Moon Area High School
2026-2027
Student Handbook



Mr. Thomas Misko, Principal
Ms. Nicole Hegerich, Assistant Principal
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Dr. Jason D'Alesio, Superintendent
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Student: _____

Phone: _____ **Homeroom:** _____

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Moon Area High School

As we begin a new school year, I am excited to welcome you to Moon Area High School. We look forward to another year of learning, growth, and achievement. Our shared goal remains the same—to provide a supportive, respectful, and challenging environment where every student can thrive academically, socially, and personally.

The student handbook is a vital resource for both students and families. It outlines important policies, expectations, and procedures that help ensure a safe and inclusive learning environment. Our goal is to maintain a respectful school culture where everyone understands their responsibilities and works in partnership with one another. While the handbook offers specific guidelines, it is also rooted in the values of common sense, accountability, and mutual respect. In cases not explicitly covered, we rely on thoughtful judgment to guide our actions.

We are proud of our tradition of excellence. Our faculty members are not only highly qualified, but also passionate about teaching and dedicated to student success. In addition to strong academics, Moon Area High School offers a wide variety of extracurricular activities, clubs, and athletic programs. We encourage every student to explore new interests, get involved, and contribute to our vibrant school culture.

Your choices, your involvement, and your attitude will shape your experience here and influence the community we create together. Take pride in being a part of Moon Area High School.

We look forward to partnering with you in the year ahead. Together, we will work to make this school year a positive, enriching, and memorable one for all students at Moon Area High School.

Thomas M. Misko
Principal

Moon Area School District

Parent/Guardian Must Read
Receipt of Student Handbook

2026-2027

I hereby acknowledge receipt of the 2026-2027 Moon Area High School Student Handbook. By signing below, 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 numbers 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 high school 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.

Print Name:	
Student Number:	
Student Signature:	**Date:**
Parent/Guardian Signature:	**Date:**

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 <u>not</u> 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 <u>not</u> 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	

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Academic Integrity

The Moon Area High School 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.

Moon Area High School students are bound to comply with the Student Code of Conduct, which includes, but is not limited to, the following Standards of Academic Integrity.
Cheating includes but is not limited to:
1.) Copying homework from another
2.) Securing answers in a dishonest manner
3.) Allowing work to be copied by another
4.) Transmitting answers from one class to another
5.) Use of cell phone or other electronic means during testing or final exams is considered cheating

Plagiarism is using another's thoughts, writings, drawings, etc., as one's own. Plagiarism includes but is not limited to:
1.) Failure to document with quotation marks any material copied directly from other sources
2.) Failure to acknowledge paraphrased materials (from someone else's ideas)
3.) Failure to provide a works cited (bibliography)
4.) Failure to provide sources for any visual drawing, sketch, painting, etc.

The above-mentioned points include works taken from the Internet, software, published or non-published works and computer disks and/or files. Individual teachers may adapt this policy to include course-specific requirements.

Consequences:
1.) Students found cheating/plagiarizing will receive zero credit on the assignment and parents/or guardians will be notified. If a student hands his/her work to another student to copy, BOTH STUDENTS will receive a zero; student may also be referred to an administrator for further disciplinary action.
2.) On the second offense the student(s) will receive a failing grade (max 50% or current grade if below a 50%) for the nine-week period.

Computer and Network Usage Agreement

During the beginning of the school year, new students entering the high school will be issued an ELECTRONIC SYSTEMS USAGE AGREEMENT. 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.

Student Email

Access to and use of student email and Microsoft Teams Chat is considered a privilege afforded at the discretion of MASD. Students should expect email to be subject to monitoring at all times and should not expect any email to be private. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. Parents are encouraged to log on to a student's email to view their correspondence and files.

Student email accounts and Microsoft Teams are to be used for the following purposes only:
· Teacher-student correspondence.
· Accessing/submitting classroom assignments or materials.
· Accounts for classroom web-based tools, such as blogs, wikis, etc.
· Correspondence with students/partners in collaborative class activities.

Students may not use email accounts/Microsoft Teams for:
· Unauthorized personal communication.
· Bullying or harassment of other students and/or staff.
· Forwarding of chain email, spam, or commercial content.
· Sending inappropriate content or language.

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.

Attendance Policy

The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

All teachers and principals shall assume responsibility for enforcing compulsory attendance laws in conformity with the School Laws of Pennsylvania and the regulations of the State Board of Education.

Required Attendance

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. A principal or teacher may excuse a student for temporary absences when he/she receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence. A student shall be at an assigned station at the time appointed for the school day or class to begin or be recorded as tardy. Exceptions to this policy may be made by the building principal.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.

The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that he/she is under the guidance of a staff member so assigned and reports to such staff member the place in which he/she is conducting study and regularly demonstrates progress toward the objectives of the course of study.

Exceptions to Required Attendance

The board shall excuse the following students from the requirements of attendance at the schools of this district:

- Permissible excused absences are: a.) personal illness b.) doctor/dental appointments, c.) quarantine, d.) death in the immediate family, e.) traditionally recognized student holidays, f.) approved educational travel g.) court appearances.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in schools of this district shall be counted as being in attendance in this district.
- Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools have been approved.
- Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
- Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
- Children who are home schooled pursuant to section 1327.1 of the Public School Code.
- Upon written parental request, a student may be excused from school for religious holidays observed by bona fide religious groups. A student's absence from school for religious holidays shall be recorded as an excused absence. There shall be no penalty attached to an absence for religious holidays or instruction.

The Superintendent shall develop procedures for the attendance of students which:

- Ensure a school session, which is in conformity with requirements of the rules of the State Board.
- Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an effect on the student's record beyond that which naturally follows absence from school activities.
- Identify the habitual truant and investigate the cause(s) of his/her behavior.
- Ensure that a student who incurs an **excused** absence will have an opportunity to make up missed work, including any test, quiz, or oral exam, without incurring any reduction in grades or test scores.
- Ensure that a student who incurs an **unexcused** absence will have an opportunity to make up missed work, including any test, quiz, or oral exam. Such make-up-work and tests will be corrected and evaluated by the teacher for the benefit of the student's learning; but for the purpose of grading, students will not receive the assignment's points. If the teacher assesses grades or points for daily classroom attendance or participation, the student will receive the lowest daily grade for the unexcused absence.
- Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within five (5) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, and that the absence was unexcused and in violation of law, that the parent must be so notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.
- Accurate records of daily and class attendance of all pupils shall be kept in each building as directed by the Superintendent and in compliance with the School Laws of Pennsylvania. A system of regular reporting of withdrawals, new entries, absenteeism, and percentage of attendance shall be required by the Superintendent from each principal's office.
- In the secondary schools, all teachers will take accurate roll at the beginning of every assigned class period. Pupils who are absent but whose names do not appear on the absentee list must have their names submitted to the office in accordance with building procedures. Those students whose names appear on the absentee list, but who are present, must have a tardy slip signed by the office secretary who is assigned to attendance duties. Students must be present for at least 5 periods to be counted as present for a full day. Students who miss 3-4 periods will be marked as half-day absent. Those students who are only here for no more than 2 periods will be marked as full-day absent.

