

# **Hazleton Area School District**

## **Maple Manor Elementary/Middle School**



## **Student Handbook 2022-2023**

**Maple Manor Elementary/Middle School**

1700 W. 22nd Street

Hazle Township, PA 18202

Phone: 459-3221 Ext. 49500

Fax: (570)497-4433

Website Address: [www.hasdk12.org/Domain/1119](http://www.hasdk12.org/Domain/1119)

### **Mission Statement**

*The mission of the Hazleton Area School District is to provide a challenging and enriching education where all students are exposed to high career and academic standards, a rigorous curricula, and integrated technology in an inclusive environment.*

#### **Principal**

Mr. Jason Williams  
Ext. 49505

#### **Assistant Principal**

Mr. Nicholas Flaim  
Ext. 49501

#### **Guidance Counselor**

Ms. Ann Marie Ferdinand  
Ext. 49516

#### **School Nurse**

Mrs. Christina Jeckell  
Ext. 49591

#### **Secretary**

Mrs. Janine Sotack  
Ext. 49500

#### **Secretary**

Ms. Cindy Petrone  
Ext. 49500

#### **Interpreter**

Ms. Antonia Romero  
Ext. 49533

#### **Office Assistant**

Mrs. Cheryl Petrulsky  
Ext. 49500

#### **Security**

Mrs. Kathy Starrick  
Ext. 49593

#### **Dean of Discipline**

Mr. John Curry  
Ext. 49502

### **NON-DISCRIMINATION POLICY**

The Hazleton Area School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to all designated youth groups per the Boy Scouts Act. Inquiries regarding the non-discrimination policies may be directed to the Title IX Coordinator at (570) 459-3221 ext. 81566 or the Section 504 Coordinator at or (570) 459-3111 ext. 3156 at 1515 West 23<sup>rd</sup> Street, Hazle Township, PA 18202.

### **Maple Manor Elementary Bell Schedule**

Staff Development	8:10 – 8:40	
Breakfast	8:30-9:00	
1 <sup>st</sup>	9:05-9:45	
2 <sup>nd</sup>	9:45-10:25	
3 <sup>rd</sup>	10:30-11:10	
4 <sup>th</sup>	11:10-11:50	Lunch 11:20-11:50 (6 <sup>th</sup> & 4 <sup>th</sup> )
5 <sup>th</sup>	11:50-12:30	Lunch 12:00-12:30 (5 <sup>th</sup> & 4 <sup>th</sup> )
6 <sup>th</sup>	12:30-1:10	Lunch 12:35-1:05 (3 <sup>rd</sup> )
7 <sup>th</sup>	1:10-1:50	
8 <sup>th</sup>	1:55-2:35	
9 <sup>th</sup>	2:35-3:15	
Dismissal	3:15-3:40	

### **Maple Manor Middle School Bell Schedule**

Staff Development	7:15 - 7:45	
Breakfast	7:30 - 7:55	
Homeroom	7:47 - 8:03	
1 <sup>st</sup>	8:03 - 8:53	
2 <sup>nd</sup>	8:55 - 9:45	
3 <sup>rd</sup>	9:47 - 10:37	Lunch 10:10 – 10:40 (7 <sup>th</sup> )
4 <sup>th</sup>	10:40 - 11:10	Lunch 10:40 – 11:10 (8 <sup>th</sup> )
5 <sup>th</sup>	11:14 - 12:04	
6 <sup>th</sup>	12:06-12:56	
7 <sup>th</sup>	12:58 - 1:48	
8 <sup>th</sup>	1:50 - 2:40	
Dismissal	2:40-2:45	



