

**Hazleton Area School District**

**DRUMS ELEMENTARY / MIDDLE  
SCHOOL**



**Student Handbook  
2013-2014**

# **Drums Elementary / Middle School**

85 S. Old Turnpike Road

Drums, PA 18222

Phone: 459-3221 Ext. 20500

Fax: 570-788-3276

Website Address: [www.hasd.k12.org](http://www.hasd.k12.org)

## **Mission Statement**

*The mission of the Hazleton Area School District is to educate all students to become self-directed, life-long learners and responsible, contributing members of society.*

### **Principal**

**Mr. Daniel Diehl**

**Ext. 20501**

### **Vice-Principal**

**Mr. Jason Lagowy**

**Ext. 20505**

### **Guidance Counselor**

Mrs. Karla Kubitz

Ext. 20516

### **School Nurse**

Mrs. Rene Stringent

Ext. 20591

### **Secretarial Staff**

Mrs. Vanessa Barletta Ext.20500

Mrs. Janet Gennaro Ext.20500

### **Security**

Mr. John Starzyk

Ext. 20593

## **NON-DISCRIMINATION POLICY**

It is the policy of the Hazleton Area School District not to discriminate on the basis of race, sex, color, national origin, or handicap in its educational programs, activities, or employment policies, as required by Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to: **Kathy Brogran, Title IX Coordinator, (570) 459-3221 Ext. 81539.**

## School Mission Statement

Provide a safe, caring respectful learning environment where:

Each student in each grade level move one year's worth of academic growth via  
PVAAS

Data is used effectively to drive differentiated instruction.

Focused Explicit Instruction promotes accelerated learning.

Administrators, teachers, students and staff have high expectations for  
performance.

## DIRECTORY OF SCHOOL STAFF

GRADE	TEACHER	SUBJECTS
K	Amy Bugda	All
K	Tara Goretski	All
K	Ann Olenick	All
K	Eileen Pursell	All
1 <sup>st</sup>	Elizabeth Henderson	All
1 <sup>st</sup>	Rachel Onacko	All
1 <sup>st</sup>	Denise Paulshock	All
1 <sup>st</sup>	Linda Sabia	All
2 <sup>nd</sup>	Sara Gillespie	All
2 <sup>nd</sup>	Jennifer Joseph	All
2 <sup>nd</sup>	Melissa McGee	All
2 <sup>nd</sup>	Theresa Sedon	All
3 <sup>rd</sup>	Danielle Bernstein	R/LA
3 <sup>rd</sup>	Kelly Cook	R/LA
3 <sup>rd</sup>	Rachelle Mallets	Math
3 <sup>rd</sup>	Mary Sult	S/SS
4 <sup>th</sup>	Amy St.Pierre	R/LA
4 <sup>th</sup>	Lynne Wallace	Math
4 <sup>th</sup>	Renee Wetterau	S/SS
4 <sup>th</sup>	Cindy Ziegler	R/LA

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECTS</b>
5 <sup>th</sup>	Toni Rentz	Math
5 <sup>th</sup>	Melissa Ritz	R/LA
5 <sup>th</sup>	Melissa Steber	SS/S
5 <sup>th</sup>	David Gould	R/LA
6 <sup>th</sup>	Michelle Dudley	SS/S, R/LA
6 <sup>th</sup>	Faith Mrochko	R/LA
6 <sup>th</sup>	Chrissy Weed	Math, SS/S
7 <sup>th</sup>	Joe Kringer	Science
7 <sup>th</sup>	Kathy Passon	Reading
7 <sup>th</sup>	Kim Zalenski	Math
8 <sup>th</sup>	Kate Beltrami	LA
8 <sup>th</sup>	Mike Bugda	Math
8 <sup>th</sup>	Melissa Stauffer	Social Studies