Unexcused Absences

The school district's administration shall enforce Pennsylvania's Truancy Laws as set forth in Sections 1337 and 1354 of the Pennsylvania Public School codes of 1949, as amended (24 P.S. §§ 13-1333-1354). The School Code defines a student as habitually truant after six (6) unexcused absences. After six (6) unexcused absences the school district may file truancy charges with the magistrate against the student.

The District shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

Violation	Consequence
3 or more unexcused absences	Letter sent home informing parents of consequences.
6 or more unexcused absences	Student Attendance Improvement Conference (SAIC) & MAPS referral
9 or more unexcused absences	Charges may be filed with magistrate **Consequences assigned by magistrate may include fines, suspension/loss of driver's license, referral to CYS, required truancy program through Allegheny County
15 unexcused absences	Loss of school privilege(s)

Pursuant to the Truancy Laws, local District Justices (Magistrates) have various enforcement powers, including the imposition of substantial fines against the parent and/or student, referring the student as a dependent child, and issuing hours of community service. The School District's Administration shall attempt to establish and maintain a cooperative arrangement with the elected district justices in an attempt to assure that the Court's enforcement provisions are utilized in a manner that will most likely result in improved attendance, on a case-by-case basis, taking into account the individual student and the parent/guardians.

A student who incurs unexcused absences and/or excessive total absences may be denied school privileges such as participation in extra-curricular activities, school sponsored events such as dances and proms, field trips, parking permits, and participation in graduation ceremonies.

Intervention Process For Excused/Unexcused Absences

Note: This intervention process is to be implemented in situations where the school is not already aware that a student's absenteeism is due to a physician verified illness, family emergency, religious holiday, or vacation.
Although the Truancy Laws provide prior notice to parents/guardians for unexcused absences, the school district shall follow a notice procedure for excused absences as well.

When a student incurs ten days of excused/unexcused absences a letter will be sent to the parent/guardian stressing the importance of school attendance and consequences if absences continue. A note from a physician is required after fifteen (15) total (excused and/or unexcused) absences in a year**.**

A conference may also be held at the principal's discretion with the parent/guardian teacher(s) or counselors after six (6) unexcused absences and/or 15 total absences. The purpose of the conference will be to review the Attendance Policy, examine any special circumstances that may explain the student's excessive absences, and/or the development of a school attendance contract/program. The principal may also require that all future absences for illness must be validated with a doctor's excuse.

Attendance Procedures for Teachers

During a designated period/advisor base, preferably at the start of each school day, the teacher will check the roll and the students' status will be recorded with the appropriate marks. Each teacher is responsible for checking closely on the attendance of every student under his/her charge. All excuses must be kept on file in the attendance office. The daily schedule should be followed.

Procedures for Parents

As part of their responsibility, parents have the duty to provide the school with a written excuse for 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 indicating that the child's absence was properly excused rests with the parents.
Parents are expected to notify the school at **412-264-9440 ext. 2015** when an absence of several days or more is anticipated, as in the case of illness or family emergency. This enables the school to maintain an accurate accounting of all registered students. In cases of prolonged absences, repeated illness, or excessive absences, the school district may require that such absences be justified with a medical doctor's statement.

All excuses must be submitted to the office within three (3) days of the student's return to school. You will receive a phone call during the day alerting you of your student's absence or late arrival. No action is needed unless you disagree with this information. Early releases also require a signed note, including a parent phone number for verification. Homework requests can be made after a student has missed three consecutive days from school.

Excused Tardiness To School

Approved reasons for tardiness are the same as the reasons for excused absences. In order for tardiness to be recorded as excused, the student must submit a written note that provides the following: [after ten (10) excuses, a note from a physician is required]

A signature from the parent or guardian
The first and last name of the student
The date of the tardiness
The reason for the tardiness
A daytime phone number

This excuse should be submitted to the Attendance Office when the student reports to school**.** Parents may write up to ten (10) excused tardiness excuses per child each school year. Instances of tardiness that accumulate beyond ten will only be recorded as excused when a doctor's excuse is presented. Students who suffer from chronic health problems may submit a doctor's excuse to be kept on file in the Attendance Office for future reference.

Tardiness Procedures For Students

Students who are tardy to school must report to the Attendance Office prior to going to their lockers or classroom. Students will receive a color coded "Tardy Excused" pass or "Tardy Unexcused" pass which they are to supply to their scheduled instructor.

Unexcused Tardiness To School

Tardiness is recorded as unexcused when students fail to submit proper notification to the Attendance Office within three days of the day they report tardy. Students forfeit their make-up privileges for periods of tardiness that are recorded as unexcused and are subject to disciplinary consequences including but not limited to:

Violation	Consequence
Three (3) Unexcused Tardies	Verbal warning
Six (6) Unexcused Tardies	1 week of Lunch Detention
Twelve (12) Unexcused Tardies	1 Day ISS (In-School Suspension)
Fifteen (15) Unexcused Tardies	2 Days ISS. Additional consequences can include removal from extra-curricular activities, loss of parking and social privileges.

*Habitual tardiness to school may also result in truancy charges being filed with the magistrate and loss of school privilege(s).

Vacation Procedures

Administration and staff strongly encourage parents to use the school calendar to schedule vacations when school is not in session. Vacations necessitating absence from school require submission and approval of a vacation request form, available in the main office, two weeks prior to the vacation beginning date. Administrators will review each vacation request. Only approved vacation requests will receive excused absence designation. Vacation requests may not be approved during the month of May, as it's a critical testing window, along with other times where mandatory state testing is being administered.

Absences

On the day following an absence, students must bring an excuse explaining the nature of their absence, or have reason for absence entered on our student information system by their legal guardian:

The excuse should be given to their first period teacher or the Administrative Assistant for Attendance in the High School Main Office. A student has three (3) days to present an excuse, otherwise, the absence will be counted as an unexcused absence. The time (days) allotted for make-up work will be the same as the time (days) as the lawful (excused) absence. Teachers reserve the right to allow for more time if the amount or depth of the assignment mandates. Students who are absent for school business must still make up work they may have missed.

Students who cut/skip a class three times may be withdrawn from the class and receive no credit for the class.
A ***W*** for (Withdrawn) will be posted on the student's report card.

Early Dismissal

Administrators will follow the Pennsylvania School Code to determine the appropriateness of approving early dismissal requests from parents. The school will not grant early dismissals except for planned or emergency medical, dental or legal reasons.