# HAZLETON AREA SCHOOL DISTRICT



## 2022 - 2023 CALENDAR

### AUGUST 2022

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### SEPTEMBER 2022

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

### OCTOBER 2022

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				

### NOVEMBER 2022

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		

### DECEMBER 2022

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

### JANUARY 2023

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			

### FEBRUARY 2023

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			

### MARCH 2023

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

### APRIL 2023

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

### MAY 2023

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### JUNE 2023

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

- School Closed
- Act 80 Day
- Virtual Day
- ✓ First & Last Day for Students
- ▲ Last Day for Teachers
- Early Dismissal

Sep.	1	-	Act 80 Day
Sep.	2	-	School Closed
Sep.	5	-	Labor Day
Sep.	6	-	First Day For Students
Oct.	10	-	Columbus Day
Nov.	11	-	Veterans' Day
Nov.	23	-	Early Dismissal for Students & Teachers
Nov.	24 - 28	-	Thanksgiving Holiday
Dec.	23	-	Early Dismissal for Students & Teachers
Dec.	24 - 31	-	Winter Break
Jan.	2	-	Winter Break
Jan.	16	-	Martin Luther King Jr. Day
Jan.	26 - 27	-	Act 80 Days
Feb.	20	-	Presidents' Day
Mar.	17	-	Act 80 Day
Apr.	7 - 10	-	Spring Break
May	29	-	Memorial Day
June	9	-	Last Day for Students & Teachers
June	12	This day will be made up by teachers through attendance at:	
		<b>MEET THE TEACHER NIGHT</b> (Sept. 26 El./Mid.) (Sept. 27 HAHS, HACC & STEM)	
		<b>OPEN HOUSE</b> (Mar. 30 El./Mid.)	
		<b>GRADUATION</b> (June 9; Alternate date June 10)	

### NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

	STUDENTS	TEACHERS
August	0	0
September	19	20
October	20	20
November	18	18
December	17	17
January	18	20
February	19	19
March	22	23
April	18	18
May	22	22
June	7	7
<b>Totals:</b>	<b>180</b>	<b>184</b>

- November 8 - End of 1st Quarter
- January 25 - End of 2nd Quarter
- April 4 - End of 3rd Quarter
- June 9 - End of 4th Quarter

### EARLY DISMISSAL TIMES

- 10:30 AM - Academy of Sciences (STEM)
- 10:45 AM - High School & Career Center
- 11:15 AM - Middle Schools
- 12:00 PM - Elementary Schools

PSSA (Grades 3 - 8) April 24-28, 2023 (English / Lang. Art.)  
May 1 - May 12, 2023 (Science)  
May 1 - May 12, 2023 (Math)

KEYSTONE Dec. 5-16, 2022; Jan. 4-18 & May 15-26, 2023

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Board Approved 4/28/2022

## Arrival/Dismissal From School

All students are to enter the building from the front entrance. If a student arrives to school after the start of homeroom, she/he must report to the main office. Likewise, bus students will be dismissed from the front of the building, and walkers and parent pick-ups will be from the side door.

\*When picking up children, parents MUST provide valid current photo identification.

\*Anyone picking up children MUST be on the emergency card.

\*If students are assigned a bus, but are being picked up by a parent, the office MUST have a written note from the parent of record in Skyward prior to the students walking home or being picked up. If we do not have this written notice from you with your name, dates of pick-up/walking home, individual(s) who will be picking up your student(s), and your signature, your student(s) WILL be placed on their assigned bus.

## Student Absence Reporting

### REPORTING AN ABSENCE

(1) A parent/guardian needs to call the Maple Manor 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. 49500. **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). Students need to submit excuses to their homeroom teacher who will then send them to the office. **All doctor's notes are to be brought to the office within 3 days of the student's return.**

### TARDINESS

#### **Elementary School**

Students are to enter the school no earlier than 8:30 AM for breakfast or for homeroom, and they are to be in their homeroom by 9:00 AM. Students entering the building after 9:00 AM will be recorded as being tardy. Frequently being tardy to school may result in disciplinary action and/or referral to our school attendance officer.