**SPECIAL SUBJECT TEACHERS:**

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECT</b>
3 <sup>rd</sup> -4 <sup>th</sup> -5 <sup>th</sup>	Jennifer Sampson	Autistic Class
K-1 <sup>st</sup> -2 <sup>nd</sup>	James Rinehimer	Autistic Class
K-8 <sup>th</sup>	Anne Budka	Art
K-6	Sharon Fazzini	Physical Education
7-8	Jaclyn Smolinsky	Health & Physical Education
K-6 <sup>th</sup>	Loius Kugelman	Music
K-2 <sup>nd</sup>	Bridget Zola	Learning Support
3 <sup>rd</sup> -4 <sup>th</sup> -5 <sup>th</sup>	Mary Kisatsky	Learning Support
7 <sup>th</sup> & 8 <sup>th</sup>	David Hudak	Learning Support
Guidance	Karla Kubitz	
Nurse	Rene Stringent	

**ITINERANT TEACHERS:**

7 <sup>th</sup>	Melane Baran	Library
5 <sup>th</sup> & 6 <sup>th</sup>	Kathryn Chaudry	Computer Lit.
8 <sup>th</sup>	Elizabeth Starrick	Computer Lit.
K-8 <sup>th</sup>	Virginia Ciotola	Speech Therapist
7 <sup>th</sup> & 8 <sup>th</sup>	Stephanie Paden	Music
8 <sup>th</sup>	Lisa Manjone	Geography
7 <sup>th</sup> -8 <sup>th</sup>	Kathy Tombasco	Gifted
8 <sup>th</sup>	Karan Tomashunis	Career Ex
	Matthew Balukonis	Foreign Language
	Shaun Rohland	ESL

**TEACHER AIDES:**

Brielmeier, Michele	K-2 Paraprofessional	
Brogan, Leanne	Library	
Dolan, Denise	Special Education/Autistic	
Ervin, Roseann	Learning Support	
Ferry, Barbara	Special Education	
Hudock, Judy	Special Education	
Johnson, Bonita	K-2 Paraprofessional	
Logudic, Sharon	Special Education/Autistic	
Shemany, Lynn	Special Education/Autistic	
Taylor, Lorraine	K-2 Paraprofessional	

Revised 9/26/2013

# HAZLETON AREA SCHOOL DISTRICT 2013 - 2014 CALENDAR



**AUGUST 2013**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**SEPTEMBER 2013**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**OCTOBER 2013**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**NOVEMBER 2013**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**DECEMBER 2013**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**JANUARY 2014**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**FEBRUARY 2014**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**MARCH 2014**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**APRIL 2014**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**MAY 2014**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**JUNE 2014**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- School Closed
- Act 80 Day
- Inservice Day
- First & Last Day for Students
- Last Day for Teachers

Sep.	2	-	Labor Day
Sep.	3, 4	-	Inservice Day
Sep.	5	-	First Day For Students
Sep.	27	-	Act 80 Day
Oct.	14	-	Columbus Day
Oct.	25	-	Act 80 Day
Nov.	11	-	Veteran's Day
Nov.	28, 29,	-	Thanksgiving Holiday
Dec.	2	-	Thanksgiving Holiday
Dec.	24, 25, 26, 27,	-	Winter Break
Dec.	30, 31,	-	Winter Break
Jan.	1	-	Winter Break
Jan.	20	-	Act 80 Day
Jan.	29	-	Act 80 Day
Feb.	17	-	President's Day
April	17, 18, 21	-	Spring Break
May	23	-	Act 80 Day
May	26	-	Memorial Day
June	11	-	Last Day for Students
June	12	-	Last Day for Teachers
June	13	-	This day will be made up by teachers through attendance at meet the teacher, open house, etc.

