

**Hazleton Area School District**

# **DRUMS**

**ELEMENTARY/MIDDLE SCHOOL**



**Student Handbook**

**2024-2025**

# **Drums Elementary/Middle School**

85 South Old Turnpike Road  
Drums, PA 18222  
Phone: (570) 459-3221, Ext. 20500  
Fax: (570) 788-3276  
Website: [www.hasdk12.org](http://www.hasdk12.org)

## **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 curriculum, and integrated technology in an inclusive environment.*

### **Principal**

**Mr. Matthew Marnell**  
Ext. 20505

### **Assistant Principal**

**Mr. Nicholas Flaim**  
Ext. 20501

### **Guidance Counselor**

Ms. Anne Marie Ferdinand  
Ext. 20516

### **School Nurse**

Mrs. Tamantha Limongelli  
Ext. 20591

### **Full Time Secretary**

Mrs. Doreen Catina  
Ext. 20500

### **Part Time Secretary**

Ms. Muriel Skuba  
Ext. 20500

### **Security Officer**

Mrs. Diane Fedor  
Ext. 20593

### **School Police Officer**

Officer Patrick Loftus  
Ext. 20594

## **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: **Daniel Rodgers, Title IX Coordinator, (570) 459-3221, Ext. 3444.**

## School Mission Statement

Provide a safe, caring, and respectful learning environment where:

Each student in each grade level moves 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

REGULAR EDUCATION STAFF:		
GRADE	TEACHER	SUBJECT
Kindergarten	Mrs. Amy Bugda	Reading, English/Language Arts, Math
Kindergarten	Ms. Tara Kozel	Reading, English/Language Arts, Math
Kindergarten	Mrs. Cheyenne Payne	Reading, English/Language Arts, Math
Kindergarten	Mrs. Heather Stefanik	Reading, English/Language Arts, Math
1 <sup>st</sup> Grade	Mrs. Elizabeth Moore	Reading, English/Language Arts, Math
1 <sup>st</sup> Grade	Mrs. Kelcey Prushinski	Reading, English/Language Arts, Math
1 <sup>st</sup> Grade	Mrs. Jamie Watt	Reading, English/Language Arts, Math
2 <sup>nd</sup> Grade	Mrs. Stacey Bottley	Reading, English/Language Arts, Math
2 <sup>nd</sup> Grade	Mrs. Melissa McGee	Reading, English/Language Arts, Math
2 <sup>nd</sup> Grade	Ms. Ann Olenick	Reading, English/Language Arts, Math
2 <sup>nd</sup> Grade	Mrs. Erica Testa	Reading, English/Language Arts, Math
3 <sup>rd</sup> Grade	Mrs. Danielle Bernstein	Science/Social Studies, English Language Arts
3 <sup>rd</sup> Grade	Mrs. Ashley Bonomo	Math, English/Language Arts
3 <sup>rd</sup> Grade	Mrs. Angela McNally	Reading, English/Language Arts
3 <sup>rd</sup> Grade	Mrs. Eileen Pursell	Science/Social Studies
4 <sup>th</sup> Grade	Mrs. Rachelle Mallets	Math, Science/ English Language Arts
4 <sup>th</sup> Grade	Mrs. Jessica Ciampi	Reading, English/Language Arts
4 <sup>th</sup> Grade	Mrs. Renee Wetterau	Science/Social Studies, English/Language Arts

**REGULAR EDUCATION STAFF (continued):**

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECT</b>
5 <sup>th</sup> Grade	Mrs. Jessica Shafer	Math, English Language Arts
5 <sup>th</sup> Grade	Mr. David Gould	Reading, English/Language Arts
5 <sup>th</sup> Grade	Mrs. Meredith O'Donnell	Science/Social Studies, English/Language Arts
6 <sup>th</sup> Grade	Mrs. Kelly DeBalko	Math, English Language Arts
6 <sup>th</sup> Grade	Mrs. Faith Mrochko	Reading, English/Language Arts
6 <sup>th</sup> Grade	Mrs. Melissa Steber	Science/Social Studies, English/Language Arts
8 <sup>th</sup> Grade	Mr. Michael Bugda	Algebra I, Foundations of Algebra
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mrs. Casey DeCosmo	English/Language Arts
7 <sup>th</sup> Grade	Mrs. Kathy Passon	Reading
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mrs. Trisha Spaide	Algebra Concepts, Pre-Algebra, Foundations of Algebra
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mrs. Melissa Stauffer	Social Studies
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mr. Frederick Blase	Science

**SPECIAL EDUCATION STAFF:**

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECT</b>
KG – 8 <sup>th</sup> Grade	Ms. Christine DeLash	Special Education Supervisor
Kindergarten	Ms. Rachel Kapes	Autistic Support
1 <sup>st</sup> -4 <sup>th</sup> Grade	Mrs. Theresa Gawlas	Autistic Support
Kindergarten	Ms. Amber Hook	Autistic Support
1 <sup>st</sup> -3 <sup>rd</sup> Grade	Mrs. Alison Kerstetter	Autistic Support
Kindergarten	Mrs. Sherri Konopka	Autistic Support
2 <sup>nd</sup> /3 <sup>rd</sup> Grade	Ms. Brenda Crosley	Autistic Support
KG – 6 <sup>th</sup> Grade	Mr. Rob Hudak	Learning Support
KG – 6 <sup>th</sup> Grade	Ms. Mary Kisatsky	Learning Support
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mrs. Jennifer Lydon	Learning Support
KG – 8 <sup>th</sup> Grade	Mrs. Brittany Barletta	Occupational Therapist
KG – 8 <sup>th</sup> Grade	Mrs. Tonya Dale-Osadche	Speech Therapist
KG – 8 <sup>th</sup> Grade	Mrs. Stacey Shay	Hearing Therapist
KG – 8 <sup>th</sup> Grade	Mrs. Rebecca Marchetti	Speech Therapist
KG – 8 <sup>th</sup> Grade	Mrs. Beth Lamana	Physical Therapist
KG – 8 <sup>th</sup> Grade	Ms. Jennifer Angelo	Gifted Support
KG – 8 <sup>th</sup> Grade	Mrs. Jennifer Ambosie	Social Work