#### **Middle School**

Students are to enter the school no earlier than 7:30 AM for breakfast or for homeroom, and they are to be in their homeroom by 8:00 AM. Students entering the building after 8:00 AM will be recorded as being tardy. Frequently being tardy to school may result in disciplinary action and/or referral to our school attendance officer.

### 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.

***~NO DISMISSAL OF STUDENTS AFTER 2:15 PM (Middle School) / 3:15 PM (Elementary School) WILL BE ALLOWED.***

~ 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.

~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.

## MAPLE MANOR ELEMENTARY/MIDDLE SCHOOL WEBPAGE

<http://www.hasdk12.org/Domain/1119>

By using the website address shown above, you can access a variety of important information about our school and specific school functions. For example, you can find Important Announcements, a Calendar of Events, Students of the Month, Current Events and School Performance Data. The website is also accessible by locating Maple Manor Elementary/Middle School on the “Select a School” navigation bar on the School District Main website.

## STUDENT BEHAVIOR AND DISCIPLINE

PLEASE READ THE ENTIRE STUDENT DISCIPLINE POLICY LOCATED AT  
<https://go.boarddocs.com/pa/hazl/Board.nsf/Public#218>.

### STUDENT DISCIPLINE RULES FOR SECONDARY (7<sup>th</sup> & 8<sup>th</sup> Grade) STUDENTS

It is the administrator's option to utilize community school service as a disciplinary action.

#### **Group I Infractions**

**1st Infraction** - warning.

**2nd Infraction** - call to parent/guardian and possible suspension and behavior contract.

**Continued Infractions** - suspension and behavior contract. An accumulation of a maximum of five (5) suspensions of any violation under Group I will result in a disciplinary hearing with the Superintendent or his/her designee. These expectations are necessary for the orderly operation of our school. Recurrent problems will require parental involvement.

Group I offenses include but are not limited to the following:

1. Leaving class without permission.
2. Public display of affection.
3. Use of obscene or profane language and gestures.
4. Throwing snowballs and/or other objects.
5. Verbal abuse of classmates.
6. Interference with a student's right to an education and a teacher's right to teach.
7. Skateboards, bicycles, scooters, etc., are not allowed on school district property.
8. Failure to attend detention.
9. Unauthorized driving to and from school by students 9th grade and under.
10. Violation of Electronic Devices Policy #237.
11. Violation of the Dress and Grooming Policy #221.

## **Group II Infractions**

**1st and 2nd Infractions** - Suspension when deemed necessary by principal. The student will only be allowed to return pending a parent/guardian conference. A behavior contract must be signed by parent/guardian and student at the conference. Otherwise, a warning, either verbal or written, will be issued by the principal.

**3rd and 4th Infractions** - A suspension excluding the student from school for one (1) to ten (10) days. A parent/guardian conference and the signing of a behavior contract by parent/guardian and student.

**5th Infraction** - A pre-expulsion hearing with the student, parent/guardian and the Superintendent's designee, plus an in-school or suspension of one (1) to ten (10) days. **6th Infraction** - An expulsion hearing by the Board of Education.

Group II infractions include, but are not limited to the following:

1. Fighting. \*
2. Leaving school without permission.
3. Truancy. \*
4. Disrespect to school officials or contracted employees acting in their official capacity (e.g. verbal abuse of a teacher).
5. Unlawful acts - rioting, extortion, assault, moral offenses, forgery, plagiarism, or other unlawful acts. \*
6. Disruption of the teaching/learning process resulting in removal of student from classroom.
7. Violation of the Unlawful Harassment Policy #248.
8. Violation of the Bullying/Cyberbullying Policy #249.
9. Violation of the Controlled Substances/Paraphernalia Policy #227.
10. Violation of the Student Discipline (Student Theft) Policy #218.
11. Violation of the Acceptable Use of Internet, Computers and Network Resources Policy #815.

\*The filing of a complaint with the magistrate or police for Group II infractions may occur at the discretion of the principal.