**NUMBER OF SCHOOL DAYS**

	STUDENTS	TEACHERS
August	0	0
September	17	20
October	21	22
November	18	18
December	15	15
January	20	22
February	19	19
March	21	21
April	19	19
May	20	21
June	8	10
<b>Totals:</b>	<b>178</b>	<b>187</b>

- November 8 - End of 1st Quarter
- January 28 - End of 2nd Quarter
- April 2 - End of 3rd Quarter
- June 11 - End of 4th Quarter

- EARLY DISMISSAL TIMES**
- 11:30 AM - High School
  - 11:50 AM - Middle Schools
  - 12:30 PM - Elementary Schools

**NONDISCRIMINATION POLICY**

It is the policy of the Hazleton Area School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational programs, activities, or enrollment policies. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including 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.

PSSA - March 17, 2014 to May 9, 2014  
TESTING GRADES 3, 4, 5, 6, 7, 8

# STUDENT ABSENCE REPORTING

## REPORTING AN ABSENCE

(1) A parent/guardian needs to call the Drums Elementary / Middle School when a student will not be attending school. (Call daily). (2) Parents/Guardians need to call between the hours of 4:00 PM to 8:00 AM, 459-3221, Ext. 20500. **LEAVE A VOICE MAIL**. No phone calls from students will be accepted. At this time when leaving a message, request homework, if desired. (3) Student is to bring legal excuses (doctor, dental, court, or funeral) the day he/she returns from absence(s). K-6 needs to submit excuses to their homeroom teacher who will then send them to Mrs. Janet Gennaro, K-6 secretary. Students in 7<sup>th</sup> or 8<sup>th</sup> grade need to submit their excuses to Mrs. Vanessa Barletta, the 7-8-grade secretary. **All doctor's notes are to be brought to the office within 3 days of the student's return.**

## TARDINESS

### Middle School:

If a student arrives between 8:00 AM and 9:45 AM student is tardy.  
If a student arrives after 9:45 AM student is absent for the AM session.  
If a student leaves before 12:45 PM student is absent for the PM session.  
If a student leaves after 12:45 PM student is present for the entire day.

### Elementary School:

If a student arrives between 9:00 AM and 10:45 AM student is tardy.  
If a student arrives after 10:45 AM student is absent for the AM session.  
If a student leaves before 1:15 PM student is absent for the PM session.  
If student leaves after 1:15 PM student is present the entire day.

### Exclusion from School by Nurse:

If the nurse sends a student home during the day student will be coded as N for that day.

## PROCEDURE FOR EXCUSAL FROM SCHOOL

~Every effort should be made to make all appointments during non-school time. However, the occasion may arise when it is necessary to obtain an excuse during the school day. Arrangements for such excuses (dental, doctor, etc.) must be made with the office with a written request.  
~Students leaving school for appointments should report to school with an excuse from home, go to the appointment, and return to school after the appointment with a doctor's excuse.  
~Parents who wish to have their children excused from school for non-school district sponsored education tours or trips must submit a letter with detailed information at least two weeks prior to the first day of the trip.  
~Students may not leave the building at any time during the school day without first securing permission from the office or the school nurse. Any student with permission must first sign out in the main office and upon returning must sign back in. Any student not following the procedure will be considered truant.

## HOMEWORK

During an absence, students are required to make-up missed assignments by notifying a friend or if absence is for three consecutive days or more, parents are to contact the office and assignments will be collected for parental pick-up.

**Elementary School** – the policy for elementary school homework is to be determined by the individual teacher. Request homework when reporting child absent, by 8:00 AM.

**Middle School** - the policy for middle school homework is to be determined by the individual teams. Call by 8:00 AM with locker number and combination.

## SCHOOL CLOSING OR DELAYS

In the event of severe weather, which necessitates the closing or delay of the start of school, announcements will be made at an early hour (starting at approx. 6:00 AM.) and repeated several times. If possible, the announcements will be made the night before. The announcements will be issued to the following stations: WNEP TV–16, WYOU TV – 22, WBRE TV--28. Also, the HASD website will list closings or delays.

## PHONE CALLS

Please make every effort to let your child know where s/he is to go after school. Notes should be sent whenever possible. In order for us to take the best care of your children, we request that you keep all non-emergency calls to a minimum.