To request an early dismissal, students must present a signed and dated note from their parent/guardian to the attendance office before 8:00 a.m. on the day of the requested dismissal. The note should also include a phone number where the parent/guardian may be reached that day for verification purposes, if needed. Only the principals or school nurse may make or approve early dismissals. Non-emergency requests will not be universally approved. Students and parents should attempt to schedule appointments during non-school hours. **Students must check out at the attendance window or in the main office when leaving for an early dismissal.**

Athletics and Activities

All athletics at Moon Area High School are governed by rules set forth by the Pennsylvania Interscholastic Athletic Association (PIAA) and the Western Pennsylvania Interscholastic Athletic League (WPIAL). The basic rules of these organizations relative to participation and eligibility are:

- Physician and parental permission must be given in writing before tryouts are permitted.
- Students are eligible for only eight semesters of competition beyond the eighth-grade year.
- Students are ineligible if they reach their 19th birthday before July 1 of the current school year.
- Students must reside with the natural parent(s) or a court-appointed guardian within the school district to be eligible for athletics.
- Participation in all-star games not sanctioned by the PIAA or WPIAL or acceptance of money or items of value will make a student ineligible for the remainder of his/her high school career.

Moon Area High School Sports

The following varsity athletic teams are available at MAHS:
BOYS:
Baseball, Basketball, Football, Golf, Lacrosse, Soccer, Tennis, Volleyball, Wrestling
GIRLS:
Basketball, Cheerleading, Golf, Gymnastics, Lacrosse, Soccer, Softball, Tennis, Volleyball, Wrestling, Flag Football
COED:
Bowling, Cross Country, Swimming and Diving, Track and Field
CLUB:
Ice Hockey, Rugby, Dance Team

Eligibility Policy for Athletics & Activities

The purpose of this policy is the implementation of a process for holding students who participate in co-curricular and extra-curricular activities accountable for an acceptable level of academic achievement, and school attendance. This policy also establishes requirements and conditions that must be met by students to maintain their privilege of participating in Athletics and Extra-Curricular activities at Moon Area High School.

A building principal, in conjunction with the Athletic Director and student activities sponsors, are charged with implementing and monitoring this policy. After consulting with the appropriate staff, final eligibility status shall be determined by the building principal based upon the academic performance of each participating student.
Each head coach and activity sponsor will be responsible for monitoring, enforcing, and communicating the eligibility status of their students.

Reporting

- An initial student roster for each extra-curricular sport and/or arts activity will be submitted to the high school principal before final team/event/practice/rehearsal. Rosters are set for a given "season." These rosters are to verify that each student is academically eligible to begin participation in a sport or activity. A final alphabetical roster listing all students participating in seasonal sports and activities will be submitted to teachers weekly. Weekly documentation of Parkway West CTS shall be included.
- The weekly Athletic Eligibility report will be distributed to all faculty members via e-mail on Friday morning. Teacher's reports will be due at the end of the school day on Friday for the following week.

Eligibility

STEP 1 – A student on the weekly eligibility list that has an "F" grade reported for any subject will be placed on warning status and will have one week to improve the grade to passing status (defined as a "D"). The student's head coach/activity sponsor will notify parents of the student's status. Student must attend an after-school study session.

STEP 2 – If a student appears on the eligibility list for two consecutive weeks in the same subject area, the student

will be deemed ineligible and will be suspended from competing/participating, but may continue to practice/participate in a sport or activity. The student's head coach/activity sponsor will notify parents of the student's status. Student must attend an after-school study session.

STEP 3 – If a student appears on the eligibility list for three consecutive weeks in the same subject area, the student is deemed ***ineligible*** and will be suspended from any participation in a sport or activity. The student's head coach/activity sponsor will notify parents of student's status. Student must attend an after-school study session.

STEP 4 – If a student appears on the eligibility list for four consecutive weeks in the same subject area, the student will be deemed ineligible in all sports or activities for the remainder of the current semester. The student's head coach/activity sponsor shall notify parents followed by written confirmation from the principal.

**This four-step sequence is applicable to each reported failing grade. A student who has reached STEP 4 and is ineligible for the balance of any season will be placed on STEP 1 at the start of a subsequent season (if participating). The student's ineligible status will remain in effect until a week of in-session school is completed without a 'F' grade in any course. A student who receives an 'F' as a final grade in any course shall be placed on STEP 1 of the sequence until a week of in-session school is completed without receiving a report of an 'F' grade in any course.*

Events & Student Attendance

1.) Students must be present in school to participate, practice, rehearse, compete, or perform.
2.) Students must be in school for five (5) full periods of the school day to participate, practice, rehearse, compete, or perform. The Athletic Director and Principal will review exceptions to this policy on a case-by-case basis.
3.) A student who is considered ***habitually truant*** or has six or more unexcused tardies/absences may be suspended from participation in all competitions/performances and practices /rehearsals until the beginning of the next semester.
4.) When students are suspended from school, they are ineligible to participate in any co-curricular or extra-curricular activities that are scheduled on the same day. Ineligible students cannot practice or participate until they have returned for the next regular scheduled school day.

Time-Out Provision

The Time-Out Provision permits a student to voluntarily leave the team or activity due to failing academic progress, family issues, or other circumstances approved by a coach, activity sponsor, athletic director and/or principal for a specific period of time during a season.

1.) Approval for leave from team/organization must follow a conference with the head coach/activity sponsor, parents, and athletic director or a principal.

2.) The student will be permitted to return to the team/activity, but position/role or status will be left to the discretion of the head coach/activity sponsor.

3.) When a student is granted permission to leave any team/activity, the student may not participate in any other athletics, activities, or employment opportunities until he/she returns to his or her original team or activity.

Appeal Process

Students' grades and attendance are the sole factors that will determine eligibility under this policy. Therefore, there are no means of appealing the report of a failing grade, absences or tardiness to school under this policy. Parents and students may inquire with subject teachers about their grades, or with a principal about their attendance reports. Other factors such as disciplinary matters and team/organization rules which may affect a student's eligibility to participate in a sport or an activity are not intended to be a part of this policy.

Intramural Athletics

While there is no formal intramural athletic program, Moon Area High School will strive to provide students with opportunities to experience personal enjoyment through participation in a variety of individual or team recreational activities. Activity sign-up procedures, dates and times will be placed on the daily announcements and posted on bulletin boards around the school. Students are welcome, and encouraged, to suggest and promote recreation activities that will nurture enjoyment, positive physical development, constructive competition, and school spirit.