**SPECIALIST/ITINERANT EDUCATION STAFF:**

<b>GRADE</b>	<b>TEACHER</b>	<b>SUBJECT</b>
4 <sup>th</sup> -8 <sup>th</sup> Grade	Mrs. Krysta Artim	Band
8 <sup>th</sup> Grade	Mrs. Lauren Candelora	Computer Science, Career Applications
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Ms. Kaitlyn Marhelko	Art
KG – 6 <sup>th</sup> Grade	Mr. Josh Wenner	Physical Education
KG – 8 <sup>th</sup> Grade	Ms. Noelle Humphries	Music
KG – 6 <sup>th</sup> Grade	Mrs. Sara Kelso	Art
KG – 8 <sup>th</sup> Grade	Mrs. Stacia Kutney	English Language Development
4 <sup>th</sup> Grade	Mr. Robert Kotansky	Health
KG – 8 <sup>th</sup> Grade	Mr. Michael Latoff	Interventionist
5 <sup>th</sup> Grade/6 <sup>th</sup> Grade	Mrs. Ronny O'Brien	Computer Literacy
7 <sup>th</sup> Grade/8 <sup>th</sup> Grade	Mrs. Jaclyn Smolinsky	Health, Physical Education
7 <sup>th</sup> Grade	Cassandra Deritis	Library Science
8 <sup>th</sup> Grade	Mrs. Mary Jo Zola	Career and Consumer Science

**PARAPROFFESIONAL/OTHER STAFF:**

<b>NAME</b>	<b>POSITION</b>
Mrs. Renee Fendrick	Elementary Special Education/Autistic Support
Mrs. Janell Davies	Elementary Special Education/Autistic Support
Ms. Lynn Ferry	Elementary Special Education/Learning Support
Ms. Bonnie Gemmell	Elementary Special Education/Autistic Support
Mrs. Pam Hammell	Middle School Special Education/Learning Support
Ms. Carina Hernandez	Elementary Special Education/Autistic Support
Mrs. Judy Kost	Elementary Special Education/Learning Support
Ms. Judy Kraynak	Elementary Special Education/Autistic Support
Mrs. Cathy Shovlin	Regular Education
Mrs. Karen Kuba	Regular Education
Ms. Grace Maganelli	Elementary Special Education/Autistic Support
Mr. Bob Maso	Elementary Special Education/Autistic Support
Mrs. Kim Lipinski	Elementary Special Education/Autistic Support
Mrs. Kelly Merenich	Elementary Special Education/Autistic Support
Mrs. Kathryn Parsons	Elementary Special Education/Autistic Support
Ms. Tara Gennaro	Elementary Special Education/Autistic Support
Mrs. Daneen Pazdon	Library Aide
Ms. Dietra Banning	Elementary Special Education/Autistic Support
Mrs. Cathy Shovlin	Regular Education
Dr. Benjamin Arias	Bilingual Liaison
Mrs. Susan Kalada	Office Assistant
Mr. Vincent Gabriel	Head Custodian
Mrs. Jillian Majors	Cafeteria Manager
Mr. Dave Molinaro	Maintenance



# Drums Elementary/Middle School

## Elementary School Bell Schedule

2024-2025

### Regular Schedule

Teacher Sign In	8:20
Staff Development	8:20 – 8:50
Homeroom	8:50 – 9:05
1 <sup>st</sup> Period	9:05 – 9:45
2 <sup>nd</sup> Period	9:45 – 10:25
3 <sup>rd</sup> Period	10:27 – 11:07
4 <sup>th</sup> Period	11:08 – 11:48
5 <sup>th</sup> Period	11:49 – 12:29
6 <sup>th</sup> Period	12:30 – 1:10
7 <sup>th</sup> Period	1:11 – 1:51
8 <sup>th</sup> Period	1:53 – 2:33
9 <sup>th</sup> Period	2:35 – 3:15
Parent Pick Up	3:20
Bus Student Dismissal	3:25 – 3:45
Teacher Dismissal	3:50
<b>Elementary Lunch*</b>	
4 <sup>th</sup> Lunch (Grades 5/6)	**11:08 – 11:38
5 <sup>th</sup> Lunch (Grades 1/4)	11:49 – 12:19
6 <sup>th</sup> Lunch (Grades 2/3)	12:30 – 1:00
7 <sup>th</sup> Lunch (Grades K)	1:11 – 1:41

