

Hazleton Elementary / Middle School

August 24th, 2022



Welcome

Ms. Kupsho – Principal

Dr. Scarcella – Assistant Principal

Mrs. Planutis – Guidance Counselor

Mrs. McNeal, R.N. – Nurse

Ms. Daniela Sanchez – Bilingual Liaison

Officer Taylor – School Resource Officer

Mrs. Starrick – Security Officer

Mrs. Harvilla- Cafeteria Manager

School Nurse Information

School Nurse: Mrs. McNeal

- Emergency Cards: Please complete and return to school within the first week of school
- Please update phone numbers any time you change your number
- Please list alternate people who can pick up your child if you are not available to do so

School Nurse Information

School Nurse: Mrs. McNeal

- Medical Conditions: Please inform the nurse of any medical conditions your child may have such as allergies, food allergies, diabetes, asthma, or seizures. Please arrange an appointment with the school nurse to discuss any medical issues for you child.
- Medications: **Students are not allowed to carry any type of medication into the school!**
- If a student requires any type of medication during the school day, a parent must bring the medication to the school nurse for review. A doctor's order for the medication during school hours must accompany the medication! **All medication must be brought into school in the original pharmacy container with the student's name on it.**

School Nurse Information

School Nurse: Mrs. McNeal

- Illnesses: If your child is sick and needs to stay home, please utilize a parental note or obtain a doctor's note to keep your child home from school.
- Please keep your child home from school with fevers, vomiting, diarrhea, and any of rash that has not been seen by a doctor. All rashes must have a doctor's note stating the rash is **NOT CONTAGIOUS** for the student to be in school.

School Nurse Information

School Nurse: Mrs. McNeal

- Immunizations: All new students must provide proof of immunizations to be allowed to start school.
- Due to new immunization laws, students who are not fully immunized will not be allowed to start school or will have only 5 school days to get the required immunizations that are due in the vaccine series.
- Any questions on immunization status and if your child is not eligible to start school or requires further immunizations, please call or make an appointment with the school nurse.

School Nurse Information

School Nurse: Mrs. McNeal

- **Students are not allowed to text their parents to pick them up if they are ill. Students must follow procedures and if they are ill, they must be seen by the school nurse, the school nurse will determine if the child will be sent home. The school nurse will contact the parent to pick up their child at school.**

Middle School Bell Schedule

7 th Grade Regular Schedule			8 th Grade Regular Schedule	
Teachers Arrive	7:30		Teachers Arrive	7:30
Staff Development	7:30 – 8:00		Staff Development	7:30 – 8:00
Students Arrive	8:00 – 8:05		Students Arrive	8:00 – 8:05
Homeroom	8:05 – 8:15		Homeroom	8:05 – 8:15
1 st Period	8:15 – 9:05		1 st Period	8:15 – 9:05
2 nd Period	9:07 – 9:57		2 nd Period	9:07 – 9:57
LUNCH (3 rd Period)	10:02 – 10:32		3 rd Period	9:59 – 10:49
4 th Period	10:37 – 11:27		LUNCH (4 th Period)	10:54 – 11:24
5 th Period	11:29 – 12:19		5 th Period	11:29 – 12:19
6 th Period	12:21 – 1:11		6 th Period	12:21 – 1:11
7 th Period	1:13 – 2:03		7 th Period	1:13 - 2:03
8 th Period	2:05 – 2:50		8 th Period	2:05 – 2:50
Dismissal	2:50 – 3:00		Dismissal	2:50 – 3:00

Elementary Bell Schedule

Regular Schedule	
Teachers Arrive	8:10
Staff Development	8:10 – 8:40
Homeroom	8:40 – 9:00
1 st Period	9:00 – 9:40
2 nd Period	9:42 – 10:22
3 rd Period	10:24 – 11:04
4 th Period	11:06 – 11:46
5 th Period	11:48 – 12:28
6 th Period	12:30 – 1:10
7 th Period	1:12 – 1:52
8 th Period	1:54 – 2:34
9 th Period	2:36 – 3:06
Dismissal	3:12 – 3:40

Parent Drop Off Procedure (Middle School)

- All 7th and 8th grade students who are **dropped off** by their parents or walk to school must enter the building using the **WEST side doors (Manhattan Court)**.
- **Breakfast is served starting at 7:35 AM daily. Only students getting breakfast should enter the building at 7:35AM. All other students will be allowed in at 7:50AM.**
- **No student should arrive at school before 7:35AM.**

Parent Pick Up Procedure (Middle School)

- Students being picked up by parents will exit the building using the FRONT doors.