Dance Rules

Homecoming:

- Moon Area students in grades 9-12
- Guests may be non-Moon Area students, if invited by an 11th or 12th grade Moon student. Non-Moon guests must currently be enrolled in high school grades 9-12.
    - Guests must fill out approval forms signed by their home school principal and be approved by a Moon Area High School principal
- Students will not be permitted to attend homecoming under the following circumstances:
    - 6 or more unexcused tardies or absences
    - 2 or more behavioral referrals that result in suspension

Junior/Senior Prom:

- Moon Area students in grades 11 & 12
- Guests may be Moon Area students in grade 10, 11, or 12 with an invite from an 11th or 12th grade student
- Guests may be non-Moon Area students currently enrolled in high school grades 10-12
    - Guests must fill out approval forms signed by their home school principal and be approved by a Moon Area High School principal
- Students will not be permitted to attend prom under the following circumstances:
    - 20 or more unexcused tardies or absences by the end of the 3rd 9 weeks
    - 5 or more behavioral referrals that result in suspension by the end of the 3rd 9 weeks

Student Behavior and Accountability

Students share with the administration and faculty a responsibility to develop and maintain a climate within the school that is conducive to learning. The Moon Area District promotes and requires good character from all of its employees and students. The expectations are clear that all persons will conduct themselves properly and will obey all policies, rules and regulations that have been established to create a safe, orderly and productive environment. Administration has the right to issue consequences for any behavior deemed inappropriate which also includes social media/cyber posts. MASD also adheres to PA School Code Section 12.2: Student Responsibilities. All students will be presumed to be responsible for their actions and are expected to promote and contribute to the orderly operation of the school in the following respects:

- Recognize and become accountable for regular school attendance, conscientious effort in classroom work, and conformance to school regulations that are the basic components of responsible school citizenship.
- Respect the rights of teachers, students, administrators, and all others who are involved in the educational process. No student has the right to interfere with the education of his/her fellow students.
- Express ideas and opinions in a respectful manner so as not to offend, demean or slander others.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Exercise care and responsibility when using school facilities and equipment.
- Follow all reasonable requests made by any staff member.

The State of Pennsylvania, Basic Education Circular 139, Student Rights and Responsibilities provided the framework for these guidelines.

Reasonable Requests

Faculty and administration believe that an orderly and safe environment must be established and maintained for effective education to occur. Moon Area High School requires that students follow "reasonable requests" made by any staff member. Failure to follow a "reasonable request" made by any staff member of a student will result in an automatic suspension from school.

Policy 218.5 Student Misbehavior

The Board recognizes that misbehavior by students has a negative impact on the education process, and has established fair and reasonable rules and regulations to define and prohibit student misbehavior not covered by other specific student discipline policies. The following offenses may lead to suspension from school and/or other consequences by the principal or expulsion from school by the Board of School Directors:

1.) Offenses Involving Danger to Persons or Property Including: (1) assault, (2) possession of weapons and dangerous instruments, (3) theft, (4) damaging or unauthorized use of school property, (5) trespassing, (6) making threats directed against the schools which involve potential danger to persons or property.

2.) Offenses Involving Chemical Substances – Including: (1) possession of alcohol or marijuana, (2) possession, use or distribution of a drug or controlled substance under circumstances that constitute violation of the law, (3) other activities which constitute violations of the Controlled Substance, Drug, Device and Cosmetic Act, (4) smoking and possession or use of tobacco or e-cigarettes in any form.

3.) Offenses Against Public Order and Decency Including: (1) using contemptuous words, (2) behaving with disrespect in language or deportment, (3) disobeying a lawful command, regulation or school policy, (4) fighting, (5) making unreasonable noise, (6) using obscene language, (7) creating a hazardous condition, (8) gambling, (9) violating the Dress Code

4.) Offenses Against Orderly Operation of the Schools Including: (1) cutting of classes, excessive unexcused absences or tardiness, (2) harassing or annoying a school employee, (3) making a false statement or representation, (4) causing disruption to the good order and discipline of the school.

Incidents which involve acts of violence directed at persons or property shall be reported to the Superintendent. The Superintendent or designee shall report such matters to the local police and shall implement school/police protocols.

References:

- School Code – 24 P.S. Sec. 510, 511, 1317, 1318
- State Board of Education Regulations – 22 PA Code Sec. 12.3
- Board Policy – 204, 218, 218.1, 218.2, 218.3, 218.4, 218.6, 218.8, 218.9, 221, 348.1, 448.1, 548.1

The policies that are listed above and that follow below have been enacted to by the Moon Area School District Board of Education to promote a safe and productive school environment (policy numbers may change).
The policies that specifically form the Moon Area School District Code of Student Conduct will be distributed to students in a separate publication and are available on the district's website. They are:

- Policy 218 Student Discipline and Code of Conduct
- 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 Misconduct
- Policy 218.6 Smoking and Tobacco
- Policy 218.7 Student Behavior on School Vehicles
- Policy 218.8 Suspension and Expulsion

- Policy 218.9 Bullying and Cyber Bullying

(All members of the student body should become familiar with these policies. They will govern administrative intervention and response to student misconduct).

Leaving School Without Permission

Students are prohibited from leaving the building without specific written permission from a principal or the school nurse. If the student leaves the school without permission, he/she will be suspended and the parents notified.

Public Displays of Affection

Staff and administration work hard to create and maintain a safe and appropriate learning environment for all students. Students are asked to refrain from hugging and kissing while on the high school campus. Public displays of affection are not appropriate as it is embarrassing for students, faculty, visitors, and the community. Students that violate the rule will face consequences and have parents notified about the behavior.

Student Procedures Before and After School

No student is permitted to be in the corridors or in classrooms before 7:10AM unless under the direct supervision of a faculty member. The Student Entrance doors will open at 7:00AM and the Natatorium Entrance will open at 7:10AM for morning arrival. Students who arrive before 7:10 AM must report to the main hallway in front of the Auditorium. No student is to remain in the building after 2:30 p.m. unless under the direct supervision of an approved adult. Any student who does not adhere to this building use restriction is subject to having a trespassing charge filed with the Moon Township Police Department.

Detention

Detention is time assigned to students for disciplinary reasons. Students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems, will be assigned to a quiet, supervised area in the school. Students are expected to report on time, bring materials, sit in the assigned seat by the supervisor, and refrain from eating, drinking, sleeping, and talking with others.

Busing

Students riding any form of district transportation, including activities & athletic buses, are under the direct supervision of the bus driver. Students are subject to all school rules while on a district bus and should always remain seated. Riding district buses is a privilege. Students that repeatedly violate bus procedures will have this privilege temporarily or permanently revoked and/or receive additional consequences. All school and district policies and regulations apply to district transportation.

Students are only permitted to ride the district transportation they are assigned/rostered to by our transportation department. There are no exceptions.

Cafeteria

The cafeteria serves full lunches and *a la carte* selections at reasonable prices during lunch periods. Breakfast is available from 7:10 AM until 7:25 AM. Monthly lunch menus are available in offices and online. Reduced price lunch forms can be obtained on our district website.

All students must report promptly to the cafeteria during their scheduled lunch periods. Students lingering in hallways may be directed to the Assistant Principal's office for assignment to detention.

Students are expected to know and follow cafeteria rules. Those who do not may be given assigned seats, removed, assigned a detention, or receive suspension.

1.) Students must remain in the cafeteria area the entire lunch period.
2.) No student may leave the building for lunch purposes.

3.) Students are not permitted to cut in the food line.
4.) Any student who engages in inappropriate activities such as: chair-tipping, food fights, physical aggression, etc. will receive disciplinary action at the discretion of the administrator. This may include a suspension.
5.) Commercial lunch delivery, (ie. DoorDash) is prohibited.
6.) Parents/guardians should not bring a lunch from an establishment/restaurant as it will not be able to be delivered during the school day. A standard lunch box from home is appropriate.