### 2 Hour Delay Schedule

Teacher Sign In	10:20
Staff Development	10:20 – 10:50
Homeroom	10:55 – 11:05
1 <sup>st</sup> Period	11:05 – 11:30
2 <sup>nd</sup> Period	11:30 – 11:55
3 <sup>rd</sup> Period	11:57 – 12:22
4 <sup>th</sup> Period	12:24 – 12:54
5 <sup>th</sup> Period	12:58 – 1:28
6 <sup>th</sup> Period	1:32 – 2:02
7 <sup>th</sup> Period	2:02 – 2:27
8 <sup>th</sup> Period	2:27 – 2:52
9 <sup>th</sup> Period	2:52 – 3:17
Parent Pick Up	3:20
Bus Student Dismissal	3:25 – 3:45
Teacher Dismissal	3:50
<b>Elementary Lunch*</b>	
4 <sup>th</sup> Lunch (Grades 5/6/KK/KP)	**12:24 – 12:54
5 <sup>th</sup> Lunch (Grades 1/4/KB/KS)	12:58 – 1:28
6 <sup>th</sup> Lunch (Grades 2/3)	1:32 – 2:02

### Additional Elementary Schedule Information:

- Arrival: 8:30am – 8:50am
  - Elementary students should not arrive prior to 8:30am.
  - Students being dropped off by personal vehicles should be dropped off at the back of the building.
- Breakfast Served: 8:30am – 8:45am
- Dismissal: 3:20pm – 3:50pm
  - Depending on grade level and buses, dismissal takes place in both the front and back of the building.
- Early Dismissal:
  - Parents must send a note to their child’s teacher for early dismissal.
  - Parents must come into the Main Office and sign the student out of the building at the time designated on the note sent to the teacher.
- Procedures:
  - 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.

# Drums Elementary/Middle School

## Middle School Bell Schedule

2024-2025

### 7<sup>th</sup> and 8<sup>th</sup> Grade Regular Schedule

Teacher Sign In	7:20
Staff Development	7:20 – 7:50
Student Cafeteria Dismissal	7:48**
Homeroom	7:50 – 7:55
1 <sup>st</sup> Period	7:55 – 8:45
2 <sup>nd</sup> Period	8:47 – 9:37
3 <sup>rd</sup> Period	9:39 – 10:29
<b>LUNCH (4<sup>th</sup> Period)</b>	<b>*10:32 – 11:02*</b>
5 <sup>th</sup> Period	**11:09 – 11:59
6 <sup>th</sup> Period	12:02 – 12:52
7 <sup>th</sup> Period	12:55 – 1:45
8 <sup>th</sup> Period	1:48 – 2:38**
Student Dismissal	2:45

### 7<sup>th</sup> and 8<sup>th</sup> Grade 2-Hour Delay Schedule

Teacher Sign In	9:20
Staff Development	9:20 – 9:50
Student Cafeteria Dismissal	9:48**
Homeroom	9:52 – 10:00
1 <sup>st</sup> Period	10:00 – 10:34
2 <sup>nd</sup> Period	10:36 – 11:10**
3 <sup>rd</sup> Period	11:14 – 11:48
<b>LUNCH (4<sup>th</sup> Period)</b>	<b>*11:50 – 12:20*</b>
5 <sup>th</sup> Period	12:22 – 12:56
6 <sup>th</sup> Period	12:58 – 1:30**
7 <sup>th</sup> Period	1:34 – 2:06
8 <sup>th</sup> Period	2:08 – 2:40
Student Dismissal	2:45

### Additional Middle School Schedule Information:

- Arrival: 7:20am – 7:50am
  - Students being dropped off by personal vehicles should not arrive prior to 7:20am.
  - All students enter the building in the back of the building.
- Breakfast Served: 7:20am – 7:45am
- Homeroom: Students not in homeroom by 7:55 are considered late to school.
- Dismissal: 2:45pm
  - All students exit through the back of the building.
  - Students waiting for buses will be supervised in the cafeteria.
- Early Dismissal:
  - Parents must send a note to their child's teacher for early dismissal.
  - Parents must come into the Main Office and sign the student out of the building at the time designated on the note sent to the teacher.
- Procedures:
  - 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.



## REPORTING AN ABSENCE

1. A parent/guardian needs to call Drums Elementary/Middle School when a student will not be attending school. Parents/Guardians should call (570) 459-3221, ext. 20500 and **LEAVE A VOICEMAIL** if no one is available to answer the phone.
  - a. Please call daily for multiple day absences.
  - b. No phone calls from students will be accepted. The call must come directly from the parent/guardian responsible for the student.
  - c. Phone calls related to daily attendance should be made to the office by 8:00am (Middle School)/9:00am (Elementary School) on the day a child will be absent.
  - d. When leaving a message, please clearly state the child's name, grade, and reason for absence. You will not receive a return phone call. If you are requesting homework, please leave this information in your voicemail.
2. Student is to bring legal excuses (doctor, dental, court, or funeral) the day he/she returns from absence(s).
  - a. Elementary students must submit excuses to their homeroom teacher who will then send them to the office staff. Middle school students should submit excuses directly to the office staff.
  - b. **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 8:00am and 9:45am, the student is tardy.

If a student arrives after 9:45am, the student is absent for the AM session.

If a student leaves before 12:45pm, the student is absent for the PM session.

If a student leaves after 12:45pm, the student is present for the entire day.

### **Elementary School:**

If a student arrives between 9:00am and 10:45am, the student is tardy.

If a student arrives after 10:45am, the student is absent for the AM session.

If a student leaves before 1:15pm, the student is absent for the PM session.

If a student leaves after 1:15pm, the student is present the entire day.