## CHANGE OF ADDRESS OR PHONE NUMBER

If you have a change of address and/or phone number at any time, notify the main office immediately by providing, 3 proofs of address and phone number change (i.e.: billing statement, Internal Revenue statement, voter registration card, property tax bill, state ID card, vehicle registration, utility statement, W2 form, property deed, driver's license, insurance statement, current pay stub, bank statement). **We need to have current phone numbers and addresses at all times.**

## CAFETERIA

### FREE AND REDUCED LUNCHES

Free and reduced lunch applications are available in the main office. Completed applications are to be returned to the office. Students who were eligible for free or reduced lunch during the previous school year will continue their eligibility; however, the application **MUST BE RENEWED EVERY YEAR**. If parents do not want to participate in the program, they must still sign the notice of eligibility and return it to the office.



## LUNCH CARDS

Every student will be issued a student I.D. card with his/her name and identification number on it. These cards will be used as prepaid lunch cards. The most efficient method of operating the system is for parents to begin prepaying for lunches. There is an option of paying weekly, monthly, or yearly. The system allows for any amount of money to be deposited, but we strongly recommend a minimum of weekly payments. If your child has a balance in his/her account at the end of the school year, it will be returned. Should you choose to prepay, checks should be made out to **HASD CAFETERIA FUND**. For those of you who choose not to prepay, you can still send money every day.

The prices for meals are as follows:

**Breakfast: \$1.00      Reduced Breakfast: \$0.30**  
**Lunch:      \$1.85      Reduced Lunch:      \$ 0.40**  
Flavored milk \$0.55      White milk \$ 0.50  
Adult meal price \$ 3.00

## CAFETERIA RULES

1. All students will walk quietly to and from the cafeteria.
2. Remain seated until called to the serving line.
3. No shouting, throwing items, or physical contact.
4. Demonstrate respect to all staff members.

## STUDENT WELLNESS

The Hazleton Area School District recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

## WORKING PAPERS

A Birth Certificate must be brought to the office to receive working papers. A parent is required to come in personally to sign the application or have the application notarized to receive the working papers. A job must already be lined up in order to receive the papers. Student must be 14 years of age to obtain working papers. If students are 16 years or older, they must go to the Hazleton Area High School office.

## GRADING

The grading system consists of forty-five day marking periods. Grading procedures will be listed on each teacher's website. Questions beyond that should be directed to the building principal.

## GRADING, HONORS AND RETENTION

### GRADING

93-100	A
85-92	B
77-84	C
70-76	D
< 70	F

### HONOR ROLL POLICY

ELEMENTARY	SECONDARY
<p><b>First Honors</b> 93 or higher in all major subjects, an 85 or higher in physical education and a 70 or higher in all other subjects including behavior.</p> <p><b>Second Honors</b> 85 or higher in all major subjects, an 85 or higher in physical education and a 70 or higher in all other subjects including behavior.</p>	<p><b>Highest Honors</b> an average of 97 or better for the marking period</p> <p><b>First Honors</b> an average of 93-96 for the marking period</p> <p><b>Second Honors</b> an average of 85-92 for the marking period</p> <p>A grade below 85 <b>in any subject</b> disqualifies a student from making the honor roll.</p> <p>An "INC" disqualifies a student for the marking period.</p>

## RETENTION POLICY

ELEMENTARY	SECONDARY
<p>A Child Study Team in each elementary building will determine promotion in grades K-6. Academic retention may occur only once in grades K-3, except in cases where both parent and CST agree that the student may be retained a second time.</p> <p>In grades 4,5, and 6 students who have failed two (2) major subjects should be retained. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to seventh grade.</p>	<p>In grades 7 and 8 students will be required to successfully complete a minimum of ten (10) total credits before being promoted to ninth grade. The following criteria must be met:</p> <ol style="list-style-type: none"><li>1.) Of the ten (10) total credits, six (6) must be passed in one (1) of each Major subject area, three (3) credits must be earned in courses with credit value of less than one (1), i.e. Specials and one (1) credit <b>must be earned in either Reading or Geography.</b></li><li>2.) All courses taught in grades 7 and 8 will count for promotion to grade 9.</li><li>3.) If possible, students will not be scheduled to repeat courses passed in grade 7.</li><li>4.) A student in grade 7 will be required to accumulate five (5) credits to be listed as a student in grade 8. Of the five (5) credits, three (3) must be passed in Major subjects and two (2) in any area.</li></ol>