Dress Code

Moon Area High School is an educational institution designed for serious study. In order to ensure an atmosphere that promotes learning, dress guidelines are established. These guidelines are periodically reviewed; and while changes in fashion are accepted, students are advised to exercise moderation and good judgment when choosing clothing to be worn to school. Clothing may not disrupt the learning environment or intentionally/unintentionally draw attention to themselves.

Students violating these guidelines will be sent to an office by their teacher. Students dressed inappropriately will be asked to change or spend the rest of the day in the in-school suspension room. Students will also be subject to disciplinary action such as detention and suspension. All students participating in P.E. classes are required to dress appropriately.

Refusal to comply with the dress code will be considered insubordination and will be grounds for detention or out-of-school or in-school suspension.
The following items are considered **inappropriate** for school use:

- All head/hair coverings, partial or full. Additionally, sunglasses are not permitted to be worn.
- Halter, spaghetti strap, tank, and other low-cut tops; muscle shirts; clothing exposing bare shoulders, midriffs, chests and backs.
- Articles of clothing which make reference to alcohol, drugs, weapons, guns, vulgarity, ethnic, or racial groups and any other offensive/disruptive clothing.
- Shorts and skirts that are more than five inches from the top of the knee.
- Cut-off pants of any kind, any type of clothing with excessive holes, tears, shreds, rips – regardless if showing skin or not. (Administrative discretion)
- Clothing may not be worn in a fashion that exposes undergarments in a standing, kneeling, or seated position.
- Clothing that is translucent and/or overly revealing
- Apparel that may constitute a threat to the health, safety, or welfare of the school, student body, or staff.
- Sleepwear and slippers are not to be worn during the school day including blankets. Shoes must be worn at all times
- Outerwear (ex. Winter coat)
- The administration reserves the right to determine if any apparel is inappropriate.

Driving and Parking Regulations

Although it is strongly recommended that students use the District's free bus transportation, it is recognized that students may choose to drive private vehicles to school. Students are not permitted to drive motorcycles on school property. On-site parking, however, is very limited and therefore restricted. In order to provide for the proper use of available parking, a parking permit system has been devised that enables all staff members and a limited number of students to receive a parking permit. ***Student parking is a privilege and not a right***.

Use of parking lot on school property during the regular school day is strictly limited to students who possess a parking permit. Preference for the limited available student parking slots will be given on a first-come basis to seniors, followed by junior class members who possess a valid PA driver's license.

The School Board recognizes that the safety of pedestrians and drivers on campus is paramount. The School Board also recognizes that motor vehicles can be utilized by students in the possession, sale, storage or transportation of

illegal substances, devices, and objects, such as drugs, alcohol, stolen goods, or weapons. The School District's obligation to maintain a safe, healthy, and productive educational environment may therefore at times require the search of motor vehicles driven by students onto school premises. In order to receive a student parking permit, the student and the student's parent/legal guardian must sign a written consent form, authorizing the search of a motor vehicle by a school official in accordance with the District's search policy.

School officials may conduct a physical search of a motor vehicle used by a student while on school premises when there exists reasonable grounds to suspect that 1.) the vehicle is being used for the storage of an object or substance which is prohibited by law or school policy, 2.) the student driver has violated a law or policy and the vehicle may contain an object or substance which is prohibited by that law or policy, or 3.) the vehicle contains items which constitute a threat to the health, safety or welfare of the student or other students of the School District. Prior to a physical search of the vehicle, the student shall be given an opportunity to voluntarily open or unlock the vehicle and be present for the physical inspection.

Vehicles without permits or which are parked in unauthorized areas on school grounds *will be towed without warning* at the owners' expense.

Moon Area High School Parking Regulations:

- Students desiring to park on school district property during the regular school day must register their cars with the administration and obtain a parking permit. Proof of valid PA driver's license and insurance is needed when picking up the permit.
- There is nominal cost to register to park on campus.
- Students purchasing a parking pass must first attend the 16-Minutes Training Program.
- Parking permits are NOT transferable and may not be shared between students. The permit is to be used only for vehicle(s) listed on the parking application.
- Parking permits must be displayed while on school grounds. Vehicles without permits or which are parked in unauthorized areas on school grounds will be tagged or towed at the owner's expense, without prior notification.
- Students who do not follow directions from parking lot monitors shall forfeit parking privileges for the remainder of the school year. Insubordination may also result in suspension or other disciplinary actions.
- Reckless/fast driving will not be tolerated and will result in the immediate forfeiture of parking privileges for the remainder of the school year. Reckless/fast driving may also be reported to the Moon Township Police.
- Students will not be permitted to make visits to their vehicle
- Students are required to park only in the space designated by their parking permit. Failure to park in one's assigned space will result in the immediate forfeiture of parking privileges for the remainder of the school year.
- Students parking illegally will be subject to having their vehicle towed without notice and other disciplinary measures up to and including suspension along with the inability to secure a parking pass the following school year.

Parkway West Driving and Parking Regulations

All morning and afternoon Parkway students are required to ride transportation provided by Moon Area School District. Parkway students are not permitted to drive personal vehicles to Moon Area School District and Parkway School West. Students must maintain a 2.0 or above in order to attend. Habitually truant students may be removed from Parkway.

Seniors who have Cooperative Education Program with Parkway must apply for, and receive, a parking pass at Moon Area High School and Parkway West Career and Technology Center in order to drive. It is the student's responsibility to secure both passes in order to drive to the Cooperative Education Program.

Drug and Alcohol Policy and Searches

The Moon Area School District recognizes that chemical use is not only illegal, but inhibits a student's performance and development. The School District believes that students must be chemically free to attain maximum academic, social and emotional development. The School District further believes that education, prevention, and intervention are all necessary to eliminate student drug and alcohol use including vape.

Our discipline policies specifically prohibit the possession, use, distribution or being under the influence/suspected influence of any illegal drug, controlled substance, alcohol or vape/electronic smoking device while on school property. Please note, "school property" includes not only school buildings, but also exterior school grounds, buses and the location of any school sponsored-event, even if the event occurs off school property. It is also very important to understand that school lockers *are* school property.

In regard to student lockers, Moon Area School District's policy specifically states as follows:

- *Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random search of school lockers for the detection of dangerous devices or illegal drugs by mechanical means through the use of trained dogs.*
- *Students are required to keep their assigned lockers secured with a school issued lock. The fact that students maintain locks on their lockers is not to be interpreted in any manner as giving the students an expectation of privacy in their lockers.*
- *Students should also lock their belongings in a locker during their physical education classes. Students should take responsibility to ensure that their valuables are protected in the locker rooms.*

The Board of Education has authorized the High School and Middle School administrators, as well as Central Administration, to implement locker searches for the purpose of continuing to provide a safe and healthy environment for all of our students. To that end, High School and Middle School Administrators will conduct unannounced searches of student lockers to determine if they contain any illegal substances. Such searches are not intended to create unnecessary alarm among parents or students. Rather, they are intended to show our proactive stance on insuring a safe environment for all students.

