

**Hazleton Area School District**

**DRUMS ELEMENTARY / MIDDLE  
SCHOOL**



**Student Handbook  
2019-2020**

# **Drums Elementary / Middle School**

85 S. Old Turnpike Road

Drums, PA 18222

Phone: 459-3221 Ext. 20500

Fax: 570-788-3276

Website Address: [www.hasdk12.org](http://www.hasdk12.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. Matthew Marnell**

**Ext. 20501**

### **Guidance Counselor**

Mrs. Karla Kubitz

Ext. 20516

### **School Nurse**

Mrs. Jessica Getsie

Ext. 20591

### **Secretarial Staff**

Mrs. Lynn Shamany      Ext.20500

Mrs. Janet Gennaro      Ext.20500

### **Security**

Mrs. Diane Fedor

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 Brogan, 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	Eileen Pursell	All
1 <sup>st</sup>	Christine Horvat	All
1 <sup>st</sup>	Denise Paulshock	All
1 <sup>st</sup>	Jamie Watt	All
2 <sup>nd</sup>	Jennifer Joseph	All
2 <sup>nd</sup>	Melissa McGee	All
2 <sup>nd</sup>	Ann Olenick	All
3 <sup>rd</sup>	Danielle Bernstein	R/LA, S/SS
3 <sup>rd</sup>	Ashley Bonomo	Math
3 <sup>rd</sup>	Kelly Cook	R/LA
4 <sup>th</sup>	Rachelle Mallets	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>
<b>5<sup>th</sup></b>	Jessica Shafer	Math S/SS
<b>5<sup>th</sup></b>	David Gould	R/LA S/SS
<b>5<sup>th</sup></b>	Melissa Ritz	R/LA
<b>6<sup>th</sup></b>	Faith Mrochko	R/LA
<b>6<sup>th</sup></b>	Lynn Wallace	Math
<b>6<sup>th</sup></b>	Melissa Steber	SS/S
<b>7<sup>th</sup>/8<sup>th</sup></b>	Casey Flaim	LA
<b>7<sup>th</sup>/8<sup>th</sup></b>	Kevin Yurkanin	Science
<b>7<sup>th</sup>/8<sup>th</sup></b>	Trisha Spaide	Math
<b>7<sup>th</sup>/8<sup>th</sup></b>	Kathy Passon	R
<b>8<sup>th</sup></b>	Mike Bugda	Math
<b>7<sup>th</sup>/8<sup>th</sup></b>	Melissa Stauffer	Social Studies

**SPECIAL SUBJECT TEACHERS:**

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECT</b>
	Jennifer Brugger	Autistic Class
	Theresa Gawlas	Autistic Class
	Diana Synoski	Autistic/Emotional Support
	Elizabeth Moore	Autistic Class
<b>K-6<sup>th</sup></b>	Sara Farrey	Art
<b>K-6</b>	Sharon Fazzini	Physical Education
<b>7-8</b>	Jaclyn Smolinsky	Health & Physical Education
<b>4<sup>th</sup></b>	Robert Kotansky	4 <sup>th</sup> Grade Health
<b>K-6<sup>th</sup></b>	Christine Katsock	Music
<b>K-6</b>	Rob Hudak	Learning Support
<b>3<sup>rd</sup>-4<sup>th</sup>-5<sup>th</sup></b>	Mary Kisatsky	Learning Support
<b>7<sup>th</sup> &amp; 8<sup>th</sup></b>	Wendy Yurkanin	Learning Support
<b>Guidance</b>	Karla Kubitz	
<b>Nurse</b>	Jessica Getsie	