### **Exclusion from School by Nurse:**

If the nurse sends a student home during the day the student will be coded as "NV" for that day, indicating the student was sent home by the nurse.

## 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 be signed out by a parent/guardian in the main office and upon returning must be signed 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 8:00am.
- **Middle School** – The policy for middle school homework is to be determined by the individual teachers. Students will be able to find any missed assignments on Microsoft Teams. Please call by 8:00am if books or notebooks need to be collected from the student's locker.

## 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. 6:00am) and be repeated several times. If possible, the announcements will be made the night before. The announcements will be issued to the following television stations: WNEP TV-16, WYOU TV-22, and WBRE TV-28. Also, the HASD website will list closings or delays, and a message will be sent to families with an email address on file. It is important to take note of the type of snow day. If a Flexible Instruction Day is used, students will be responsible for completing assignments at home during the school closing.

## PHONE CALLS

Please make every effort to let your child know where he or she is to go after school and who to expect at pickup. 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**

If you have a change of address and/or phone number at any time, notify the Administration office immediately by providing three (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.**

## **CHANGE OF PHONE NUMBER**

Contact the Main Office (570) 459-3221, ext.20500. Our school office is only able to update the main phone number assigned to a family.

## **CAFETERIA**

Every student will be issued a student identification number which will be used to identify any needs within the cafeteria. Currently, all students receive a free lunch, but have the option to purchase additional food items. Should you choose to add money to your child's cafeteria account, you may send in cash in an envelope labeled with the child's name and ID number. Checks should be made out to **HASD CAFETERIA FUND**. For those who choose not to keep money in your child's account, you may send cash daily for students to order extra items.

### **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 students' 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. Students 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 four, 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

<b>ELEMENTARY (Grades 3-6)</b>	<b>SECONDARY (Grades 7-12)</b>
<b>Highest Honors</b> an average of 97 or better for the marking period.	<b>Highest Honors</b> an average of 97 or better for the marking period.
<b>First Honors</b> an average of 93-96 for the marking period.	<b>First Honors</b> an average of 93-96 for the marking period.
<b>Second Honors</b> an average of 85-92 for the marking period.	<b>Second Honors</b> an average of 85-92 for the marking period.
A grade below 85 <b>in any MAJOR subject or below 70 in any NON-MAJOR subject</b> disqualifies a student from making the honor roll.	A grade below 85 <b>in any subject</b> disqualifies a student from making the honor roll.
An "INC" disqualifies a student for the marking period.	An "INC" disqualifies a student for the marking period.

## 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 a 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 students' 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>)** YOU MAY ACCESS ON YOUR SKYWARD ACCOUNT. If you don't have access, please call the office 20500

**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 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/COMPUTERS**

Textbooks and computers are loaned to students for their use during the school year and are to be kept clean and handled carefully. When books/computers are distributed, the classroom teacher notes the condition of the book/computer, and the students sign agreeing to that condition. Any questions regarding the condition of the book/computer must be resolved at that time. Students will be responsible to pay for books/computers 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. Students who damage computers will be referred to the office for payment procedures. Insurance is available to families to insure individual computers.

## **FIRE DRILLS/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, he or she 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.

## **SCHOOL WEBSITE**

Our school has its own webpage, and each individual teacher maintains a website with information specific to his or her class. The web address is [www.hasdk12.org/drums](http://www.hasdk12.org/drums). When on the website, click the teachers link and you will find each teacher listed by last name.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held.

In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons. Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations. Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations. When a student is identified as being McKinney-Vento eligible, staff will: Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students) Provide school supplies and other school related materials as needed Advocate for and support students and families through school and home visits Set clear expectations for student behavior, attendance and academic performance Assist students/families access with community services Assist students/families with access to tutoring, special education, and English language learner resources Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation. For additional information, contact LEA Homeless Liaison at (570) 459-3221 ext. 81527

## **Dress Code Policy**

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Active
Adopted	September 16, 2010
Last Revised	August 11, 2022
Prior Revised Dates	05/24/2018

### **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]

### **Guidelines**

#### **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.

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/slides, Crocs (or look-a-likes), platform shoes.

#### Discipline Guidelines

The following discipline guidelines apply to students 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
Code	204
Status	Active
Adopted	September 16, 2010
Last Revised	April 8, 2021

### **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)

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 – 6 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**

Parents/Guardians are provided with ten (10) parental note days during any given school year. With that, the district will no longer accept Non-School Sponsored Educational Trips or Tours forms. Parents/Guardians may use any number of their ten (10) parental note days throughout the school year; however, these parental notes may also be used for illness and early dismissals. Anything above the ten (10) days will require a doctor's note.

Religious holidays shall be honored. A notification, in writing, describing the holiday, must be submitted to the building principal at least two (2) weeks prior to the absence.[1][2]

### **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

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

## **School Discipline Policy**

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Active
Adopted	September 16, 2010
Last Revised	March 28, 2019

### **Purpose**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[1][2][3][4][5]

The Board shall adopt a Student Code of Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Student Code of Conduct governing student discipline.[2][3][4][5][6][7]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.[8]

Any student disciplined by a district employee shall have the right to notice of the infraction.[9]

Suspensions and expulsions shall be carried out in accordance with Board policy.[9]

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would violate the Student Code of Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[10][11]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Student Code of Conduct.
5. The conduct involves the theft or vandalism of school property.

