject curriculum created by outside vendor that is standards aligned
 - Students can access the course 24/7, any day including holidays.
- Student Expectations
 - Student must be self-motivated/driven
 - Students must be willing to work on their own without a teacher giving them daily tasks
 - Students must login daily and complete the suggested lessons for each course
 - Each course will give lessons or tasks to complete each day
 - It is highly recommended students login and access courses during school hours
 - Students should reach out to the Teacher of Record when they need help, guidance, or clarification
- Moon Teacher of Record
 - Each course is facilitated by a Moon Area District teacher
 - Teachers can be reached through their school email or TEAMS message system
 - Teachers will periodically reach out to the student and parent/guardian if they notice the student is struggling to keep pace and/or their grade is insufficient
- Commitment
 - Enrollment is by semester.
 - If a student is struggling, administration can place the student back in a traditional, in-person learning environment at any time.
- Parent Communication
 - Parents may access grades via the district's student information system.
 - Parents are asked to reach out to the teacher of record if they notice their child needs help or guidance.
- Enrollment Process
 - Interested families should contact their child's school counselor
 - Acceptance into the program is on a case-by-case basis and requires administrator approval
- Removal from the Cyber Program
 - Each student's academic success is important. If a teacher, administrator, and/or parent notice that the student is having difficulty staying on pace with the course content, not demonstrating an understanding of the course material, or not logging in daily, the student can be removed from the Cyber Program and given a traditional, in-person schedule.

SUPPORT

Moon Area School District (MASD) faculty will facilitate the online courses and be available for tutoring.

Elementary and Middle School levels

Learning Program: Students are Full-Time Cyber students

- Elementary and middle school students will only be allowed to enter the MACP under certain circumstances that prevent the child from attending in person – approval by the Superintendent or Assistant Superintendent is required. Moon Area School District believes in person is the best form of education.

High School level

Learning Programs: Flexibility allows student to choose one (1):

- **Full-Time Cyber:** students have the ability to learn, work, and test from home. Students can schedule time to meet with teachers for tutoring.
 - o Requirements for Full-Time Cyber students:
 - Attendance: Daily login is required to be considered “PRESENT” for attendance records.
 - Students must login each day.
 - The login does not need to be during school hours but must happen each calendar day that Moon Area School District is in session. Attendance is checked daily and if a student does not login, they will be marked “Absent”
 - Virtual Check In: Students must attend a virtual video call (ex: TEAMS call) every week to check wellness and discuss academic progress.
 - Students must have access to their Microsoft TEAMS chats and check them frequently.
 - Teachers will set up a video call during school hours.
 - Students will join a video call (through TEAMS) to discuss their progress.
- **Full-Time Attending:** For those who wish to pursue a cyber education method but find themselves more productive attending school regularly, students can participate in the full-time attending option. In this option, students will complete all online coursework in the high school each day. Attendance will be taken daily.
- **Blended Learning:** For those who want to take some cyber courses while attending high school may choose this option. Students attend school daily, complete online coursework in the cyber room, and attend in-person classes. Attendance is taken each day.

Technology and necessary curricular materials are provided by Moon Area School District.

Tutoring

The teacher of record for each course will be available for tutoring. This may be scheduled with the teacher of record directly. The teacher of record will periodically reach out to the student or family to check in; however, it is the responsibility of the student to ask for help when they need support or guidance.

CURRICULUM

Moon Area Cyber Program provides instruction to students in the core academic disciplines including math, science, social studies, English/language arts, and various electives. Courses are aligned with the PA State Standards.

ENROLLMENT

Students that express interest in enrolling in the Moon Area Cyber Program are expected to possess basic technology skills and be willing to follow all program and district guidelines. By nature of the self-paced learning environment, students must be able to manage their time and to work productively.

Act 47 of 2025 states, "Students who are habitually truant may not transfer to a cyber charter school during the school year unless approved by a judge." Although MACP is not a cyber charter school, the District takes student attendance records into account throughout the enrollment process.

Students must reside within the Moon Area School District for the duration of their enrollment in MACP. The District will require families to submit residency documentation twice per school year with deadlines of November 1 and March 1.

Enrollment Steps:

- Interested students and their parent/guardian(s) should contact their school counselor.
- A MACP coordinator or administrator will contact the family to arrange a meeting to discuss options, program guidelines, and a potential student schedule.
- Administration, school counselor, program coordinator, and the family determine if the MACP will benefit the student.
- Entry into the program, its format, and a schedule of courses is completed with final approval by administration.
- The student and parent/guardian(s) may be asked to attend a Cyber Program Orientation to review the software, expectations, and answer any questions the family may have.

Enrollment in or out of the MACP is open at the beginning of the school year and at the beginning of the 2nd semester/3rd marking period. Exceptions require documentation and/or medical verification.

STUDENT EXPECTATIONS

All students will begin their online courses with an online orientation course.