Grade	Time Children will be dismissed	Location where children are to be picked up
7 th & 8 th Grade	2:50 PM	Front of the Building
All Bus Students	2:52-3:00 PM	Southeast Door (Third Base Side of Building)

- Written notifications must be provided to the teacher when there is a change in a student's dismissal arrangements.
- Students assigned to a bus must ride that bus home unless a note indicating that the student is to walk or will be picked up is signed by the parent and submitted to the homeroom teacher.
- Middle students are NOT allowed to remain on property and wait for an elementary sibling. (They must wait in the auditorium or leave school district property and return at 3:10PM)

Parent Drop Off Procedure (Elementary)

- All 3RD to 6th grade students who are **dropped off** by their parents or walk to school must enter the building using the **WEST side doors (Manhattan Court)**.
- **Breakfast is served starting at 8:30 am daily. Only students getting breakfast should enter the building at 8:30am. Breakfast doors close at 8:37AM**
- All other students will be allowed in at 8:45AM.
- No student should arrive at school before 8:30AM.

Parent Pick Up Procedure (Elementary)

- Students being picked up by parents will exit the building using the WEST side doors.

Grade	Time Children will be dismissed	Location where children are to be picked up
3 rd & 4 th Grade	3:12 PM	Southwest Door Manhattan Court side of the building
5 th & 6 th Grade	3:16 PM	Northwest Door Manhattan Court side of the building
All Bus Students	3:12-3:40 PM	Southeast Door Third Base Luncheonette side of the building

- Written notifications must be provided to the teacher when there is a change in a student's dismissal arrangements.
- Students assigned to a bus must ride that bus home unless a note indicating that the student is to walk or will be picked up is signed by the parent and submitted to the homeroom teacher.

