

**Hazleton Area School District**  
**Hazleton Elementary/Middle School**



**Student Handbook**  
**2022-2023**



## **Hazleton Elementary/ Middle School**

700 North Wyoming Street

Hazleton, PA 18201

**Phone:** 459-3221 Ext. 22500

**Fax:** (570) 501-8433

**Website Address:** <https://www.hasdk12.org/Domain/293>

### **Mission Statement**

*The mission of the Hazleton Area School District is to educate all students to become self-directed, life-long learners, and responsible, contributing members of society.*

#### **Principal**

Ms. Debbie Faith Kupsho  
Ext. 22505

#### **Assistant Principal**

Dr. Matthew Scarcella  
Ext. 22501

#### **Bi-Lingual Liaison**

Ms. Daniela Sanchez  
Ext. 22542

#### **Guidance Counselor**

Mrs. Michele Planutis  
Ext. 22516

#### **School Nurse**

Mrs. Lori McNeal  
Ext. 22591

#### **Secretarial Staff**

Ms. Lindsay Wagner  
Mrs. Shelly Tobias  
Ext. 22500

#### **Security**

Mrs. Kim Starrick  
Ext. 22593

#### **Building Liaison**

Mr. George Gera  
Ext. 22600

#### **Police**

Officer Jeff Taylor  
Ext. 22594

### **BILINGUAL SERVICES**

Our Bilingual Community Liaison Ms. Jazmin Castellanos will provide continuous communication in Spanish between parents and school, working with families to promote interest and participation, supporting the student's success. She will educate parents about the school policies, programs, and goals. In addition, she can keep parents informed on school events and community programs throughout the year and summer if requested. Please call Ms. Castellanos if you require translation services at (570) 459-3221 Ext. 22542.

### **SCHOOL MISSION STATEMENT**

Hazleton Elementary Middle School, also known as "The Castle," is focused on providing all students with the best possible learning environment. Hazleton Elementary Middle School offers a safe learning community where parents, teachers and students work together to achieve the common goal of student success. Respect, responsibility, and a positive attitude are what we strive for at Hazleton Elementary Middle School. We encourage everyone to utilize our website as a tool of communication to participate in our learning community and aid in our students' achievements.

## NON-DISCRIMINATION POLICY

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

## DRILLS

In an attempt to ensure the safety of your child, Hazleton 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 Hazleton Elementary / Middle School. If you have any questions or concerns, please feel free to contact the school at 459-3221 Ext. 22500.



## SKYWARD PARENT/GUARDIAN ACCESS

Parents/guardians can access your child's current academic and attendance records via Skyward. From the HASD webpage ([www.hasdk12.org](http://www.hasdk12.org)) click on the Skyward image located near the top of the page. Enter your username and password. **Access to Skyward was given to parents/guardians at child registration. If you do not have access and would like to have access, please contact the school and/or guidance counselor for your login information. Please know that login and password information will only be given out in-person due to privacy laws.**

## HAZLETON ELEMENTARY / MIDDLE SCHOOL WEBSITE

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

Please check our website for up to date information. You may also check your child's teacher websites to find out information related to class, homework, etc. From the school website click on teachers to find a list of all the teachers in the building. Once you find your child's teacher click on their last name to view that specific teacher's webpage. Every teacher maintains their own personal web page which includes assignments, homework, tests/quizzes and additional information as well many additional resources!

## SCHOOL OWNED STUDENT LAPTOPS

The Hazleton Area School District (HASD) will provide students a computer to use during the school year. These devices are the property of the school district and must be returned to the school prior to the last day of school or immediately upon withdrawal should the student leave HASD. Every effort will be taken to re-issue the student the same device when school resumes the following school year.

The student will receive a Chromebook or Laptop computer, a power adaptor, and a carry bag. The computer and power adaptor must travel together in the carry bag at all times. Should there be any issue with the computer, report it to your school immediately.

The student and student's guardian assume responsibility for the computer, power adaptor, and bag. If the device or any of the provided items is lost or damaged, the student/Guardian will be required to pay for repair or replacement costs. HASD does not provide insurance, but Guardians are free to obtain optional insurance. HASD has worked with School Device Coverage (SDC), owned by U-PIC Insurance Services, to obtain a discounted rate for students attending HASD.