**ITINERANT TEACHERS:**

<b>7<sup>th</sup></b>	<b>Melane Baran</b>	<b>Library</b>
<b>5<sup>th</sup> &amp; 6<sup>th</sup></b>	<b>Ronnie O'Brien</b>	<b>Computer Lit.</b>
<b>8<sup>th</sup></b>	<b>Victoria Kozlek</b>	<b>Computer Lit.</b>
<b>8<sup>th</sup></b>	<b>Bernie Jespersen</b>	<b>Career Ex</b>
<b>8<sup>th</sup></b>	<b>Stacey Faustner</b>	<b>Art</b>
<b>7<sup>th</sup>-8<sup>th</sup></b>	<b>Kathy Tombasco</b>	<b>Gifted</b>
	<b>Barbara Shieck</b>	<b>ESL</b>
<b>K-8<sup>th</sup></b>	<b>Virginia Ciotola</b>	<b>Speech Therapist</b>

**TEACHER AIDES:**

<b>Denise Dolon</b>	<b>Special Education/Autistic</b>	
<b>Lynn Ferry</b>	<b>Spec Ed Paraprofessional</b>	
<b>Rachel Ferry</b>	<b>Reg Education Paraprofessional</b>	
<b>Deborah Gordan</b>	<b>Reg Education Paraprofessional</b>	
<b>Pam Hammell</b>	<b>Spec Ed Paraprofessional</b>	
<b>Bonnie Johnson</b>	<b>Reg Education Paraprofessional</b>	
<b>Judy Kost</b>	<b>Spec Ed Paraprofessional</b>	
<b>Judy Kraynak</b>	<b>Special Education/Autistic</b>	
<b>Karen Kuba</b>	<b>Reg Education Paraprofessional</b>	
<b>Sharon Logudic</b>	<b>Special Education/Autistic</b>	
<b>Terri Redwinski</b>	<b>Library</b>	
<b>Wendy Zubick</b>	<b>Special Ed Paraprofessional</b>	

## DRUMS ELEMENTARY/MIDDLE SCHOOL BELL SCHEDULES 2018-2019

### ELEMENTARY SCHOOL

Staff Development	8:20-8:50
Homeroom	8:50-9:05
1 <sup>st</sup> period	9:06-9:46
2 <sup>nd</sup> period	9:47-10:27
3 <sup>rd</sup> period	10:29-11:09
4 <sup>th</sup> period	11:10-11:50
Lunch(6,5,2M,2S)	11:16-11:46
5 <sup>th</sup> period	11:52-12:32
Lunch (4,3,2G, 2J)	11:55-12:25
6 <sup>th</sup> period	12:33-1:13
Lunch (Kindergarten)	12:35-1:05
Lunch (1 <sup>st</sup> grade)	12:40-1:10
7 <sup>th</sup> period	1:15-1:55
8 <sup>th</sup> period	1:57-2:37
9 <sup>th</sup> period	2:38-3:18
Parent Pickup Dismissal (K-3) – Front of building	3:25
Parent Pickup Dismissal (4, 5,6) – Back of Building	3:27
Bus Dismissal	3:27-3:45
Teacher Dismissal	3:50

Middle School

Staff Development	7:20-7:50
Homeroom	7:52-8:08
1 <sup>st</sup> period	8:08-8:58
2 <sup>nd</sup> period	9:00-9:50
3 <sup>rd</sup> period	9:52-10:42
4 <sup>th</sup> period (Lunch)	10:44-11:14
5 <sup>th</sup> period	11:19-12:09
6 <sup>th</sup> period	12:11-1:01
7 <sup>th</sup> period	1:03-1:53
8 <sup>th</sup> period	1:55-2:45
Student Dismissal	2:45
Teacher Dismissal	2:50

### ELEMENTARY SCHEDULE

**Arrival - 8:30 AM**

**All Grades Kindergarten -6 , Main Entrance only.**

**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.**

## 2 HOUR DELAY

### MIDDLE SCHOOL

<b>Staff Development</b>	9:20-9:50
<b>Homeroom</b>	9:50-9:56
<b>1<sup>st</sup> period</b>	9:56-10:31
<b>2<sup>nd</sup> period</b>	10:33-11:08
<b>3<sup>rd</sup> period</b>	11:10-11:45
<b>4<sup>th</sup> period (Lunch)</b>	11:47-12:17
<b>5<sup>th</sup> period</b>	12:19-12:54
<b>6<sup>th</sup> period</b>	12:56- 1:31
<b>7<sup>th</sup> period</b>	1:33- 2:08
<b>8<sup>th</sup> period</b>	2:10-2:45
<b>Student Dismissal</b>	2:50