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent shall appoint a committee of staff members and students to review the Student Code of Conduct annually and to advise on alterations and modifications.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Student Code of Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Student Code of Conduct shall be available in each school library and school office.[2][7]

The Superintendent shall report to the Board periodically the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.[12][13]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[12]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]

## Guidelines

### Parental Reinforcement

Because parents/guardians have the most power to reinforce good behavior or change behavior that is unacceptable, the Board requires that:

1. School rules, the Student Code of Conduct and applicable Board policies be sent home at the beginning of each school year.
2. Parents/Guardians shall discuss the rules with their children so that students know their parents/guardians will work together with the school in ensuring that all rules shall be followed.
3. If disruptive behavior occurs, the parent/guardian shall be required to come to school to help solve problems.
4. Parents/Guardians shall sign a form indicating their cooperation and support.

### Student Theft

#### *First Offense –*

For amounts less than twenty dollars (\$20.00), theft shall be handled within the district with suspension from school according to current Board policy, restitution of losses and community service for the district of twenty (20) hours.[9]

For amounts over twenty dollars (\$20.00), the student shall be reported to law enforcement authorities.

#### *Second Offense –*

For any amount, the student shall be reported to law enforcement authorities.

Legal

[1. 24 P.S. 510](#)

[7. Pol. 235](#)

[13. 24 P.S. 1318](#)

[2. 22 PA Code 12.3](#)

[8. 22 PA Code 12.5](#)

[20 U.S.C. 7114](#)

[3. 22 PA Code 12.4](#)

[9. Pol. 233](#)

[22 PA Code 12.1 et seq](#)

[4. Pol. 103](#)

[10. Pol. 122](#)

[22 PA Code 403.1](#)

[5. Pol. 103.1](#)

[11. Pol. 123](#)

[Pol. 225](#)

[6. 22 PA Code 12.2](#)

[12. 24 P.S. 1317](#)



## **STUDENT DISCIPLINE RULES FOR SECONDARY STUDENTS**

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

For secondary students, any student late for school or class will have that late logged by an administrator for the first offense of each marking period/quarter. Subsequent late arrivals (2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> offenses) will result in after-school detention being assigned. A student who is late five (5) times in any quarter will be suspended and each subsequent late arrival will result in additional disciplinary consequences.

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

### **Group I Infractions**

**1<sup>st</sup> Infraction – warning**

**2<sup>nd</sup> 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. Skateboard, bicycles, scooters, etc., are not allowed on school district property
8. Failure to attend detention.
9. Unauthorized driving to and from school by students 9<sup>th</sup> grade and under.
10. Violation of Electronic Devices Policy #237
11. Violation of the Dress and Grooming Policy #221.

### **Group II Infractions**

**1<sup>st</sup> and 2<sup>nd</sup> 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.**

**3<sup>rd</sup> and 4<sup>th</sup> 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.**

**5<sup>th</sup> 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.**

**6<sup>th</sup> Infraction – An expulsion hearing by the Board of Education**

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

1. Leaving school without permission
2. Truancy \*
3. Disrespect to school officials or contracted employees acting in their official capacity (e.g. verbal abuse of a teacher)
4. Disruption of the teaching/learning process resulting in removal of student from classroom
5. Violation of the Student Discipline (student Theft) Policy #218
6. Violation of the Acceptable Use of Internet, Computers and Network Resources Policy #815
7. \*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**

**Group III infractions may result in either a suspension or referral to the School Board for expulsion as deemed appropriate by the principal. The Principal in making this determination shall look at the totality of the circumstances involving the alleged infraction and will either suspend or refer to expulsion based upon the severity of the offense and surrounding facts. If the student is suspended, 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.**

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

1. Fighting \*
2. Unlawful acts – rioting, extortion, assault, moral offense, forgery, plagiarism, or other unlawful acts.\*
3. Violation of the Unlawful Harassment Policy #103
4. Violation of the Bullying/Cyberbullying Policy #249
5. Violation of the Controlled Substances/Paraphernalia Policy#227
6. \*The filing of a complaint with the magistrate or police for Group III infractions may occur at the discretion of the principal.

**Group III infractions are to be dealt with on a case-by-case basis and at the discretion of the principal.**

### **Group IV 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 expulsion hearing. The following Board policies are in effect:**

1. #218.1 – Weapons and Dangerous Instruments \*
2. #218.2 – Terroristic Threats/Acts
3. 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.**

### **STUDENT RULES FOR ELEMENTARY STUDENTS**

Because of the nature of early childhood, Grades K-2, interventions will be made in cooperation with the guidance counselor, IST, classroom teacher, parents/guardians, support agencies, etc. on a case-by-case basis in conjunction with the following rules.

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.**

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 assignments
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 desk 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 offense, 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 #103
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 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.**

## **Transportation Policy**

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	August 18, 2011
Last Revised	July 27, 2016

### **Purpose**

Transportation for students shall be provided in accordance with law and Board policy.