# Hazleton Elementary Middle School

## Elementary School Bell Schedule

2022-2023

### Regular Schedule

<b>Teachers Arrive</b>	8:10		
<b>Staff Development</b>	8:10 – 8:40		
<b>Homeroom</b>	8:40 – 9:00		
<b>1<sup>st</sup> Period</b>	9:00 – 9:40		
<b>2<sup>nd</sup> Period</b>	9:42 – 10:22		
<b>3<sup>rd</sup> Period</b>	10:24 – 11:04		
<b>4<sup>th</sup> Period</b>	11:06 – 11:46	<b>Elementary Lunch</b>	
<b>5<sup>th</sup> Period</b>	11:48 – 12:28	<b>6<sup>th</sup> Grade/4<sup>th</sup> Grade</b>	<b>11:50 – 12:20</b>
<b>6<sup>th</sup> Period</b>	12:30 – 1:10	<b>5<sup>th</sup>/4<sup>th</sup> Grade</b>	<b>12:32 – 1:02</b>
<b>7<sup>th</sup> Period</b>	1:12 – 1:52	<b>3<sup>rd</sup>/4<sup>th</sup> Grade</b>	<b>1:14 – 1:44</b>
<b>8<sup>th</sup> Period</b>	1:54 – 2:34		
<b>9<sup>th</sup> Period</b>	2:36 – 3:06		
<b>Dismissal</b>	3:12 – 3:40		



## TWO HOUR DELAY SCHEUDLE (ELEMENTARY SCHOOL)

### 2 Hour Delay Schedule

<b>Teachers Arrive</b>	10:10		
<b>Staff Development</b>	10:10 – 10:40		
<b>Homeroom</b>	10:40 – 11:00		
<b>1<sup>st</sup> Period</b>	11:00 – 11:25		
<b>2<sup>nd</sup> Period</b>	11:27 – 11:52	<b>Elementary Lunch</b>	
<b>3<sup>rd</sup> Period</b>	<b>11:54 – 12:24</b>	<b>6<sup>th</sup> Grade/4<sup>th</sup> Grade</b>	<b>11:54-12:24</b>
<b>4<sup>th</sup> Period</b>	<b>12:26 – 12:56</b>	<b>5<sup>th</sup>/4<sup>th</sup>Grade</b>	<b>12:26-12:56</b>
<b>5<sup>th</sup> Period</b>	<b>12:58 – 1:28</b>	<b>3<sup>rd</sup>/4<sup>th</sup> Grade</b>	<b>12:58-1:28</b>
<b>6<sup>th</sup> Period</b>	1:30 – 1:55		
<b>7<sup>th</sup> Period</b>	1:57 – 2:22		
<b>8<sup>th</sup> Period</b>	2:24 – 2:49		
<b>9<sup>th</sup> Period</b>	2:51 – 3:06		
<b>Dismissal</b>	3:12 – 3:40		

# Hazleton Elementary/Middle School

## **Middle School Bell Schedule**

### **2022-2023**

#### **7<sup>th</sup> Grade Regular Schedule**

Teachers Arrive	7:30
Staff Development	7:30 – 8:00
Students Arrive	8:00 – 8:05
Homeroom	8:05 – 8:15
1 <sup>st</sup> Period	8:15 – 9:05
2 <sup>nd</sup> Period	9:07 – 9:57
<b>LUNCH (3<sup>rd</sup> Period)</b>	<b>10:02 – 10:32</b>
4 <sup>th</sup> Period	10:37 – 11:27
5 <sup>th</sup> Period	11:29 – 12:19
6 <sup>th</sup> Period	12:21 – 1:11
7 <sup>th</sup> Period	1:13 – 2:03
8 <sup>th</sup> Period	2:05 – 2:50
Dismissal	2:50 – 3:00

7<sup>th</sup> Grade Lockers AFTER Lunch

#### **8<sup>th</sup> Grade Regular Schedule**

Teachers Arrive	7:30
Staff Development	7:30 – 8:00
Students Arrive	8:00 – 8:05
Homeroom	8:05 – 8:15
1 <sup>st</sup> Period	8:15 – 9:05
2 <sup>nd</sup> Period	9:07 – 9:57
3 <sup>rd</sup> Period	9:59 – 10:49
<b>LUNCH (4<sup>th</sup> Period)</b>	<b>10:54 – 11:24</b>
5 <sup>th</sup> Period	11:29 – 12:19
6 <sup>th</sup> Period	12:21 – 1:11
7 <sup>th</sup> Period	1:13 – 2:03
8 <sup>th</sup> Period	2:05 – 2:50
Dismissal	2:50 – 3:00