### ELEMENTARY

<b>Staff Development</b>	10:20-10:50
<b>Homeroom</b>	11:00-11:07
<b>1<sup>st</sup> period</b>	11:08-11:35
<b>2<sup>nd</sup> period</b>	11:36-12:03
<b>3<sup>rd</sup> period</b>	12:05-12:32
<b>4<sup>th</sup> period (6,5)</b>	12:33-1:03
<b>5<sup>th</sup> period (4,3,2G, 2J)</b>	1:04- 1:34
<b>6<sup>th</sup> period (K, 1, 2M, 2S)</b>	1:35-2:05
<b>7<sup>th</sup> period</b>	2:06- 2:32
<b>8<sup>th</sup> period</b>	2:33- 2:59
<b>9<sup>th</sup> period</b>	3:00-3:24
<b>K-3 Parent Pick-up</b>	3:25
<b>4, 5, 6 Parent Pick-up</b>	3:27
<b>Bus Dismissal</b>	3:27-3:45
<b>Teacher Dismissal</b>	3:50



# 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.**

# 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. Lynn Shamany, 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:

<b>Breakfast: \$1.00</b>	<b>Reduced Breakfast: \$0.30</b>
<b>Lunch: \$2.00</b>	<b>Reduced Lunch: \$ 0.40</b>
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.

**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**

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.

Book

Policy Manual

Section

200 Pupils

Title

Dress and Grooming

Number

221

Status

Active

Adopted

September 16, 2010

Last Revised

May 24, 2018

### **Purpose**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

### **Authority**

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]](#)[\[2\]](#)

The Board shall require students to wear standard dress, as stipulated in Board policy.[\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

### **Delegation of Responsibility**

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[\[2\]](#)

Exceptions to the Dress Code may be made by the Superintendent for medical or religious reasons.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[\[3\]](#)

## 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.

Shorts as described in this policy, are permitted to be worn from the beginning of the school year until October 1 of that year. In the spring, shorts may be worn starting April 20 until the end of the school year.

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.

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, as other items may not be listed:

1. No cargo pants.
2. No baggy/skateboard pants.
3. No denim tops or look-alike denim/corduroy stretch pants.
4. Medical-type scrubs or pajama pants will not be allowed.
5. No spandex stretch or legging pants except for medical reasons or if a dress is over top of the described pants
6. No mini/micro skirts (no more than three (3) inches above the knee).
7. No hats, caps, headbands, or bandanas.
8. No bare midriff or low cut, scoop neck tops.



9. No tank tops, tube tops, halter tops, or sleeveless shirts.
- 10.No off-the-shoulder garments.
- 11.No sheer clothing.
- 12.No chains, dog collars or spike bracelets/necklaces.
- 13.No clothing or article deemed sexually suggestive or condoning violence, drug/alcohol/tobacco use, suicide or vulgar language.
- 14.No dresses, shorts, skirts, or skorts that are more than three (3) inches above the knee.
- 15.No display of any undergarments.
- 16.No camouflage clothing.
- 17.No open-toed shoes or "flip flops" are permitted.