Searches are being undertaken for the purposes of detecting, preventing, and intervening in the use of illegal drugs and alcohol, weapons, and other items that could cause harm to the students and staff of Moon Area High School. These locker searches may employ drug-sniffing canine units from local law enforcement agencies to sniff the exteriors of lockers. The use of trained dogs to target drugs will be done as often as deemed necessary to promote and protect the safety and well-being of our students and our schools.

Under no circumstances will there be any contact with a dog. The dogs will not be permitted to sniff any student or person. Students will be required to remain in classrooms while dogs are led by trained handlers through hallways past lockers. If a dog identifies a locker as being suspect, the locker will be tagged and manually searched by School Administrators after the canine corps has left the premises. The lockers immediately to the left and right of the targeted locker will likewise be searched. The student assigned to the locker will be present during the search. Again, such searches will be conducted only after the dogs have left school grounds.

The parents of any student who has a locker that has been searched will be contacted and told of the results of the search. It would not be uncommon for a dog to target a locker that does not contain suspect substances. A phone call to any parent will not necessarily mean that drugs were found in a student's locker.

Discipline for any student involved in a drug or alcohol related incident is immediate. Drug and alcohol violations typically result in the student being immediately suspended for up to ten days by the Principal with referral to a disciplinary hearing before the School Board. Following a School Board hearing, a student may be permanently expelled from school. In most cases involving drugs and alcohol, the punishment is significant. The student will be referred to the M.A.P.S. program if not expelled.

**A copy of the most current Moon Area School District Drug and Alcohol Policy can be obtained in the high school's main office, hall*

offices and the counseling center. Administrators and counselors are available to discuss the contents of the policy. Administrators have the sole responsibility for implementing district Drug and Alcohol policy.

Electronic Devices

Students are strictly prohibited from using personal electronic devices, including but not limited to cell phones, iPods, MP3 Players, headphones/earbuds, and recording devices such as smart glasses, smart watches, or cameras during instructional time. Students are permitted to use personal electronic devices in the cafeteria, hallways, and during non-instructional time except for headphones/earbuds and creating recordings with or without the consent of individuals present. *The use of any type of photographic or recording device in locker rooms or bathrooms is* ***prohibited at all times.***

The display of, use, and noise caused by any personal electronic device including headphones or earbuds, except when specific permission has been granted, is a violation of the Student Code of Conduct. Students must immediately surrender any prohibited device upon the request or demand of a staff member. Disregard for this prohibition or any staff intervention is a further violation of the Student Code of Conduct. All prohibited items will be confiscated and turned into administrative offices. Items will only be returned to the parent or legal guardian of the student. Consequences for violation of the above stated guidelines include detention, and/or suspension.

If students choose to bring these items to school, it shall be at their own risk. Moon Area High School will not be responsible for any damaged, missing, or stolen electronic devices, and administrative time will not be taken to investigate such incidents.

Calls to students from parents and others may be placed through the high school offices. Emergency messages for students will be delivered promptly and privately.

Emergencies

Moon Area School District has established effective procedures and drills designed to ensure the safety of its professional and support staffs, and students. At various times of the school year staff, students and parent/guardians will be notified of these procedures in case of fire, building intruders, weather emergencies, evacuation/relocation, etc.

Fire Drills

Fire drills, held once each month during the school term, are conducted in a serious manner. Students should move promptly and quietly upon the signal for a fire drill to designated exits. The following procedures must be observed during fire drills:

- Students should go to the nearest exit indicated by the emergency map located in their classroom.
- Students should leave the room in a single file, those nearest the door leaving first. The teacher will make sure the last student has left the room and will close the classroom door.
- Students must go 50 yards from the building during the drill.
- All students, teaching assistants, and faculty must leave the building.

Grades and Report Cards

Every nine-week period, students will receive report cards to inform them and their parents of their academic progress and standing in each subject. The following percentages are used to reflect grades earned during a grading period:

- A – Superior (90 – 100%)
- B – Above average (80 – 89%)
- C – Average (70 – 79%)
- D – Below average (60 – 69%)
- F – Failing (0 – 59%)
- I – Incomplete "F" if the student does not make up work
- P – Passing (pass/fail courses)

- X – Medical excuse or exempt from exam
- W – Withdrawn
- WF – Withdrawn Failing

Grade Point Average (GPA)

The Grade Point Average is determined by adding the total number of grade points earned in each subject divided by the total number of credits attempted.

Example: 21 grade points / 6.5 credits = 3.231 GPA

Quality points are assigned on the following basis:

1 Credit Course	*0.5 Credit Course*	*Honors Course*	*AP Course*
A = 4.0	**A = 2.0**	**A = 4.5**	**A = 5.0**
B = 3.0	**B = 1.5**	**B = 3.5**	**B = 4.0**
C = 2.0	**C = 1.0**	**C = 2.5**	**C = 3.0**
D = 1.0	**D = 0.5**	**D = 1.5**	**D = 2.0**
F = 0.0	**F = 0.0**	**F = 0.0**	**F = 0.0**

Homeless Information

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

(i) 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;*

(ii) 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

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) 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 Ashley Beeson, Director of Pupil Services at (412)264-9440 x1114.

Honor Roll and High Honor Roll

Any student who earns a quality point average within the range of 3.25-3.74 will be on the Honor Roll. Any student who receives a quality point average within the range of 3.75-3.99 will be on the High Honor Roll. Any student who receives a quality point average of 4.0 and above will be on the Distinguished Honor Roll. A grade of "F" in any subject will result in ineligibility for honor roll recognition.

Course Changes

Changing courses after the year has begun is a complicated process, which may adversely affect planned class sizes. Except in rare circumstances, course changes are prohibited. Rare changes need administrative approval. The following procedures apply to all course changes:

Before requesting a change, a student should meet with his/her guidance counselor. To request a change:

- The student must obtain the proper form from the counseling center.
- Teachers' and parents' signatures will be required to complete all course changes.
- The student's counselor may involve the student and his/her parents in a conference before making a final decision on the change.
- A course may be dropped during the first two weeks without penalty. Courses dropped after the second week will be credited as a failing grade for the remainder of the year.

No course may be added after the first six-week period except upon the advice and approval of a teacher and a principal.