## **Group III Infractions**

Police notification, a suspension for ten (10) days and the involvement of the Board of Education in an expulsion hearing will occur.

Because of their serious nature, the following rule infractions will require a suspension and referral to the School Board for permanent expulsion hearing. The following Board policies are in effect:

1. #218.1 - Weapons and Dangerous Instruments. \*
2. #218.2 - Terroristic Threats/Acts.
3. #227 - Controlled Substances/Paraphernalia.
4. Striking or threatening a professional, nonprofessional or contracted employee.

\* The Superintendent reserves the right, by law, to deal with weapons and dangerous instruments on a case-by-case basis.

It is the administrator's option to utilize community/school service as a disciplinary action. Elementary (K-6) school detention, including detention for students who are habitually tardy, will be used at the discretion of the building administrator and will be enforced as determined by each building. Failure to attend detention may result in grounds for suspension.

Transportation rules and disciplinary procedures are addressed in Board Policy #810 Transportation. Tobacco Use is addressed in Board Policy #222.

### **Group I Infractions**

These rules are necessary for the orderly operation of our school. Recurrent problems, including any similar offenses, will require parental involvement and/or suspension with a behavioral contract. Student disciplinary action for these infractions is at the discretion of building administration.

1. Hall Passing - always walk quietly single file. Stay to the right unless otherwise specified.
2. Arrive to class on time prepared with books, pencils, notebooks and any homework.
3. Follow classroom rules set forth by your teachers.
4. Treat other students with respect.
5. Follow cafeteria rules.
6. No littering. Keep locker areas clean and student desks neat.
7. No gum chewing.
8. No verbal or physical abuse of another student.
9. No abusive and/or foul language is permitted.
10. No throwing snowballs and/or other objects.
11. No inappropriate public displays of affection.
12. No violation of Electronic Devices Policy #237.
13. No toys, games, cards of any type, etc., are allowed in school. (The school is not responsible for items of a personal nature that are lost or stolen.)
14. No violation of the Dress and Grooming Policy #221.
15. No leaving class without permission.
16. No interference with a student's right to an education and a teacher's right to teach.

### **GROUP II Infractions**

The following rule infractions or any similar offenses, will require direct parent/guardian involvement on the first offense with possible suspension (including behavior contract) and/or judicial intervention:

1. Fighting, physical abuse of students.
2. Disrespect and/or verbal abuse of professional, nonprofessional and contracted employees.
3. Extortion, vandalism, plagiarism, forgery and other unlawful acts.
4. Violation of the Controlled Substance/Paraphernalia Policy #227.
5. Leaving school without permission.
6. Truancy.
7. Disruption of the teaching/learning process resulting in removal of student from classroom.
8. Violation of the Unlawful Harassment Policy #248.
9. Violation of the Bullying/Cyberbullying Policy #249



10. Violation of the Acceptable Use of Internet, Computers and Network Resources Policy #815. 11. Theft: See Student Discipline Policy #218 - (Student Theft).

\*The filing of a complaint with the magistrate or police for Group II infractions may occur at the discretion of building administration.

### **GROUP III Infractions**

Police notification, a suspension for ten (10) days and the involvement of the Board of Education in an expulsion hearing will occur.

Because of their serious nature, the following rule infractions will require a suspension and referral to the School Board for permanent expulsion hearing.

The following Board policies are in effect:

1. #218.1 - Weapons and Dangerous Instruments.
2. #218.2 - Terroristic Threats/Acts.
3. #227 - Controlled Substances/Paraphernalia.
4. Striking or threatening a professional, nonprofessional or contracted employee.

\*The Superintendent reserves the right, by law, to deal with weapons and dangerous instruments on a case-by-case basis.

### **SCHOOL BUS BEHAVIOR AND DISCIPLINE**

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. Students who have committed acts of misbehavior are subject to the following penalties.