### **Authority**

The Board shall provide or contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[11][12][1][20][2]

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[2][3]

The Board shall transport handicapped students without regard to distance or hazardous walking conditions.[4][5][6][7]

The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.[1]

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district or contractor has evaluated the results of that screening process.[8][21][22]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[9]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[10]

### **Delegation of Responsibility**

The school bus driver shall be responsible for the discipline of students while they are being transported.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[11]

The Superintendent or designee shall be responsible to:

1. Prepare a district map or schedule indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.[11]
2. Maintain records and make required reports regarding school transportation.[11][12]
3. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[11]

#### Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.[8]
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.[23]

The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.[13]

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

#### Guidelines

##### Field Trips

On field trips, one (1) chaperone is required for every fifteen (15) elementary students and one (1) chaperone is required for every twenty (20) secondary students. A list of chaperones shall be approved by the building principal and submitted to the Superintendent.[11][14]

##### Walking Distance

Students eligible for transportation may be required to walk up to one and one-half (1 ½) miles to the location of the bus stop for transportation services, except as provided in this policy.[1][2]

##### Modification in Schedules

Prior to the beginning of each school year, the transportation schedules for that year shall be approved by the Board.

After the transportation schedules have been approved, minor modifications may be made by the administrative staff to ensure a safe and efficient transportation system. Changes which make a significant increase in the costs or increase the number of eligible students must be approved by the Board.

#### Assignment of Students

Each student for whom transportation is provided shall be assigned to a route and a stop. Students are not permitted to transfer to other stops and/or routes.

Parents/Guardians may request in writing that a student eligible for bussing be reassigned to a different stop and/or route. Each request shall be reviewed by the appropriate district administrator and may be granted in accordance with the following criteria:

1. The route operates from the student's assigned school.
2. The route does not have to be changed or extended.
3. The stop exists on the route; a new stop is not created.
4. The load on the vehicle will not exceed the legal limits for the vehicle.
5. The change does not increase the cost to the district.
6. The change shall be reasonably long-term except under emergency conditions.

The Superintendent or designee shall develop administrative regulations to implement this policy.

#### Emergency Drills

The district shall ensure, through adequate instruction and a minimum of two (2) actual drills each year, that every student is familiar with school bus emergency procedures, equipment, and safe loading and unloading operations, in accordance with law and regulations.[15]

In accordance with School Code requirements, the Board also requires that emergency drills be conducted on school buses as follows:[15][16]

1. All schools using or contracting for school buses for the transportation of school children shall conduct on school grounds two (2) emergency evacuation drills on buses during each school year, the first to be conducted during the first week of the first school term and the second during the month of March, and at such other times as the chief school administrator may require. Each drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of buses in the event of fires and accidents.
2. Bus operators shall be provided with proper training and instructions to enable them to carry out the provisions of law and may be required to attend classes and drills in connection therewith.
3. The Superintendent or designee shall develop administrative regulations to implement the provisions of this policy as required by law.

## Reporting Accidents

The Pennsylvania Department of Transportation requires that all accidents involving school buses be reported immediately by the driver.

The school bus driver in any accident, regardless of the severity or circumstances, must immediately contact the Supervisor of Transportation or designee.

The driver shall remain at the site of the accident and wait for the Supervisor of Transportation or designee to arrive.

After an evaluation of the accident, the Supervisor of Transportation or designee shall determine if the driver must be tested in accordance with Board policy. If testing is mandated by the Supervisor of Transportation or designee, the district's drug/alcohol testing procedure shall be followed.[17]

## Guidelines for Providing Transportation Services

### *Stop Locations –*

1. Stops shall generally be located no closer together than 1,500 feet; except on hazardous roads where stops may be scheduled no closer together than 500 feet.
2. Stops shall generally be located at intersections and not at a student's home. Exceptions may be made for special education students or for students living on hazardous roads.

### *Walking Distance –*

1. Students shall walk more than 0.25 miles to a bus stop for elementary grades or 0.5 miles for secondary grades to a bus stop; however, they may be required to walk up to 1.5 miles in accordance with state law.[2]
2. Exceptions may be made for students living in areas defined as hazardous by the Department of Transportation.

### *Time of Riding –*

1. **Ride time** is the time from which the first student boards the bus until that student is discharged. Ride time is one (1) way to school.
2. Times may be extended when the student resides in a location which is outside of the normal attendance area for a school.

### *Load Capacities –*

Local limits on buses shall generally be established as follows on a seventy-two (72) passenger bus:

1. Secondary (7-12) – 72.
2. Elementary (K-6) – 72.

### *Transfers –*

In the interest of efficiency and economy, transfer schedules may be established for both public and nonpublic school students when deemed necessary by the administration at approved loading zones which are located at local public or nonpublic schools.

## TRANSPORTATION RULES FOR ALL STUDENTS

To meet its responsibility to provide safe, efficient transportation for district students, the Board directs its administrative staff to follow this policy and administrative regulations in handling disciplinary problems occurring on district owned or contracted buses.[11]

The drivers of all district owned or contracted buses are responsible for maintaining control of students on or about their vehicles. Whenever problems arise which the driver is unable to resolve, it shall become necessary for the appropriate building principal or designee to give assistance. When this happens, the following procedure shall be followed:

1. The bus driver shall prepare a Bus Conduct Report and give it to the building principal, School Police Officer, designee, or security personnel.
2. If the report goes to the building principal or designee and action is taken, the building principal shall retain one (1) copy for his/her file, two (2) copies shall be returned to the Supervisor of Transportation, who shall inform the bus driver who filed, the report, and one (1) copy shall be mailed to the parents/guardians of the student(s) involved.

### School Bus Discipline Rules

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 & Beyond:** Suspension of riding privileges for twenty-five (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.
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.[18][19]

**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 –*

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.
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.[18][19]

**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 Supervisor 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 effect 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.