Independent-Study Physical Education Scheduling & Course Completion Requirements

AVAILABLE TO SENIORS AND JUNIORS ONLY:

1.) Student must carry a **FULL SCHEDULE** each semester.
2.) Student must be taking a minimum of two advanced courses. Other unusual circumstances may be considered by the principal.
3.) Student must submit a letter explaining the request to the counseling office.
4.) Student cannot have any study halls on schedule.
5.) Student must clearly identify the nature and scope of planned alternative physical activities (cannot be a MAHS inter-scholastic sport). Alternative physical activities must reflect appreciable coherence with PA Common Core standards in Physical Education.
6.) Student must participate in an approved or recognized program and must be supervised by a ***certified*** physical activity instructor or supervisor. The instructor's or supervisor's name, address, phone number and proof of certification must be provided.
7.) Student must complete seventy-two (72) hours of physical activity and maintain a weekly log that show what state standards in Physical Education are being met by set deadline**.**
    a. Activities must include **all** of the following:
        i. aerobic exercise (20 hours minimum)
        ii. muscle and limb stretching activity (10 hours minimum)
        iii. muscle strengthening activity (10 hours minimum)
        iv. water safety activity (5 hours minimum)
        v. dance (5 hours minimum)
8.) Student must submit a **signed** log to the principal or designee every 4/12 weeks (Log must be signed and dated by the instructor or supervisor).
9.) Student must submit a final **signed** log/report. Signatures must be of student, parent **AND** activity supervisor.
10.) Student must have the principal's approval **prior** to beginning an alternative physical education program and must have **final** principal approval to receive PE credit.

Exams and Final Grades

ALL STUDENTS ARE REQUIRED TO TAKE FINAL EXAMS.
Final exam grades represent ten (10) percent of the total grade. Final grades for each course are determined by averaging the first and second semester grades. Vacation requests will not be approved during critical testing windows, which include but not limited to Keystone Exams, AP Exams, and Final Exams.

Promotion to The Next Grade

In order to be promoted to the tenth (10^{th}) grade, students must satisfactorily complete 5 credits of coursework. Promotion to eleventh (11^{th}) grade requires 11 credits, and promotion to twelfth (12^{th}) grade requires 17 credits.

National Honor Society

The following are the **minimum** qualifications for membership in the Moon Area High School Chapter of the National Honor Society. These qualifications do not guarantee automatic acceptance into the Moon Area High School National Honor Society:

- Students must have and maintain a 3.5 QPA (Quality Point Average) Students must have participated in a minimum of **five (5) varied activities** within twelve months of seeking membership (at least one activity must be school-related).

- Students must have taken a minimum of **three (3) varied leadership** roles in one or more school or community related activities within twelve months of seeking membership.

- Students must have engaged in a minimum of **three (3) varied service** activities with a minimum aggregate of 25 hours for all activities within twelve months of seeking membership. Students must demonstrate good character based upon criteria outlined in the NHS National Handbook. These ideals may also be found on the NHS website www.nhs.us.

Students meeting the initial criteria will be formally invited by letter to apply for membership into the NHS. Student selection is determined by a five (5) teacher volunteer selection committee.

Students will be notified of their acceptance or denial by letter. Students may request reasoning for their denial into NHS by the committee.

Any student that has been denied acceptance may request an appeal to be submitted in writing within 10 days of such denial. No changes can be made to the information originally submitted on the form. No phone calls will be taken. Students will be informed by letter of the committee's appeal findings.

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.

A minimum high school program includes the following:

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.)*

For the determination of Honors and High Honors status for the graduation ceremony, written program, plaques, and chords, cumulative GPA will be calculated at the end of the first semester of the senior year.

Hall Passes

A hall pass must be used any time a student needs to be outside the classroom during class periods. Each classroom teacher will establish the policy regarding hall pass usage in his/her class. Hall passes may only be used by one student at a time and a sign out procedure must be used.

Health Suite

A certified nurse supervises the health suite, which is located on the first floor next to the counseling center. The health suite is equipped to render immediate care in case of accident or illness. However, the nurse may not administer medication, prescription or non-prescription, to any student without a written order from a physician.
Students who become ill at school or need to see the nurse should ask their classroom teacher for a nurse's pass. Students will not be admitted without a pass except in case of emergency. The nurse will administer first aid, allow students to lie down in the rooms provided, or make arrangements to send them home.

Insurance

For a period of about two weeks at the beginning of the school year, student insurance is made available to students at moderate cost. Throughout the year, applications for student insurance are available in the Office.
All students participating in varsity athletics, with the exception of football, must either purchase the insurance made available through the school or have their parents sign a certificate of waiver exonerating the school from the expenses accrued due to an accident resulting from participating in such activities.

Lockers and Locks

All lockers located within the school are the property of the Moon Area School District. Each student will be required to place personal belongings, including bookbags, in their school issued locker at the start of each school day. No bags of any size may be carried throughout the building at any time, with the exception of PE clothing to and from PE class and a standard lunchbox to and from the cafeteria. This includes but not limited to bookbags, cross body bags, trapper keepers, purses, and pencil cases. The school recognizes its obligation to ensure that the lockers are properly used and that no item placed in the locker jeopardizes the health, safety, and welfare of students, staff, school property and the educational process. To fulfill this obligation, school officials have the right to conduct locker searches as outlined in the Moon Area School District Search Policy. A copy of this policy is available in the Main Office.

Students are advised that they should not expect privacy regarding items placed in school lockers since school property is subject to search at any time by school officials.

For the security of student possessions, all students will be issued a combination lock that must be used throughout the school day. Replacement locks are available for purchase at a cost of $5 in the Main Office. Only school issued locks may be used on student lockers. Students with special needs may be exempted. Non-school supplied locks will be removed without reimbursement.

It is the responsibility of each student to keep a lock on his/her locker at all times during school hours and at the close of school each day.

Students are expected to maintain neat, orderly and uncluttered lockers. Discipline may be issued if a student does not comply with keeping a school issued or approved lock on their locker on at all times.

Locker "clean-outs" will be scheduled throughout the school year.

Lost and Found

Lost and found items are collected and stored in a central location. Items that are found are to be taken to the Main Office. Items that are not claimed will be donated to charitable organizations upon the completion of the school year.

Moon Area Assistance Program for Students (MAPS)

When students are troubled, so are teachers, counselors, administrators, and other school staff. The Moon Assistance Program for Students (MAPS) includes professional staff and administrators trained to recognize and help students who exhibit a wide variety of behaviors, which interfere with academic performance and social, emotional, and physical development.

MAPS cooperates with the family, professional staff and other appropriate community agencies to help students to better develop their social responsibilities and academic potential. MAPS is designed to respond to the needs of students in a systematic, professional, and realistic manner. By utilizing existing school staff and community resources, MAPS focuses on educational concerns resulting from inappropriate behavior rather than attempting to resolve major social concerns.

Student Council

Students have input in discussing, planning and deciding aspects of the high school's operation as individuals and through their student government organization. Student council is staffed by representatives and officers elected from the student body. A faculty member serves as organization sponsor.

Student Photo Exclusion

From time-to-time students have their pictures taken for various groups, activities, clubs, athletics, organizations, newspapers, televisions, etc. Moon Area School District will routinely authorize publication of such pictures and information about a student **unless otherwise directed in writing** by the parent or legal guardian of a student. An opt-out form is available at the front of this handbook. This notice should be delivered to the Moon Area High School Main Office during normal school hours.