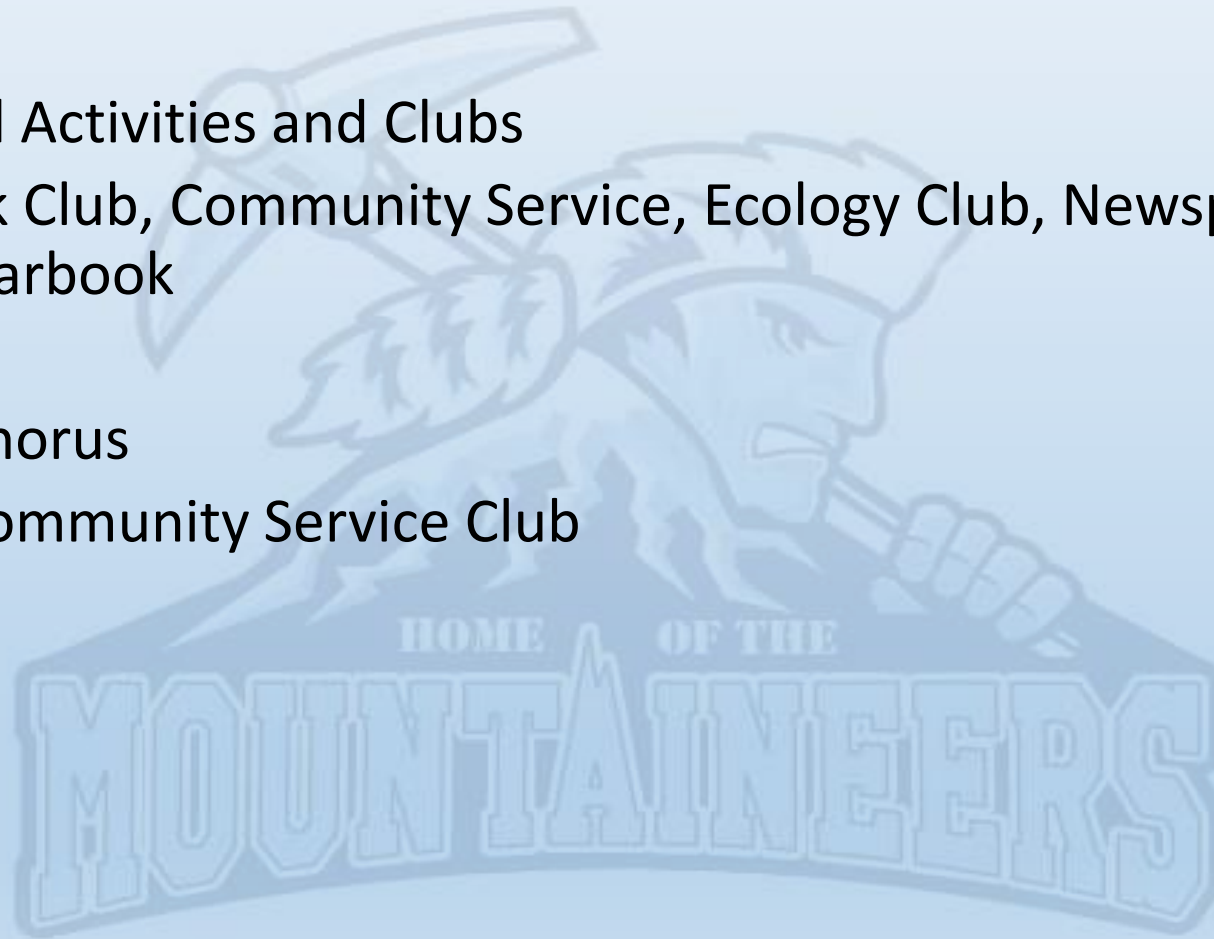
Clubs and Activities

Middle School Activities and Clubs

Art Club, Book Club, Community Service, Ecology Club, Newspaper, PJAS SADD, Spirit Club, Yearbook

Elementary Chorus

Elementary Community Service Club



Procedure for Students Leaving Early

- Parents must come into the main office and sign a student out of the building anytime a student needs to be excused early.
MUST SHOW ID.

- Anyone picking up a child from school must be listed in Skyward and/or on the emergency and crisis cards. They **MUST SHOW ID.** No one will be allowed to take a child from school unless they are listed.

- Parents who are picking up students early must do so by the following cut-off times:

Early Parent Pick Up Cut-Off Time:
2:30PM

Student Absences

- Please use this phone number to report an absence.

459-3221 Ext. 22500

- A parent/guardian must call Hazleton Elementary / Middle School when a student will not be attending school. A PHONE CALL MUST BE MADE FOR EVERY DAY A STUDENT IS ABSENT. PLEASE LEAVE A VOICE MAIL WITH YOUR CHILD'S FIRST, LAST NAME, GRADE LEVEL, AND REASON FOR ABSENCE.
- No phone calls from students will be accepted.
- A student is to bring legal excuses (doctor, dental, court, or funeral) the day he/she returns from absence(s). All students need to submit excuses to the secretary in the main office. All doctor's notes are to be submitted to the office within 3 days of the student's return.

Attendance Policy

Policy # 204 Attendance

[http://www.boarddocs.com/pa/hazl/Board.nsf/
goto?open&id=ATQQPG6A440F](http://www.boarddocs.com/pa/hazl/Board.nsf/goto?open&id=ATQQPG6A440F)

Dress Code Policy

Policy # 221 Dress and Grooming:

[http://www.boarddocs.com/pa/hazl/Board.nsf/
goto?open&id=AZAH7T46E4BF](http://www.boarddocs.com/pa/hazl/Board.nsf/goto?open&id=AZAH7T46E4BF)

Breakfast and Lunch

Café Manager: Mrs. Marianne Havrilla

- A free breakfast and lunch is provided for all students in the Hazleton Area School District.
- Students are provided one free breakfast and one free lunch. Any additional servings need to be paid for by the student.
- All students will utilize the finger scanner in order to receive breakfast and lunch.
- Students can purchase snack items as well.
- On two-hour delays breakfast is served (grab and go)