## REPORT CARDS

Reports of student's progress are issued every nine weeks. Parents are asked to review the progress reports and to consult with the guidance department if they wish to set up a conference with teachers.

**Report cards (K-2) / Report card receipts (3rd through 8<sup>th</sup>)** are to be returned to the homeroom teacher on the school day following the distribution of report cards. If the student does not hand in the report card or receipt within a week following the distribution, detention will be assigned.

**Deficiency Notices:** Students with an average of 75 or below as of the middle of a marking period will be sent via postal mail notification of a possible failure for the marking period.

**Powerschool:** Parents are able to check their student's progress regularly using their user name and password for Powerschool via the Internet. If you have any questions regarding how to access your account, please contact the main office.

## **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year and are to be kept clean and handled carefully. When books are distributed, the classroom teacher notes the condition of the book and the students sign agreeing to that condition. Any questions regarding the condition of the book must be resolved at that time. Students will be responsible to pay for books not personally returned on the last day of school in the condition in which it was issued. Students who damage books will be charged \$10.00; students who lose their book or damage it beyond usage will be charged \$20.00, unless the book is new that current year. If so, the charge will be the current price for a new book.

## **FIRE /RESTRICTED MOVEMENT DRILLS**

In an attempt to ensure the safety of your child, Drums Elementary / Middle School will be conducting various safety drills throughout the school year. These safety drills include evacuation drills to address fires, bomb threats, intruders and chemical spills. The drills are designed to prepare the faculty, staff, and student body in the unfortunate event that something should happen at Drums.

The fire drills/restricted movement drills at regular intervals are required by law and are important precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the route posted above the door in each room. Students are to remain outside the building until a signal is given to return inside. Anyone tampering with the fire alarm system will be prosecuted through the police. Since these drills are very serious in nature, students will be disciplined according to school policy if they display any inappropriate behaviors while taking part in them.

## **DANCES AND EXTRACURRICULAR ACTIVITIES**

Students who attend a dance or other extracurricular function are not allowed to leave and re-enter the function. Once a student leaves the site of the activity, s/he will not be allowed to return. NO STUDENT will be admitted to a dance without having the required dance contract signed by a parent/guardian and the student.

## **DRUMS ONLINE!**

**We** are proud to announce that our school is now online and that every teacher maintains their own personal web page!

**Do** you want to know what's happening in your child's class? No problem, navigate to **[www.hasdk12.org/drums](http://www.hasdk12.org/drums)** and click on the teachers link. In this section you will find all the teachers listed by last name.

## **ELEMENTARY SCHEDULE**

### **Arrival - 8:30 AM**

**All Grades Kindergarten -6 , Main Entrance only. All persons will enter through the metal detectors.**

**Breakfast is served beginning at 8:30 AM.**

**No student should arrive at school before 8:30 AM.**

### **Dismissal – 3:25 P.M. – 3:50 P.M.**

**Parents must come into the main office and sign an elementary or middle school student out of the building anytime a student needs to be excused early.**

**Please know that the safety and welfare of the children at Drums Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.**

# **MIDDLE SCHOOL SCHEDULE**

## **Arrival**

**7:20 AM** – Breakfast Program

**7:55 AM** – Students must be in their homeroom or they are considered late.

## **Dismissal**

**2:45 PM** – All students exit through the back of the building by the cafeteria.

**Parents must come into the main office and sign a middle school student out of the building anytime a student needs to be excused early.**

**Please know that the safety and welfare of the children at Drums Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.**