Students may be asked to start in person, regardless of learning program, during the regular scheduled school day for the first two weeks of entry into the program. This trial period allows the student to learn the online software program, establish a routine, and become acquainted with the subject material before working from home. Once the student shows the ability to work independently, as determined by the program coordinator, the student will be able to follow the learning program that has been approved. If the student has not shown an ability to work independently, or if the program coordinator feels the student needs more time, the trial period will be extended, or the student will return to a traditional, in-person schedule.

Students are required to meet course benchmarks and earn passing grades. Course benchmarks are set by each course automatically. The benchmarks include daily/weekly lesson completion, which can include graded and non-graded work. Progress reports will be sent to parents/guardians periodically. Students need to be able to manage their own time and develop skills for studying and completing assignments. Students will need to ask for help when they have a question or are having difficulty. Questions can be asked directly through the online software system or by contacting the teacher of record directly.

Students are expected to complete their own work. Suspicion of cheating will be investigated by the administration, and appropriate actions will be taken.

Additional Expectations for Full-Time Cyber Students at Home

- **Attendance:** Daily login is required to be considered “PRESENT” for attendance records. Attendance is determined by checking the student’s login times. Failure to login daily, at any point in the day, will result in the student being marked “ABSENT” for attendance purposes. Attendance performance is separate from course progress and grades.
- **Virtual Check In:** State law (Section 1327.4) requires all full-time cyber students to attend a virtual video call (ex: TEAMS call) weekly, to check student wellness and discuss academic progress. The student must attend the video call with camera on. The student and staff member can use this time to discuss course work and progress. Virtual Check Ins will be communicated and set up with the student via TEAMS chat or school email. Students must have access to their Microsoft TEAMS account and check their chat messages frequently. If a student misses the weekly video call, it must be made up immediately or the student will advance into Tier 2 intervention as described in the Academic Recovery Plan as outlined below.

Intervention

At the notification of failing grades, lack of timely course progress, or attendance issues (not logging in consistently), the program coordinator or the teacher of record will contact the student, parent/guardian(s), appropriate administration, and counselors. This contact will state the issues and focus on bringing the student back on track and creating an individualized academic recovery plan (ARP) for the student.

Tier 1 – Initial Intervention Warning

- In refocusing the student through the new ARP, the student’s progress will be monitored daily, and the student will be contacted again to ensure that the newly implemented goals are being met.
 - o Example: Students must login each day and submit quality assignments throughout one week in an effort to make progress.
- If the student shows improvement in progress and/or grades within a determined time frame and is succeeding within the criteria set in the ARP, he or she will be able to continue working on their selected Learning Program.

Tier 2 – Second Warning

- Parent contact will be made stating the concern. The student must make significant progress to continue the current learning program.
- **High School only** – If the student does not show improvement in progress and/or grades within a determined time frame and is not succeeding within the criteria set in the ARP, then he or she will be required to report to the Cyber Classroom during the regular scheduled school day. Once the student has met the goals determined in their ARP, they may be able to continue their selected Learning Program.

Tier 3 – Regular Schedule/Return to In Person Learning

- If the student does not show improvement in progress and/or grades or has attendance issues within a determined time frame (typically two to three weeks), then the student may be removed from the MACP and returned to their regular school building and schedule. In determining removal, a meeting may be held with administration, program coordinator, guidance counselor, student, and parent/guardian(s).

NOTE: A student can be elevated immediately to Tier 3 if an administrator determines it is necessary for the student.

ATTENDANCE

Regular attendance is required by state law. Students must log in every day that school is in session.

Instances of truancy (habitual non-attendance at school) will be handled according to Moon Area School District Board Policy. Students will be marked absent when not meeting the required login times.

Failing grades and attendance concerns can result in removal from the cyber program and/or reinstate mandatory in person attendance. Students attending in person must remain in the classroom for the designated time period.

Use the following chart below to determine the minimum number of hours per week required by the Moon Area Cyber Program:

1 Cyber Course = 2.5 hours per week
2 Cyber Courses = 5 hours per week
3 Cyber Courses = 7.5 hours per week
4 Cyber Courses = 10 hours per week
5 Cyber Courses = 12.5 hours per week
6 Cyber Courses = 15 hours per week
7 Cyber Courses = 17.5 hours per week
8 Cyber Courses = 20 hours per week

GRADING POLICY AND COURSE GRADE ASSIGNMENT

Grading Scale

A – Superior	90-100%
B – Above Average	80-89%
C – Average	70-79%
D – Below Average	60-69%
F – Failing	0-59%
I – Incomplete	
W – Withdrawn	
WF – Withdrawn Fail	

Course Grade Assignment

- Grades are generated each marking period.
- Courses are divided into two (2) semesters of material, Semester A and Semester B.
 - Semester A is assigned at the beginning of the school year, and Semester B is assigned at the completion of the coursework for Semester A *OR* at the beginning of the 3rd marking period
- Each 0.5 credit course has only one semester of material.

Deadlines for each marking period exist with specific course progress expectations. The expectations and deadlines are intended to ensure the student finishes all required work on time and help the student understand the material. The deadlines are at the end of each marking period. The expectation for each deadline is listed below.

1st marking period – Progress Report

- 50% of all Semester A courses must be complete.
- 50% of all 0.5 credit courses must be complete.