Each offense shall apply to the appropriate level to determine the consequences (warning, suspensions, or loss of bus privileges). Students may also lose bus privileges for the rest of the school year by accumulating five (5) conduct reports that have been deemed offenses.

Suspensions shall include all a.m. and p.m. bus transportation, including field trips, extracurricular activities, etc. Parents/Guardians are responsible for student transportation during the suspension.

#### **Level I Violations –**

1. Rude, discourteous, annoying behavior.
2. Shouting.
3. Littering.
4. Spitting.
5. Tripping/Pushing.
6. Profane language.
7. Eating or drinking.
8. Opening windows against driver's orders.
9. Arms or heads out of windows.
10. Refusing to identify him/herself to the bus driver

11. Intentional boarding on incorrect bus.

12. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations.

**First Offense:** A warning is given and parents/guardians shall be notified.

**Second Offense:** Suspension of riding privileges for three (3) to five (5) days.

**Third Offense:** Suspension of riding privileges for ten (10) days.

**Fourth Offense:** Suspension of riding privileges for twenty-five & Beyond: (25) days.

### **Level II Violations –**

1. Harassment/Threats to other students.

2. Disrespect or abusive behavior.

3. Fighting.

4. Physical abuse.

5. Vandalizing the bus.

6. Throwing objects in the bus.

7. Throwing objects out of the windows.

8. Displaying items of an injurious or objectionable nature. Pol. 218, 233

9. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations. Additionally, appropriate charges may be filed and suspensions shall also apply as indicated in the discipline code.

**First Offense:** Suspension of riding privileges for five (5) days.

**Second Offense:** Suspension of riding privileges for fifteen (15) days.

**Third Offense:** Suspension of riding privileges for thirty (30) days.

**Fourth Offense:** Suspension of riding privileges for remainder of school year.

### **Level III Violations –**

1. Hitting, pushing or threatening any district vehicle operator, employee and/or contracted personnel.

2. Throwing objects at the driver.

3. Lighting of flammables.

4. Opening the exit doors on the bus, except as authorized in an emergency.

5. Indecent exposure. Pol. 218, 233

6. Other similar offenses of safety violations deemed by the appropriate authority to merit the following penalties. Additionally, appropriate filing of charges and suspensions shall also apply as indicated in the discipline code.

**First Offense:** Immediate suspension of riding privileges for thirty (30) school days and filing of appropriate criminal charges if violations of the PA Crimes Code occur.

**Second Offense:** Immediate suspension of riding privileges for the remainder of the school year, and filing of appropriate criminal charges if violations of the PA Crimes Code occur.

Names of students and the nature of the misconduct shall be reported in writing on the proper form by the bus driver.

Acts of misbehavior which occur during the morning trip shall be reported to the Director of Transportation the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip shall be

reported the following morning, unless immediate attention to the matter is deemed necessary. Every effort shall be made to affect the disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless a second offense under Level III applies or the student is deemed dangerous to other students or the driver.

## DRESS CODE

The Board has adopted this school Dress Code for all grades K through 12. The Dress Code shall be strictly enforced pursuant to discipline guidelines. All students shall attend school each day in accordance to the Dress Code. The Board or the approved dress code committee must approve all changes to this Dress Code.

- Embroidery/Monogramming with Hazleton Area School District, HAHS Band, or HAHS Cheerleader or other respective school logo is optional, as sanctioned by the dress code committee.
- All clothing must be appropriately sized for the student, that is, clothing must be no more than one (1) regular size larger than the student actually measures. Extra-wide, extra-full, extra-long, baggy or sagging pants and shorts are not acceptable.
- Clothing may be purchased at any store/vendor as long as clothing conforms to this Dress Code.
- Shirts may be worn outside the pants, but the bottom of the shirt cannot extend past the middle of the pants pocket, and dress shirts must be tucked inside the pants. If the shirt exceeds acceptable length, it must be tucked inside the pants. Jeans are permitted as long as there are no holes in them, or pants are worn under them to prevent skin from showing.
- Only clear or mesh backpacks are permitted in K-8 school buildings, in accordance with school guidelines. Backpacks are not permitted in 9-12 buildings.
- Closed shoes or sneakers with socks/stockings must be worn.