### 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

# Attendance Policy

Book: Policy Manual

Section: 200 Pupils

Title: Attendance

Number: 204

Status: Active

Adopted: September 16, 2010

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Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Curricula are planned courses taught as a progression of learning activities and ideas with each day's work building on work previously done. Attendance in class is a basic student responsibility and is of the utmost importance in the awarding of credit.[1][2][3][4][5][6][7][8]

## Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][7][9][10][11][12]

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.[12] (Medical Note required after three (3) days)
2. Quarantine. (Medical note required to be excused and to return to school)
3. Family emergency. (Approval of Building Administration)
4. Recovery from accident. (Medical note required to be excused and to return to school)
5. Required court attendance. (Note from Court)
6. Death in family. (Parent Note and Obituary/Mass Card)
7. Family educational travel, with prior approval. (Superintendent approval ONLY)
8. Educational tours and trips, with prior approval.[13] (Superintendent approval ONLY)

A maximum of ten (10) days of cumulative absences verified by written parental notification shall be permitted during a school year. Parent/Guardian signature is required on written notification. All absences beyond these ten (10) cumulative days shall require a legal excuse (see numbers 1 – 8 above).

All absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days upon return to school. It is the parent's/guardian's responsibility to supply the excuse note.

Students who are unable to attend school due to leaving the country, state, or boundaries of the school district will be marked absent. The only exception being when the student is/was educated by another educational entity, in which case the student will be/has been withdrawn from the Hazleton Area School District and enrolled in another verifiable educational entity.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.[7][14][15]

Attendance need not always be within school buildings. 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 Hazleton Area School District 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; the student is receiving approved homebound instruction.[3][11][16][17][18][19][20][21]

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[22]

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[22][23]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[6][9]

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances for the student, family emergencies, and other urgent reasons.[11][12]

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[9][10][24]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[3][25]

3. Students attending college who are also enrolled part-time in district schools.[26]

4. Students attending a home education program in accordance with law.[27][28]

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[3]

6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[10]

7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[10][17]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[3][16][19]

2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.[24]

3. Students enrolled in special schools conducted by the Luzerne Intermediate Unit No. 18 or the Department of Education.[3]

In the case of a student with disabilities, where the absence is caused by or directly related to the student's disability, attendance regulations/grading shall be addressed by an IEP Team or Section 504 Team.[29][30]

#### Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[13]

1. The parent/guardian submits a written request for excusal **prior to the absence**.

2. The student's participation has been approved by the Superintendent or designee.

3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

Absences due to an educational tour or trip may not exceed ten (10) cumulative days within the school year.

#### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district/school web site and other efficient methods.[6]

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.[31][32][33][34][42][43]

2. Govern the keeping of attendance records in accordance with law.[36][37]

3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.[6]

4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.[14][15][38][39][40]

5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.

6. Ensure that students legally absent have an opportunity to make up work.

7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[14][15]

#### Legal

1. 24 P.S. 1301 36. 24 P.S. 1332
2. 24 P.S. 1326 37. 24 P.S. 1339
3. 24 P.S. 1327 38. 24 P.S. 1338
4. 22 PA Code 11.12 39. Pol. 218
5. 22 PA Code 11.13 40. Pol. 233
6. 22 PA Code 11.41 41. 24 P.S. 1318
7. 22 PA Code 12.1 42. 22 PA Code 11.2
8. Pol. 200 43. 22 PA Code 11.3
9. 24 P.S. 1329 22 PA Code 11.8
10. 24 P.S. 1330 22 PA Code 11.24
11. 22 PA Code 11.23 24 P.S. 510
12. 22 PA Code 11.25 Pol. 000
13. 22 PA Code 11.26
14. 24 P.S. 1333
15. 24 P.S. 1354
16. 22 PA Code 11.22
17. 22 PA Code 11.28
18. Pol. 115
19. Pol. 116
20. Pol. 117
21. Pol. 118
22. 22 PA Code 11.21
23. 24 P.S. 1546
24. 22 PA Code 11.34
25. 22 PA Code 11.32
26. 22 PA Code 11.5
27. 24 P.S. 1327.1
28. Pol. 137
29. Pol. 103.1
30. Pol. 113
31. 24 P.S. 1501
32. 24 P.S. 1504
33. 22 PA Code 4.4
34. 22 PA Code 11.1