Legal	<u>4. 24 P.S. 1374</u>	<u>8. 24 P.S. 111</u>
<u>1. 24 P.S. 1361</u>	<u>5. 22 PA Code 23.3</u>	<u>9. 35 P.S. 4601 et seq</u>
<u>2. 24 P.S. 1362</u>	6. Pol. 103	<u>10. 67 PA Code 212.101</u>
<u>3. 67 PA Code 447.1 et seq</u>	7. Pol. 103.1	<u>11. 22 PA Code 23.4</u>

12. 22 PA Code 23.1

13. Pol. 317

14. Pol. 121

15. Pol. 805

16. 24 P.S. 1517

17. Pol. 810.1

18. Pol. 218

19. Pol. 233

20. 22 PA Code 23.2

21. 22 PA Code 8.1 et seq

22. 23 Pa. C.S.A. 6301 et seq

23. Pol. 304.3

22 PA Code 15.1 et seq

22 PA Code 23.6

24 P.S. 1331

24 P.S. 1365

24 P.S. 1366

24 P.S. 2541

24 P.S. 2542

49 CFR Part 37

49 CFR Part 38

Pol. 000

## **Electronic Device Policy**

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Active
Adopted	September 16, 2010
Last Revised	December 21, 2016

### **Purpose**

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

### **Definition**

**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, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

### **Authority**

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.[1]

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.[2]

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

### **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.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student’s attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[3][4]
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Student Code of Conduct.[5]

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board’s electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

**Guidelines**

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.[5][6][8]

The confiscated item will be returned at the end of the school day followed by parent notification.

**Exceptions**

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[7]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Legal	4. Pol. 123	8. Pol. 226
<u>1. 24 P.S. 510</u>	5. Pol. 218	Pol. 000
<u>2. 24 P.S. 1317.1</u>	6. Pol. 233	Pol. 815
3. Pol. 122	7. Pol. 113	<b>§</b>

**Health Care Services Health Care Services\*** in the Hazleton Area School System are provided by Pennsylvania Certified School Nurses (CSN) and Health Assistants (RNs). As a department within our school system, the school nurses promote a comprehensive school health program designed to appraise, protect, and promote the health of students. We believe that good health is a prerequisite to learning. School nurses have the opportunity to directly impact the health of students in their schools. By coordinating with families and their health providers we create a team approach to better meet the medical needs of our students. Please contact the school nurse if your child has a chronic health condition, especially if that condition may affect their school attendance. If your child has a medical condition that requires a nurse's care during the school day, be sure to inform your school nurse. This is important in order to find ways to accommodate your child's needs during the school day. \*For more information on medical services/procedures please see Health Services listed under Departments on the Hazleton Area School District web page.

## **Promotion and Retention Policy**

Book	Policy Manual
Section	200 Pupils
Title	Promotion and Retention
Code	810
Status	Active
Adopted	September 16, 2010
Last Revised	June 28, 2018

### **Purpose**

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

### **Authority**

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.[1][2][3][4]

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.[1][2][5]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.[8][9]

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[2]

### **Guidelines**

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Every effort shall be made to remediate a student's difficulties before s/he is retained.

On the elementary/middle level, the Instructional Support Team (IST) shall have the final responsibility for determining the promotion or retention of each student.

An appeal process shall be established by the Superintendent.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[5][6]

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[5]

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.[7]

#### Elementary/Middle School Promotion/Retention

Promotion in grades K-6 shall be determined by an Instructional Support Team (IST) in each elementary building.

Academic retention may occur only once in grades K-3, except in cases where both the parent/guardian and AT or child study team agree the student may be retained a second time.

In grades 4, 5 and 6, students who have failed two (2) major subjects should be retained. Any failed math or reading courses should be repeated at the grade level failed. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to the 7<sup>th</sup> grade.

In grades 7 and 8, students shall be required to successfully complete a minimum of ten (10) total credits before being promoted to the 9<sup>th</sup> grade:

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) (Specials), and one (1) credit in any area of study.
2. All courses taught in grades 7 and 8 will count for promotion to grade 9.
3. If possible, students shall not be scheduled to repeat courses passed in grade 7.
4. A student in grade 7 shall 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 major subjects and two (2) in any area.

\*\*\*\*The District/Administrative Team shall utilize multiple measures of academic performance and abilities in promotion and retention decisions. The team shall determine the educational setting most appropriate to their needs at various stages of their growth.\*\*\*\*

#### Senior High Promotion

Twenty-eight (28) credits earned through grades 9, 10, 11 and 12 shall be required for graduation.[7]

All students in grades 9, 10, 11 and 12 are required to schedule eight (8) full-credit courses each year, which shall include:

1. English - All students must schedule and earn four (4) credits.
2. Mathematics - All students must schedule and earn four (4) credits.

3. Social Studies - All students must schedule and earn four (4) credits.
4. Science - All students must schedule and earn four (4) credits.
5. Arts & Humanities - All students must schedule and earn two (2) credits.
6. Physical Education - All students must schedule physical education each year and must earn a minimum of two (2) credits. If a student is involved in athletics or an activity such as dance, gymnastics, etc., s/he may be excused from physical education (after two (2) credits are earned) to take a college level course. Permission must be granted by the guidance counselor, high school principal and Superintendent.
7. Health - All students must schedule health in 9<sup>th</sup> and 10<sup>th</sup> grade and earn a minimum of one (1) credit.