### Articles of Noncompliance

This list is only a guide and **not** complete. Variations of this list will be addressed by the building level administrator or designee.

1. No hoodies/jackets during school hours
2. No holes in jeans/clothing that exposes skin
3. No underwear showing – pants must be around waist
4. No sliders, crocs, platform shoes

### Discipline Guidelines

The following discipline guidelines apply to student in all grades K through 12:

1. **First** Offense – At the direction of the principal, the student shall be retained in the office until the student/parent/guardian provides a proper change of clothing, not to exceed one (1) day. If a

parent/guardian is unable to provide a change of clothing, the school will issue something in compliance, when extra clothing is available.

2. **Second** Offense – The student shall receive in-school suspension.[4]
3. **Third** Offense – This and all subsequent violations shall result in loss of privileges and/or out-of-school suspension.[4]

Classes missed because of noncompliance with the Dress Code shall be governed by the attendance policy.[5]  
When possible, the school shall attempt to provide a student who is wearing a noncompliant top with a top that is in compliance. Discipline shall still apply.

Legal

[1. 24 P.S. 1317.3](#)

[2. 22 PA Code 12.11](#)

3. Pol. 325

4. Pol. 233

5. Pol. 204

## **PERSONAL ELECTRONIC DEVICES**

See the ENTIRE POLICY AT

<http://www.hasdk12.org/cms/lib3/PA01001366/Centricity/Domain/37/policies/PSBA/237.pdf> -

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

**-Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, cell phones, earbuds, headphones, personal gaming devices and all possible future technological devices with similar capabilities.

-The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

- The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school sponsored activities.

-The district shall not be liable for the loss, damage or misuse of any electronic device.

-Disciplinary action for violation(s) of this policy is at the discretion of building administration.

## **Electronic Images And Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other

means, including but not limited to texting and e-mailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

**\*\* There will be school discipline issued for students who do not adhere to this policy \*\***

## **HOMEWORK**

During an absence, students are required to make-up missed assignments by notifying a friend, or if the absence is for three consecutive days or more, parents are to contact the office and assignments will be collected for parental pick-up. Additionally, teachers continue to use the Microsoft Teams platform to post assignments and communicate with students and families.

**Elementary School** – The policy for elementary school homework is to be determined by the individual teacher. Request homework when reporting a student absent by 8:00 AM. Elementary Homework may be picked up after 3:40 PM, until 4:00 PM only.

**Middle School** – The policy for middle school homework is to be determined by the individual teacher. Request homework when reporting a student absent by 8:00 AM. Middle School Homework may be picked up after 2:40 PM, until 3:00 PM only.

## **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 approximately 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 she/he is to go after school. Notes should be sent whenever possible. In order for us to take the best care of your child(ren), 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 sending a note. You must personally provide three proofs of change of address to the Child Accounting Office at the HASD Administration Building (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 BREAKFASTS AND LUNCHES**

All enrolled students of the Hazleton Area School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2021-2022 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Students will be able to purchase an additional meal at a charge of \$2.00 if they so desire. Smart Snacks will also be available for purchase.

All students will be required to use their student number or finger scan at the point of sale to identify that they have received a meal. This will be done for accountability purposes.

## **CAFETERIA RULES**

All students will:

1. Walk quietly to and from the cafeteria.
2. Remain seated until called to the serving line.
3. Students will remain in their chosen seat for the entire lunch period and not move from table to table.
4. Not shout, throw items, or have physical contact with others.
5. Demonstrate respect to all staff members.
6. Pick up all trash and discarded food items in one's area and throw away during the designated time.
7. Not use or have cell phones or other personal devices out.
8. Ask to use the restroom and take one of the 3 passes hanging on the hooks, if none are available, student must wait for one to return.