2nd marking period – Final Grades

- 100% of all Semester A courses must be complete.
- 50% of full year courses must be complete.

3rd marking period – Progress Report

- 50% of all Semester B courses must be complete.
- 50% of all 0.5 courses assigned in the second semester must be complete.

4th marking period – Final Grades

- 100% of all courses must be complete.

When a student fails to meet the expectation for the deadline, a zero score will be assigned to all assignments not completed up to the given expectation. Students have the ability to continue working on their courses after the 1st and 3rd marking periods or midway through each semester. These marking periods serve as Progress Reports versus official final marking period grades. All courses will be closed at the end of each semester (2nd and 4th marking periods). Semester Final Grades will replace the Progress Report Grades of the 1st and 3rd marking periods.

Weekly Reports and Progress

The students will be given a weekly suggested progress percentage for each course they are enrolled. This percentage is a pacing guide to ensure the student finishes all their courses on time. Each course will give the students lessons to complete each day/week. Students will need to be on pace with the weekly lessons and keeping with the weekly course completion percentage expectation in order to continue to stay in the program at their selected Learning Program. Parent/guardian(s) can view grades in Skyward to check progress.

Extracurricular Participation

Students must maintain passing grades and must be in good attendance standing in order to be eligible to participate in Moon Area extracurricular activities. Extracurricular activities include sports, musicals, field trips, school dances, etc. Eligibility determination is based on current grades and progress of course material. Grades are reported weekly to the Athletic and Main Offices. Students in the MACP will be held to the same level of review based on the district's School Code of Conduct as all Moon Area students.

GRADUATION REQUIREMENTS

In compliance with Chapter 4 regulations of the Pennsylvania Department of Education and the Moon Area School District, each student must satisfactorily complete 24 credits of work during 9, 10, 11, and 12 grades as a requirement of graduation. In addition, each student must achieve a score of proficient or advanced on the Keystone Algebra 1, Literature, and Biology exam or achieve an Act 158 Graduation Pathway, satisfactory complete a career readiness project planned for junior year, and satisfactory complete Personal Finance.

Note: Students who fail to submit their Career Project according to set deadlines will render themselves ineligible for ALL extracurricular activities including but not limited to, Prom, Homecoming, clubs, and athletic contests. Participation may resume after the paper has been submitted and approved.

A minimum high school program includes the following credits:

English	4.0
Social Studies	4.0
Science	3.0
Mathematics	3.0
*Arts and Humanities	2.0
Health/Physical Education	2.5
Electives	5.5
TOTAL CREDITS	24.0

*Arts and Humanities includes foreign languages, elective social studies, art, fine arts (band and chorus) and practical arts (business, family and consumer sciences, and technical education.)

INTERNET POLICY

COMPUTER AND NETWORK USAGE AGREEMENT

During the beginning of the school year new students entering the school district will be issued an ELECTRONIC SYSTEMS USAGE AGREEMENT. (Existing 1st—12th grade students eligible for Internet use have agreements already on file).

Students, parents, and guardians are asked to read and agree to stipulations for the district's expectations and usage of the Internet. Students that violate any of the electronic guidelines may have their user accounts restricted or terminated and face disciplinary action deemed appropriate by the building principal based upon the school discipline code.

Policy # 815. Policy can be found on the district website under the Moon Area School Board policies.

Students will follow all rules and guidelines as stated in the Moon Area High School, Middle School, and Elementary Handbooks.

MOON AREA CYBER PROGRAM

ENROLLMENT FORM

This form must be signed and returned to the Main Office of the Student's School when enrolling in the Moon Area Cyber Program.

Cyber Handbook Acknowledgement

I hereby acknowledge receipt of the Moon Area Cyber Handbook. By stating "YES" to the question below and sending your response back via email, I agree to abide by the policies and procedures contained therein. I further acknowledge that I have read and understand the handbook and agree to be bound by and comply with the handbook. I also understand that this handbook replaces any and all prior handbooks, policies, and practices of Moon Area School District and understand policy may change. I also agree to comply with all policies listed on the Moon Area website and understand hard copies are in the district and school offices if needed. The contents contained in this handbook are an overview of rules and procedures, or district wide policies. All conditions of this handbook may be added to, deleted or changed by moon area school district at its sole discretion.

Additional Full-Time Cyber at Home Students Acknowledgements:

- Attendance: daily login requirement to be marked "Present"
 - o Students must login each day. The login does not need to be during school hours but must happen each calendar day that Moon Area School District is in session. Attendance is checked daily, and if a student does not login, they will be marked "Absent."
- Virtual Check-In: joining a virtual video call with a teacher periodically (frequency determined by teachers)
 - o Students need to have access to their Microsoft TEAMS chats and check them frequently. Teachers will reach out to set up a video call during school hours. Students will need to join a video call (through TEAMS) for a few minutes to discuss their progress. The video calls will be scheduled every two weeks but can be scheduled more frequently depending on the student's progress.

I have read and agree to follow the Moon Area Cyber Handbook ___YES or No___

Parent/Guardian Name: _____

Child's Name: _____