A 10<sup>th</sup> grade student must earn a minimum of thirteen (13) credits in order to have the possibility of graduating in two (2) years; and an 11<sup>th</sup> grade student must earn a minimum of twenty-one (21) credits in order to have the possibility of graduating in one (1) year.

Students enrolled in the academic or college preparatory curriculum must schedule a minimum of two (2) years of the same foreign language.

Summer Credits

No credit shall be given for courses taken in the summer. A student must earn all credits in classes taught during the regular school year.

Student may take up to two credit recovery per year with administrative team permission. Types of recovery credit are as follows:

1. Keystone Credit Recovery.
2. Migrant Education Credit Recovery.
3. Hazleton Area Virtual Academy.

Legal	<u>4. 22 PA Code 4.42</u>	<u>8. 22 PA Code 4.13</u>
<u>1. 24 P.S. 1531</u>	5. Pol. 213	9. Pol. 100
<u>2. 24 P.S. 1532</u>	6. Pol. 212	<u>24 P.S. 1533</u>
<u>3. 22 PA Code 4.12</u>	7. Pol. 217	Pol. 000



## **Student Identification Card Policy**

Book	Policy Manual
Section	200 Pupils
Title	Student Identification Card
Code	245
Status	Active
Adopted	September 16, 2010
Last Revised	August 11, 2022

### **Purpose**

The student identification card will help improve security in our schools. Students wearing a visible student identification card will be easily identified by other students and staff. In the future, the card shall also serve as a student services card that will include but not be limited to attendance, lunch card, bus card, activity card, etc.

### **Definitions**

**Student** - an individual between the ages of five (5) years to twenty-one (21) years of age enrolled in the Hazleton Area School District.

**ID** - student identification card.

**Staff** - a teacher, principal, nurse, guidance personnel, security officer, school police officer, substitute teacher, aide or maintenance personnel.

**Temporary Identification ID** - an ID printed by the Scholar Chip kiosk to act as a temporary identification form and presented to a student who is not in possession of his/her issued student ID card.

**Lanyard** - a school district approved break away style identification cord used by students to carry their ID card around their neck.

### **Authority**

During normal school hours and while on school district property, all students are required to wear an official Hazleton Area School District identification card. The identification card shall be worn on a lanyard around the student's neck. The identification card must be visible for staff and administration to see.[1]

The identification card is the property of the Hazleton Area School District. The student identification card must be relinquished to any staff member or bus driver upon request. If a student withdraws from the district, the identification card must be returned to the Security Office of the student's school.

### **Guidelines**

One (1) identification card shall be issued to each student at no cost. Due to material costs, a charge of five dollars (\$5.00), payable by check or money order, shall be charged for each replacement card. Replacement break away lanyards may be purchased at a cost of two dollars (\$2.00) each, payable to the Hazleton Area School District by check or money order only.

This charge shall be used to help defray the expenses of materials and creating an additional card. This fee shall be paid to security personnel at the photo identification site. Students are only allowed to possess one (1) identification card at a time.

If a card is lost, stolen, or broken, a temporary ID will be issued until a new identification card is made. This temporary ID will only be valid for a maximum of one (1) school day.

Students will be checked for their identification cards upon entry into a building. Teachers will be responsible for checking students as they enter their classrooms to ensure that they are still displaying their identification cards.

No student shall possess another student's identification card. If a student finds another student's identification card, that card must be immediately turned over to a member of the teaching staff, security, school police or administrative staff. The card shall then be turned over to Security who will be responsible for determining how the student became separated from his/her card and returning it to him/her.

New enrollees shall report to the Security Office as part of their registration process where they will be issued an identification card.

The photo identification equipment will be run and maintained by the Security Department.

Identification cards must be properly worn by all students at all times during the school year. The ID is to be worn in full display on the chest area on a district approved, break away lanyard.

It is a violation of school policy to be in possession of some other person's identification card or to lend an identification card to another person.

New photo identification pictures will be taken and new cards issued when necessary due to wear or substantial changes to a student's appearance.

Students are responsible to report lost, damaged or stolen identification cards immediately upon discovery to a teacher, security officer, school police officer or administrator. Security will be notified as soon as practical in order to document the missing card and issue a new card.

Students must be in adherence to the Dress Code when having a photo taken for an ID card. No gang colors or symbols shall be allowed. No sunglasses, hats or face masks shall be allowed.[2]

Students are responsible for presenting their identification card upon request to any staff member or bus driver.

Students are responsible to swipe or "tap" their identification card on any card reader as required.

Students who are not displaying their identification card or a temporary identification issued by security shall be sent to the office immediately.

Students are not allowed to alter, deface or otherwise change the appearance of their ID cards.

Discipline

<u>Level One</u> [3][4] Student reports that s/he forgot their ID card.	<u>Level Two</u> Student is caught without an ID card.	<u>Level Three</u> Student has a counterfeit ID or ID belonging to another student.
One-time occurrence is allowed. A temporary ID will be issued and the offense recorded.	<b>First Offense</b> - warning is recorded and a temporary ID issued if necessary. <b>Second Offense</b> - Parent/Guardian notified and a temporary ID issued if necessary. <b>Third Offense</b> - Out-of-school suspension, and counts towards a pre- expulsion.	<b>First Offense</b> - Suspension.  <b>Continued Offenses</b> - according to the discipline policy and all count towards pre-expulsion.

Legal

1. 24 P.S. 510

2. Pol. 221

3. Pol. 218

4. Pol. 233