Student Harassment

The purpose of this policy is to maintain a safe and positive learning environment for students of the Moon Area School District. The school district is committed to equality of opportunity, human dignity, diversity, and academic freedom. The school district recognizes that a student who is subject to unreasonable harassment may not be able to fully avail him/herself of the educational and social opportunities available at Moon Area School District.

A further purpose of the policy is to assure that our schools respond to harassment when it occurs in a manner that effectively deters future incidents and affirms respect for individual students.

It is the policy of the school district that harassment, as defined below, is inconsistent with the educational goals of the school district and is prohibited at all times while on school property during school hours; on school transportation, including bus stops; or at a school-sponsored event regardless of location or time.
Harassment means verbal, written, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, or handicap/disability which:

1.) Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2.) Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3.) Otherwise adversely affects an individual's learning opportunities.

Harassment as defined above can take the form of, but not limited to: shunning, derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

Computer technology, such as e-mail and web sites, can be a means for accomplishing harassing behavior. Such conduct, even if initiated outside of school, may be in violation of this policy if there is a valid nexus with the school

and/or it disrupts the educational process. Incidents involving cyber harassment will be referred to the Moon Township Police Department.

Complaint Procedure – Student/Third Party

- Step 1 – Reporting: A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

- Step 2 – Investigation: Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

- Step 3 – Investigative Report: The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

- Step 4 – District Action: If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1.) If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2.) The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3.) The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4.) The Compliance Officer may confirm, refuse, or modify any finding or corrective action as part of the appeal procedure.

Retaliation Prohibited

The school district prohibits retaliatory behavior against any complaining student or any participant in the complaint process. The initiation of a complaint will not reflect negatively on the complaining student who initiates the complaint, nor will it affect the student's academic standing, rights, or privileges.

It is a separate and distinct violation of this policy for any student to retaliate against any person who reports alleged harassment or against any person who testifies, assists, or participates in an investigation, proceedings or hearing

relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

Penalty for False Complaints
Any student who has knowingly filed a false complaint alleging that the student has been a victim of harassment shall be subject to discipline. In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1.) Inform the student or third party of the right to file a complaint and the complaint procedure.
2.) Inform the complainant that she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3.) Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4.) Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Each principal has the responsibility of maintaining an educational environment free of harassment and shall take appropriate actions to reinforce the school district's harassment policy. These actions will include:

1.) Providing staff information at the beginning of each school year.
2.) Providing student instruction about harassment at least two (2) times each school year. Written summaries of the School Board policy and these regulations shall be given to each high school student as part of these discussions. Written material shall be distributed to each elementary and middle school student containing information that is age-appropriate and must assure students that they need not endure any form of harassment.
3.) On an as-needed basis, all teachers, counselors, and administrators shall instruct students on the procedures for reporting harassment within the educational setting.
4.) Information concerning the anti-harassment policy shall:
    a. Be included in the notifications, handbooks and/or other publications that are sent to parents/guardians at the beginning of each school year.
    b. Be displayed in a prominent location near the school principal's office.
    c. Be provided as part of any orientation program conducted for new students upon enrollment.
    d. Appear in any school or school district publication that sets forth the school or school district's comprehensive rules, regulations, procedures, and standards of conduct.

Sexual Harassment

It is the policy of the Moon Area School District that all employees, students and others associated with the district should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is defined to include:

1.) Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature.
2.) An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision.
3.) An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic or social status.
4.) Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual.
5.) Any case in which submission to or rejection of such conduct is used as the basis for any employment or

academic decision affecting any individual.

6.) Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment.
7.) Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

If it is determined that any student has engaged in sexual harassment in violation of these policies, rules and regulations, she/he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

Smoking and Tobacco

Smoking is the use or possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment, and shall also include the use of any smokeless tobacco product or e-cigarettes/vaping device.

Smoking or the use of smokeless tobacco products is prohibited on exterior school grounds of any school building utilized for children.

Any student is prohibited from possessing or using tobacco:

1.) In any Moon Area School District building.
2.) On any grounds of the Moon Area School District.
3.) On any school property owned by, leased by or under the control of Moon Area School District.
4.) On a school bus or any other conveyance provided by the school district for transportation to or from Moon Area School District, including transportation to or from a school-sponsored activity, function, or event. This includes private vehicles utilized by school staff or chaperones for so transporting students.
5.) At any school function, activity or event held off school district grounds or property.

A student is in possession of tobacco for purposes of this policy if tobacco is found on the person of the student, in the student's locker, in a student's purse, backpack, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control or witnessed by a school official.

Penalties

Any person who violates this policy may be subject to the following penalties, which are in addition to any civil or criminal prosecution and penalty imposed by law:

Students will be subject to penalties prescribed in the Code of Student Conduct, up to and including possible suspension or expulsion and referred to the MAPS program. Furthermore, any student who has committed three (3) infractions for tobacco use or possession during the student's enrollment at Moon Area School District may be expelled.

Any student who violates this policy may be subjected to prosecution before a district justice (magistrate) and be fined 199.00 (fine: 50.00, costs: 125.00, J.CP./A.T.J./C/J.E.A.: 23.50), pursuant to Act 145 of 1996. In addition, offenders may incur a minimum of three (3) days out of school suspension.

- *If available, building administrators may offer a smoking cessation class in lieu of a fine for a first-time offender.*

Student Identification Cards

A picture student ID card will be issued to each student. Students must keep their ID card on their possession while on school property or while attending school sponsored events.

MASD Bullying/Cyber Bullying Policy

I) **Definition:** The intentional verbal, written, physical or electronic act or series of acts directed at another student or students that is severe, persistent, or pervasive and has the effect of substantial interference with another student's education, creation of a threatening environment and substantial disruption of the orderly operation of the school.

II) **Consequences:**

a. First Offense – Warning
   i. review the bullying policy as well as the harassment policy of the district
   ii. issue warning, explain consequences of future bullying
   iii. may refer to MAPS for intervention
   iv. may have parent meeting with MAPS team

b. Second Offense – Suspension/Citation
   i. student may be suspended for a minimum of three (3) days
   ii. disorderly conduct citation may be issued by the Moon Township Police Department
   iii. refer to MAPS for intense intervention
   iv. possible parent meeting with MAPS team

c. Third Offense – Suspension/Citation/Possible Expulsion
   i. student may be suspended for a minimum of ten (10) days
   ii. disorderly conduct citation may be issued by the Moon Township Police Department
   iii. MAPS for intense intervention (MAPS team will determine # of sessions)
   iv. exclusion from extra-curricular activities (sports, dances, plays, etc.)
   v. parent meeting with MAPS team

III) MASD staff members and students will be provided with on-going education, training and recognition programs that will support, encourage, and sustain the creation of a bully-free environment at Moon Area High School.

Title IX Statement

Moon Area School District (MASD) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. For more information, please contact the Title IX Coordinator/ Assistant Superintendent, Dr. Lauren Morgan at 8353 University Boulevard, Moon Township, PA 15108 | 412-264-9440 x1103 | lmorgan@moonarea.net