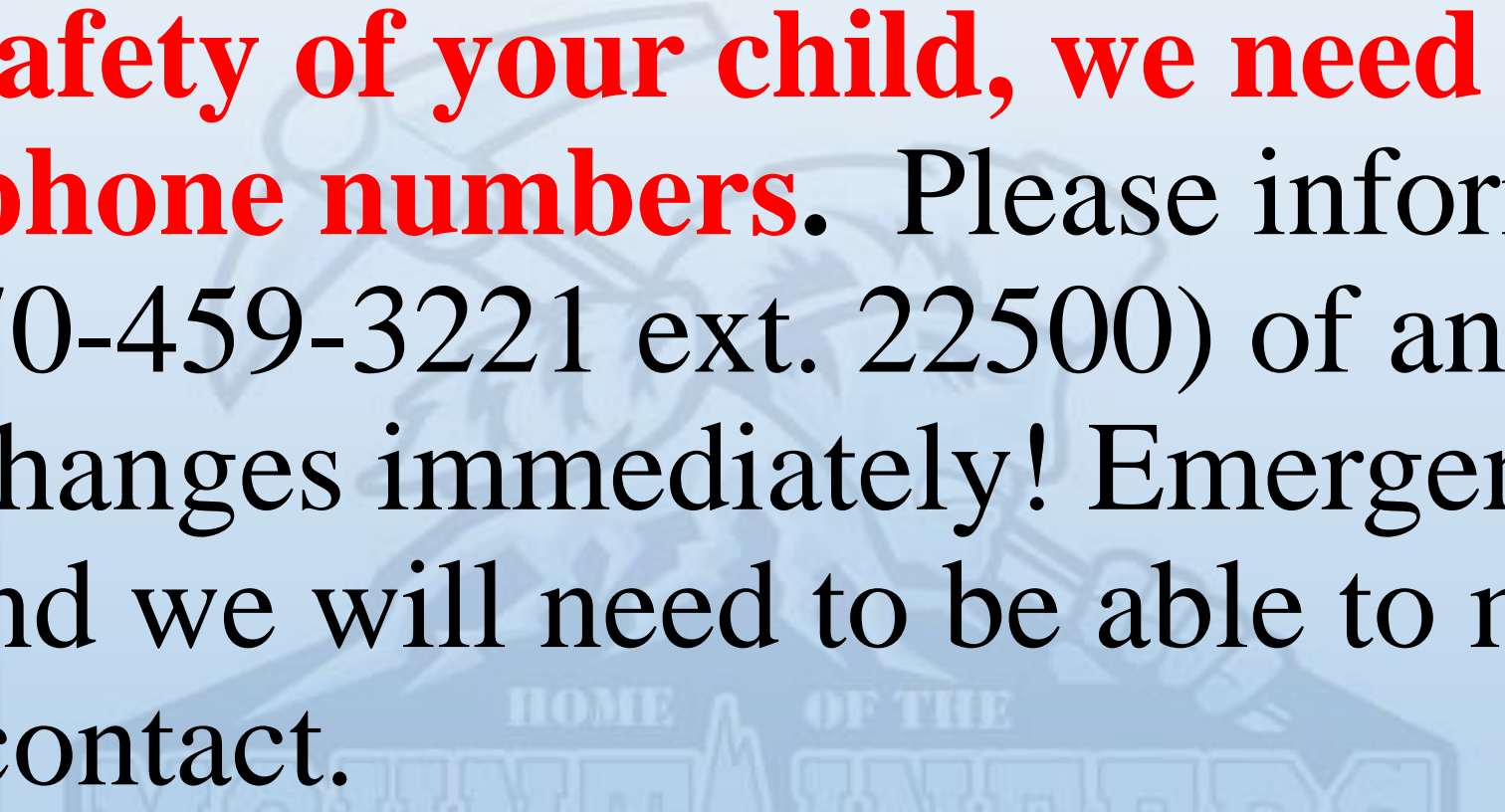
Change of Address or Phone Number

- **ALL REGISTRATIONS/CHANGE OF ADDRESSES MUST BE COMPLETED ONLINE ONLY.**
- For **CHANGE OF ADDRESS** - please email ALL required documents to nicholasm@hasdk12.org or romerod@hasdk12.org.

- For **ADDRESS CHANGES** and **TRANSFERS** between HASD schools the following **REQUIRED** documentation is listed below-- **NO EXCEPTIONS!!!**
- Parent or Legal Guardian's Photo ID
- Three (3) different (within 3 months) of current proofs of address
 - Examples:
 - Internal Revenue Statement, W2 Form, Voter Registration Card, Property Deed, Property Tax Bill, Lease, Driver's License, State ID Card, Insurance Statement, Vehicle Registration, Current Pay Stub, Bank Statement, Billing Statement, Utility Statement, Cable Statement, Multiple Occupancy Notarized Letter signed by both parties (if applicable) - **Envelopes, promotional mail, shipping labels and post office change of address forms will *not* be accepted as a proof of address.**

Change of Phone Number

For the safety of your child, we need to have current phone numbers. Please inform the office (570-459-3221 ext. 22500) of any phone number changes immediately! Emergencies happen and we will need to be able to make parental contact.



HEMS Website

- <https://www.hasdk12.org/Domain/293>

Homeroom Lists

Check Skyward for your child's homeroom teacher!

Homeroom lists will not be posted on the front doors.

Please have your child know the name of their Homeroom Teacher!

PTA

PTA President: Mrs. Tobias

- Discuss issues, share ideas, concerns, fundraising to provide building improvements, curriculum-based programs, and social events
- Provides opportunities to meet other parents and teachers

Memberships - \$8.00 Individual

PLEASE JOIN!

FIRST MEETING

Date: TUESDAY, SEPTEMBER 19st 6:30PM

Location: HEMS (Castle)

Thank you for attending

First day of school is
Tuesday, September 5th, 2023!

Middle school arrival time: 7:55AM
(7:35AM if eating breakfast)

Elementary arrival time: 8:45AM
(8:30AM if eating breakfast)