## **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 fourteen years of age to obtain working papers. If students are sixteen years or older, they must go to the Hazleton Area High School office.

## **GRADING**

The grading system consists of forty-five (45) day marking periods. Grading procedures will be listed on each teacher's website. Questions beyond that should be directed to the building principal.

## **REPORT CARDS**

Reports of a 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 card receipts (grades 3 through 6)** 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, disciplinary action will be determined by administration.

**Deficiency Notices:** Students (grades 3-6) 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.

**Skyward:** Parents are able to check their student's progress regularly using their username and password for Skyward 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 books, 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 they were 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**

The fire/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 these drills.

## **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, she/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. Students who are under suspension or absent the day of the dance/extracurricular activity cannot attend or participate in that function.

## **ELEMENTARY SCHOOL CLUBS**

The following clubs will be available for Elementary School students to take part in:

Band  
Chorus and Select Chorus  
Community Service Club

## **MIDDLE SCHOOL CLUBS**

The following clubs will be available for Middle School students to take part in:

Band	Math Counts
Book Club	National Jr. Honor Society
Chorus	S.A.D.D.
Community Service Club	School Newspaper
Drama Club	Spelling Bee
Ecology Club	Student Council
Fitness Club	Yearbook
Jr. Academy of Science	Trap and Skeet Club

## **METAL DETECTORS OPERATION**

There will be two metal detectors set up for screening on random morning in the main entrance lobby. All students will enter school through the main entrance. If your child(ren) brings a “juice box”, “pouch” or thermos to school, please place it in his or her backpack in order to expedite this process. All drink items must be sealed upon entering the building. Any open container found will be discarded.

The Board recognizes that the educational environment of the schools is an important factor in the student’s ability to learn and a teacher to teach. Weapons and drugs in the schools, on school grounds, and in the surrounding communities are a danger to that environment and learning will suffer as a result. Through this policy, it is the hope and desire of the Board to foster a proper educational environment for all students and to help promote the safety and welfare of students, staff, and visitors, by authorizing Security Operations to conduct metal detector screenings of anyone entering the HASD buildings daily.

Searches are conducted for district purposes and not for the primary purpose of gathering evidence or instituting criminal proceedings; however, if a weapon and/or illegal item(s) is/are found, the appropriate law enforcement authorities shall be notified and the student or adult with a weapon and/or illegal item(s) shall face the penalties set forth in the Board policies and State laws.

In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, or parcel for the limited purpose of determining whether a weapon is concealed therein, in accordance with Board policy.

## **HASD STUDENT TECHNOLOGY USAGE**

Prior to the dissemination of Hazleton Area School District technology (i.e., laptops, tablets, desktop computers, etc.), all students will be required to complete the Hazleton Area Student Technology Acceptable Use Agreement (see below) with their parent(s)/guardian(s).





School Year: \_\_\_\_\_

## Hazleton Area Student Technology Acceptable Use Agreement

The Hazleton Area School District (HASD) is pleased to make available a computer to this student in order to enhance and facilitate learning and communication. The device should be used as a productivity tool for school-related purposes, curriculum enhancement, and school related communications.

The device and associated accessories are the property of HASD. The student is responsible for proper care and use of the device. As such, the student and student's guardian agree to the following:

- I have read HASD policy #815 "ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES" and agree to abide by it.
- I have read HASD policy #815.1 "USE OF SCHOOL-OWNED LAPTOP COMPUTERS" and agree to abide by it.
- I understand that Internet access is restricted and monitored as per CIPA requirements. I also understand that no Internet filtering solution is 100% effective and I agree not to hold HASD liable for any inappropriate material accessed by the student.
- I agree to use the HASD issued computer in an ethical manner and not attempt to circumvent district security measures.
- I agree to use the HASD computer only for school related purposes.
- I will not attempt to access sites that contain illegal, defamatory, pornographic, or otherwise offensive material.
- I understand that the student's guardian is responsible for the cost of replacement should the HASD computer and/or its accessories become lost, stolen, or damaged.
- I understand that the computer provided to me by HASD is the property of HASD and to be used during the current school year while the educational program is in session. This computer and all provided accessories must be immediately returned to HASD should I cease to participate in this educational program for any reason. Failure to return this computer and accessories within three (3) school days will result legal action.
- I understand I have the option to purchase private insurance to cover any costs associated with the computer resulting from loss, theft, or damage.
- I agree not to share my passwords or any other personal information.

Student

 \_\_\_\_\_  
 Print

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

Parent/Guardian

 \_\_\_\_\_  
 Print

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

Polices are available on the district web site ([www.hasdk12.org](http://www.hasdk12.org)) under the "Board of Education" section.

Revised: 4/28/2022



## Acuerdo de Uso Aceptable de Tecnología para Estudiantes del Area de Hazleton

El Distrito Escolar del Área de Hazleton (HASD) se complace en poner a la disposición de este estudiante, una computadora, con el fin de mejorar y facilitar el aprendizaje y la comunicación. El dispositivo deberá ser usado como una herramienta de productividad para fines relacionados con la escuela, mejora del currículo y comunicaciones relacionadas con la escuela.

El dispositivo y los accesorios asociados son la propiedad del HASD. El estudiante es responsable del apropiado cuidado y uso del dispositivo. Como tal, el estudiante y el guardián del estudiante están de acuerdo con lo siguiente:

- Yo he leído la póliza del HASD #815 "USO ACEPTABLE DEL INTERNET, COMPUTADORAS Y RECURSOS DE RED" y estoy de acuerdo de cumplir con ella.
- Yo he leído la póliza del HASD #815.1 "USO DE COMPUTADORAS LAPTOP PROPIEDAD DE LA ESCUELA" y estoy de acuerdo de cumplir con ella.
- Yo entiendo que el acceso al Internet está restringido y monitoreado según los requisitos del "CIPA". Yo también entiendo que ninguna solución de filtrado de Internet es 100% efectiva y yo estoy de acuerdo de no hacer responsable al HASD por cualquier material inapropiado que sea accedido por el estudiante.
- Yo estoy de acuerdo de usar la computadora dada por el HASD de una manera ética y no intentar eludir las medidas de seguridad del distrito.
- Yo estoy de acuerdo de usar la computadora del HASD solo para fines relacionados con la escuela.
- Yo no intentaré acceder a sitios que contengan material ilegal, difamatorio, pornográfico o de lo contrario ofensivo.
- Yo entiendo que el guardián del estudiante es responsable por el costo de reemplazo en caso de que la computadora del HASD y/o sus accesorios se pierdan, sean robadas o sean dañadas.
- Yo entiendo que la computadora que se me proporciona por el HASD es la propiedad del HASD y que se utilizará durante el año escolar actual mientras el programa educativo está en sesión. Esta computadora y todos los accesorios proporcionados deben ser devueltos inmediatamente al HASD en caso de que yo deje de participar en este programa educativo por cualquier razón. Una falta para devolver esta computadora y accesorios dentro de un plazo de tres (3) días de escuela resultara en acción legal.
- Yo entiendo que yo tengo la opción de comprar un seguro privado para cubrir cualquier costo asociado con la computadora resultante de parte de pérdida, robo o daño.
- Yo estoy de acuerdo de no compartir mis contraseñas o ninguna otra información personal.

Estudiante

\_\_\_\_\_  
Imprimir

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

Padre/Guardián

\_\_\_\_\_  
Imprimir

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

Las pólizas están disponibles en el sitio web del distrito ([www.hasdk12.org](http://www.hasdk12.org)) bajo la sección "Board of Education" ("Junta de Educación").