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

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
Dr. Jeanne Conahan
Ext. 49505

Guidance Counselor
Mrs. Holly Drumn
Ext. 49516

Secretary
Ms. Roxann Palmieri
Ext. 49500

Assistant Principal
Mr. Keith Schifano
Ext. 49501

School Nurse
Mrs. Christina Jeckell
Ext. 49591

Secretary
Ms. Jen Mahon
Ext. 49500

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 23rd Street, Hazle Township, PA 18202.
<table>
<thead>
<tr>
<th>Maple Manor Elementary Teachers</th>
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<tbody>
<tr>
<td>Breshock, Brandi</td>
</tr>
<tr>
<td>Cannella, David</td>
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<tr>
<td>Cechak, Greg</td>
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<tr>
<td>Chicalese, Michael</td>
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<tr>
<td>Cipriani, Amber</td>
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<tr>
<td>Davis, Melissa</td>
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<tr>
<td>DeBella, Paulette</td>
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<tr>
<td>Ednie, Nicole</td>
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<tr>
<td>Fedullo, Kelly</td>
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<tr>
<td>Festa, Kerry</td>
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<tr>
<td>Gasper, Peggy</td>
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<tr>
<td>Gibson, Josh</td>
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<tr>
<td>Graham, Stacie</td>
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<tr>
<td>Henderson, Beth</td>
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<tr>
<td>Hoffman, Angela</td>
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<tr>
<td>Kepp, David</td>
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<tr>
<td>Kile, Suzanne</td>
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<tr>
<td>Kinney, Amanda</td>
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<tr>
<td>Krouse, Beth Ann</td>
</tr>
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</table>
Maple Manor Middle School Teachers

Buglio, Jo Ann
Burke, Julia
Conahan, Kim
Dolan, Jessica
Drumm, Holly
Faustner, Stacey
Feola, Leighann
Frye, Jocelyn
Gaughan, Wendy
Gerhard, Jen
Guarneri, Junell
Jeckell, Tina
Jespersen, Bernie

Karmonick, Brandon
Panzerella, Christy
Pcolinsky, Lizzy
Petrill, John
Pryor, Kevin
Reyes, Francine
Shebelock, Janet
Sissock, Bobbi
Weaver, Jonathan
Zola, Mary Jo
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<tr>
<th>Time</th>
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<tr>
<td>8:30 - 8:40</td>
<td>Teacher Dismissal</td>
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<tr>
<td>8:40 - 8:50</td>
<td>8th Grade Lunch</td>
</tr>
<tr>
<td>8:50 - 9:00</td>
<td>Homeroom</td>
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<tr>
<td>9:00 - 9:05</td>
<td>Breakfast</td>
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<tr>
<td>9:05 - 9:10</td>
<td>Students Enter Building</td>
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<tr>
<td>9:10 - 9:40</td>
<td>Child Development</td>
</tr>
<tr>
<td>9:40 - 10</td>
<td>Teacher Dismissal</td>
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<tr>
<td>10</td>
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<tr>
<td>11:00 - 11:15</td>
<td>9th Grade Lunch</td>
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<tr>
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2019-2020 Bell Schedule/Maple Manor Elementary
HAZLETON AREA
SCHOOL DISTRICT

2019 - 2020 CALENDAR

AUGUST 2019
MTWTFSS
1  2
3  4  5  6  7  8  9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

SEPTEMBER 2019
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

OCTOBER 2019
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

NOVEMBER 2019
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

DECEMBER 2019
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JANUARY 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

FEBRUARY 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29

MARCH 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

APRIL 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MAY 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JUNE 2020
MTWTFSS
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26

NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHERS</th>
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<tbody>
<tr>
<td>August</td>
<td>5</td>
</tr>
<tr>
<td>September</td>
<td>20</td>
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<tr>
<td>October</td>
<td>22</td>
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<td>November</td>
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<td>January</td>
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<td>February</td>
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<td>March</td>
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<td>April</td>
<td>19</td>
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<td>May</td>
<td>20</td>
</tr>
<tr>
<td>June</td>
<td>5</td>
</tr>
<tr>
<td>Totals:</td>
<td>180</td>
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</tbody>
</table>

Early Dismissal Times
- 11:15 AM - Academy of Sciences (STEM)
- 11:30 AM - High School & Career Center
- 11:50 AM - Middle Schools
- 12:30 PM - Elementary Schools

PSSA (Grades 3 - 8) April 20-24, 2020 (English / Lang. Art.)
April 27 - May 8, 2020 (Science)
April 27 - May 8, 2020 (Math)

KEYSTONE Dec. 2-13, 2019; Jan. 6-17 & May 11-22, 2020

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Board Approved 4/25/2019
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.

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. Detention as a disciplinary action will be utilized if tardiness continues. Parents are responsible for transportation from detention.

**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. Detention as a disciplinary action will be utilized if tardiness continues. Parents are responsible for transportation from detention.

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 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.
~Parents who wish to have their child(ren) 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.

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.

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.

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 **no charge** to your household each day of the 2018-2019 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.

LUNCH CARDS
Third grade students will be issued a student I.D. card with his/her name and identification number on it.

CAFETERIA RULES
All students will:
1. Walk quietly to and from the cafeteria.
2. Remain seated until called to the serving line.
3. Not shout, throw items, or have physical contact with others.
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 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 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, detention will be assigned.

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

**HANS CELL PHONE PROCEDURES**

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.

Violations of this policy by a student shall result in progressive disciplinary action and will result in confiscation of the electronic device for the school day. The confiscated item will be returned at the end of the school day followed by parent notification.
ASSIGNMENT TO DETENTION

Detention will be held from 3:20 to 3:50 PM for elementary school, and from 2:40 to 3:00 PM for middle school. Students are to report to the assigned room for detention with at least one of their textbooks. A detention accountability sheet will be completed. Parents are responsible for their child’s transportation. The school does not provide transportation for detained students. All detentions are to be served within a reasonable time frame.

METAL DETECTORS OPERATION

There will be two metal detectors set up for screening every morning in the main entrance lobby and the side door lobby prior to school starting. 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 their backpack in order to expedite this process.

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.