8<sup>th</sup> Grade Lockers BEFORE lunch



### **TWO HOUR DELAY SCHEDULE (MIDDLE SCHOOL)**

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

Teachers Arrive	9:30
Staff Development	9:30 – 10:00
Students Arrive	10:00 – 10:07
Homeroom	10:07 – 10:14
1 <sup>st</sup> Period	10:16 – 10:49
<b>3<sup>rd</sup> Lunch</b>	<b>10:50 – 11:20</b>
2 <sup>nd</sup> Period	11:27 – 12:00
4 <sup>th</sup> Period	12:02 – 12:35
5 <sup>th</sup> Period	12:37 – 1:10
6 <sup>th</sup> Period	1:12 – 1:45
7 <sup>th</sup> Period	1:47 – 2:20
8 <sup>th</sup> Period	2:22 – 2:50
Dismissal	2:50 – 3:00

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

Teachers Arrive	9:30
Staff Development	9:30 – 10:00
Students Arrive	10:00 – 10:07
Homeroom	10:07 – 10:14
1 <sup>st</sup> Period	10:16 – 10:49
<b>4<sup>th</sup> Lunch</b>	<b>10:53 – 11:23</b>
2 <sup>nd</sup> Period	11:27 – 12:00
3 <sup>rd</sup> Period	12:02 – 12:35
5 <sup>th</sup> Period	12:37 – 1:10
6 <sup>th</sup> Period	1:12 – 1:45
7 <sup>th</sup> Period	1:47 – 2:20
8 <sup>th</sup> Period	2:22 – 2:50
Dismissal	2:50 – 3:00



# HAZLETON AREA SCHOOL DISTRICT



## 2022 - 2023 CALENDAR

AUGUST 2022					SEPTEMBER 2022					OCTOBER 2022					NOVEMBER 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	5	✓	7	8	9	3	4	5	6	7	7	8	9	10	11
8	9	10	11	12	12	13	14	15	16	10	11	12	13	14	14	15	16	17	18
15	16	17	18	19	19	20	21	22	23	17	18	19	20	21	21	22	23	24	25
22	23	24	25	26	26	27	28	29	30	24	25	26	27	28	28	29	30		
29	30	31								31									

  

DECEMBER 2022					JANUARY 2023					FEBRUARY 2023					MARCH 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6			1	2	3	6	7	8	9	10
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	13	14	15	16	17
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	20	21	22	23	24
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	27	28	29	30	31
26	27	28	29	30	30	31				27	28								

  

APRIL 2023					MAY 2023					JUNE 2023									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
3	4	5	6	7	1	2	3	4	5	5	6	7	8	9					
10	11	12	13	14	8	9	10	11	12	12	13	14	15	16					
17	18	19	20	21	15	16	17	18	19	19	20	21	22	23					
24	25	26	27	28	22	23	24	25	26	26	27	28	29	30					
					29	30	31												

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

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

### NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

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

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

### EARLY DISMISSAL TIMES

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

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

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

### NON-DISCRIMINATION POLICY

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

Board Approved 4/28/2022

## **EARLY DISMISSAL TIMES**

Middle School (7 <sup>th</sup> and 8 <sup>th</sup> grades)	11:50 AM
Elementary (K through 6 <sup>th</sup> grades)	12:30 PM

## **SNOW DELAYS AND CANCELLATIONS**



**In the event of inclement weather, school may be closed or delayed. School may be delayed or closed because of snow, ice, or very cold temperatures. Parents are asked to please check the school website for up to the minute information regarding delays and cancellations. ([www.hasdk12.org](http://www.hasdk12.org)) Delays and closures also scroll across all local news channels. (WNEP-TV, WYOU, and WBRE) You may also check their websites and subscribe to school closings and delays.**

**In the event of a two hour delay, the school opens at 9:40 AM for middle school and 10:40 AM for elementary school. The school busses will run on a two hour delay schedule. Your child needs to be at the bus stop two hours later than their scheduled time listed on their bus card! Please do not send your child early! This is unsafe and the school cannot be held responsible for parents who do not adhere to this!**

