

## J.H. Moore Student Handbook

The purpose of the School Student Handbook is to provide school level information, expectations and resources that cannot be defined in The School District of Philadelphia [Code of Conduct](#).

- **Key School Contacts**

- **Administration**

- Timothy Glynn - Principal - [tglynn@philasd.org](mailto:tglynn@philasd.org)
- Candice Lord - Assistant Principal - [clord@philasd.org](mailto:clord@philasd.org)

- **Counselor**

- Laura Aguilar - K-2 - [llozada@philasd.org](mailto:llozada@philasd.org)
- Denise Klein - 3-5 - [dmdenofa@philasd.org](mailto:dmdenofa@philasd.org)

- **Bullying Designee**

- Thomas Harper - Dean of Students - [tharper@philasd.org](mailto:tharper@philasd.org)

- **Special Education Compliance Manager (SPECM)**

- Kim Duffy - [kobenshine@philasd.org](mailto:kobenshine@philasd.org)

- **School Address:** 6900 Summerdale Avenue, Philadelphia, PA 19111

- **Main Office Phone Number:** 215 400 3180

- *School Fax Number: 215 400 3181*

- **Behavior Guidance**

- Student Rights and Responsibilities [website](#).

- [Code of Conduct](#)

- At Moore we guide our students to:

- Be Respectful
- Be Responsible
- Be Peaceful
- Be a Problem Solver
- Be Moore

- **Electronic Device Policy**

- “Off and Away Throughout the Day” - Cell phones should be powered off and away throughout the day.
- The School District of Philadelphia is not liable for lost or stolen personal electronic equipment. It is the responsibility of the parent/guardian to notify the local law enforcement should they wish to file a local law enforcement report.
- Elementary students are permitted to have cell phones and internet-enabled smart watches but they must be powered off during school hours and while on the school bus unless authorized by the class teacher or administrator. A student who repeatedly violates this rule may have his or her device confiscated and then returned to the parent or guardian.

- Cell phones and personal electronic devices may not be used to record images or voice recordings on the school bus.
  - The use of cell phones and electronic devices is prohibited at all times in bathrooms, health suites and other changing areas.
  - Unauthorized use of video or still photography is prohibited and may result in confiscation of device by school staff and/or suspension. Cell phones and personal devices may not be used to record images or voice recordings of faculty, staff, or other students for personal use or inclusion on any internet or other media sites.
- **Before/After School Programs**
    - Please see [this list](#) of some of the providers in our community that provide before and or aftercare to Moore students.
- **School Uniforms**
    - [Moore School Uniform](#)
      - Please reach out to our counselors if you are experiencing challenges with acquiring uniforms.
    - [Gym Uniform](#) - Can be purchased at our school store. Or by filling out a gym uniform order form and sending it into school with your child.
    - **Footwear** - Students should wear closed toe sneakers/shoes at all times. Students run around daily and it is a safety hazard to have open toed shoes.
      - Crocs - Crocs have been noted to be dangerous at Moore during recess and gym. We do not recommend crocs as a safe footwear at Moore. Students have been seriously hurt running around in them.
    - **Spirit Days** - Moore will have plenty of Spirit Days where students can dress according to the theme. These events will be listed on the school calendar each month.
    - Please see [Code of Conduct](#) regarding dress code starting on page 5.
- **Student Attendance Procedures**
    - **Absence Notes** should be sent into the school within 3 days of your student's return. You can hand write an absence note or email it to:
      - Abigail Torres - [atorres@philasd.org](mailto:atorres@philasd.org)
        - Please include your child's full name, room number, date of absence, and reason for absence.
    - Please see attendance information starting on page 6 of the [Code of Conduct](#).
- **Transportation**
    - **Parking** - Parents/Guardians should park legally during admission, dismissal or when at the school for a meeting. It is illegal to park on the school's perimeter during school hours. There is plenty of street parking in the neighborhood.
    - **Yellow School Bus Eligibility** - must live 1.5 miles away from school and in Moore's catchment. If you want to check on your child's eligibility, please reach out to Mrs. Maldonado at: [jmaldonado@philasd.org](mailto:jmaldonado@philasd.org)

- **Visitor Information**

- **Admission/Dismissal** - All students are to be stopped off and picked up from the main schoolyard. You can enter the schoolyard at 3 access points.
  - Start Time: 8:45 am. Students can be dropped off starting at 8:20 am.
  - End Time: 3:24 pm. Gates will be locked until 3:24 pm. We will open at that time for parents to enter.
- **Late Arrival** - Please walk your students into the main entrances if your students arrive after 8:45 am. Any student who arrives after 8:45 am is considered tardy and will be marked tardy in the system.
  - All late Kindergarten & 1st Grade students should be admitted to the PEC building on Tyson Avenue.
  - All late 2nd, 3rd, 4th, 5th grade students should be admitted to the main building on Summerdale Avenue.
- **Early Dismissals** - We do not expect students to have an early dismissal after 2:30 pm. Please call the office if you have an emergency at 215 400 3180.
- **Scheduling a Meeting** - If you need to schedule a meeting with your child's teacher, please reach out to them. If you need to schedule a meeting with another staff member please call the school at 215 400 3180.
- **Volunteers/Chaperones** - If you are interested in volunteering at Moore, please be sure to obtain your clearances. Clearances approved will remain on file for 5 years.
  - [Clearance information](#)
  - Submit your clearances to Ms. Lord at: [clord@philasd.org](mailto:clord@philasd.org)