***PLEASE DO NOT CALL THE SCHOOL TO ASK IF THERE IS A DELAY!  
We need to keep the phone lines open for emergencies.***

## **ELEMENTARY STUDENTS DROP-OFF & PICK-UP SCHEDULE**

**Arrival - 8:40\* AM (\*8:30AM if your child is eating breakfast)**

- ➡ All 3<sup>RD</sup> - 6<sup>th</sup> grade students who are dropped off by their parents or walk to school must enter the building using the west side doors (Manhattan Court side of the building)
- ➡ Breakfast is served starting at **8:30AM** daily. **Breakfast students must enter the building by 8:35AM.** Only students getting breakfast should enter the building at 8:30am. All other students will be allowed in at 8:40am
- ➡ No student should arrive at school before **8:30am.**

\* Parents, please leave your child at the door. Parents are not allowed to walk children to their classroom since this creates unnecessary congestion, confusion, and creates a security risk.

### **Dismissal Times and Procedures**

Students being picked up by parents will exit the building using the west side doors (Manhattan Court side). All adults picking up children should be prompt. **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. Written notifications must be provided to the teacher when there is a change in a student's dismissal arrangements.**

<b>Grade</b>	<b>Time Children will be dismissed</b>	<b>Location where children are to be picked up</b>
3 <sup>rd</sup> & 4 <sup>th</sup> Grade	3:10 P.M.	Manhattan Court Side
5 <sup>th</sup> & 6 <sup>th</sup> Grade	3:15 P.M.	Manhattan Court Side
All Bus Students	3:10-3:40 P.M.	Southeast Door

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

Parents who are picking up students early must do so by the following cut-off times. Dismissal is a very busy and hectic time in the day. To ensure all students are dismissed following proper procedure and in a safe timely manner no students will be permitted to dismiss early after each respective cut-off time.

### **Early Dismissal Cut-Off Times:**

**Middle School 2:30pm**

**Elementary School 2:30pm**

Please know that the safety and welfare of the children at Hazleton Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.



## **MIDDLE SCHOOL STUDENTS DROP-OFF & PICK-UP SCHEDULE**

**Arrival – 7:50\* AM (\*7:35AM if your child is eating breakfast)**

- ➡ All 7<sup>th</sup> - 8<sup>th</sup> grade students who are dropped off by their parents or walk to school must enter the building using the west side doors.
- ➡ 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**.

Parents, please leave your child at the door. Parents are not allowed to walk children to their classroom since this creates unnecessary congestion, confusion, and creates a security risk.

### **Dismissal Times and Procedures**

Students being picked up by parents will exit the building using the front doors. All adults picking up children should be prompt. **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. Written notifications must be provided to the teacher when there is a change in a student's dismissal arrangements.**

Grade	Time Children will be dismissed	Location where children are to be picked up
7 <sup>th</sup> & 8 <sup>th</sup> Grade	2:50 P.M.	Students exit the front of the building
All Bus Students	2:50-3:00 P.M.	Southeast Door

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

Parents who are picking up students early must do so by the following cut-off times. Dismissal is a very busy and hectic time in the day. To ensure all students are dismissed following proper procedure and in a safe timely manner no students will be permitted to dismiss early after each respective cut-off time.

### **Early Dismissal Cut-Off Times:**

**Middle School 2:30pm**

**Elementary School 2:30pm**

Please know that the safety and welfare of the children at Hazleton Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.

## **GRADING, HONOR ROLL AND RETENTION POLICIES**

### **Current Grading Scale**

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>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  A grade below <b>85 in any MAJOR subject</b> or <b>below 70 in any NON-MAJOR subject</b> disqualifies a student from making the honor roll  An “INC” disqualifies a student 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>Second Honors</b> an average of 85-92 for the marking period  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

## **RETENTION POLICY**

<b>➤ELEMENTARY</b>	<b>➤SECONDARY</b>
<p>A Child Study Team (CST) in each elementary building will determine promotions in grades K-6. Academic retention may occur only once in grades K-3, except in cases where both parent and CST agree that the student may be retained a second time.</p> <p>In grades 4, 5, and 6 students who have failed two (2) major subjects should be retained. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to seventh grade.</p>	<p>In grades 7 and 8 students will be required to successfully complete a minimum of ten (10) total credits before being promoted to ninth grade. The following criteria must be met:</p> <ol style="list-style-type: none"> <li>1.) Of the ten (10) total credits, six (6) must be passed in one (1) of each Major subject area, three (3) credits must be earned in courses with credit value of less than one (1), i.e. Specials and one (1) credit <b>must be earned in Reading.</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>

## **STUDENT ABSENCES**

(Please see policy attached)

**➡ Please use this phone number to report an absence. 459-3221 Ext. 22500**

The class attendance policy requires that students attend every class every day unless they are excused by administration. When a student is excused from a class, the student must see the classroom teacher to obtain assignments for the day. **Please remember no student is excused without advanced notice and no student may miss a teacher's class without seeing him/her in advance. Any missed work is the responsibility of the student. Attendance calls will be made home daily for any student who is not called off.**

1. A parent/guardian must call Hazleton Elementary / Middle School when a student will not be attending school. **570-459-3221 EXT. 22500 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. When leaving a message, request homework, if desired.
2. 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 brought to the office within 3 days of the student's return.

**Middle School Students absent from school for two days or less are responsible for getting their own assignments. The school office can, upon parental request, provide assignments for students who are absent for more than two days.**

Students absent for a final exam will be allowed to make up the exam on the scheduled make-up day. If the student is absent on the scheduled make-up day a doctor's excuse will be required for the student to make up the exam. Failure to provide a doctor's excuse will result in the student receiving a 0 for the final exam grade.

## **TARDINESS**

### **Middle School:**

**Any middle school student arriving after 8:00am must report to the main office and sign in to receive an admit to class slip. Student will not be allowed into class without this slip.**

If a student arrives between 8:00 AM and 10:00 AM, the student is tardy.

If a student arrives after 10:00 AM, the student is absent for the AM session.

If a student arrives after 12:45 PM, the student is absent for the entire day.

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

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

### **Elementary School:**

**Any elementary school student arriving after 9:00am must report to the main office and sign in to receive an admit to class slip. Student will not be allowed into class without this slip.**

If a student arrives between 9:00 AM and 11:00 AM, the student is tardy.

If a student arrives after 11:00 AM, the student is absent for the AM session.

If a student arrives after 1:15 PM, the student is absent for the entire day

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

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

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

If the nurse sends a student home during the day student will be coded as N for that day.

## **PROCEDURE FOR EXCUSAL FROM SCHOOL**

~Every effort should be made to make all appointments after school. However, an occasion may arise when it is necessary to schedule an appointment during the school day. Please send a written note to school with your child to submit to his/her homeroom teacher.

~When your child returns to school (directly after the appointment or the next school day) they must submit a doctor's note to the office or homeroom teacher in order for the absence to be excused.

~Parents who wish to have their children excused from school for non-school district sponsored education tours or trips must submit an educational trip approval form with detailed information at least two weeks prior to the first day of the trip. Educational field trip approval forms are available in the office. The Superintendent must approve the educational trip. If the Superintendent does not approve the educational field trip the student's absences will be recorded as unexcused absences and the student may be in violation of the attendance policy.

~Students may not leave the building at any time during the school day without first securing permission from the office or the school nurse. Any student with permission must first sign out in the main office and upon returning must sign back in. Any student not following the procedure will be considered truant.

## **HOMEWORK**

During an absence, students are required to make-up missed assignments by notifying a classmate or if absent for three consecutive days or more, parents are to contact the office and assignments will be collected for parental pick-up.

Elementary School – elementary school homework is to be determined by the individual teacher. Request homework when reporting child absent.

Middle School - middle school homework is to be determined by the individual teacher. Request work when reporting child absent.

## CHANGE OF ADDRESS

ALL REGISTRATIONS/CHANGE OF ADDRESSES MUST BE COMPLETED ONLINE ONLY.

For **CHANGE OF ADDRESS** - please email ALL required documents to [deritisd@hasdk12.org](mailto:deritisd@hasdk12.org) or [romerod@hasdk12.org](mailto:romerod@hasdk12.org).

1. 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.**
- Optional documentation (if applicable) should be provided:
  - Custodial agreements/court orders/guardianship papers/etc.

**Address Changes and Transfers between HASD Schools CANNOT be completed without the required materials.**

## 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.

## CAFETERIA

### BREAKFAST AND LUNCH

Every student will be entitled to one free lunch and breakfast. There will be a charge for any additional breakfast or lunch item after that. There will also be a charge for snack items. Families and students will have an opportunity to deposit money into their account. Checks or cash will be accepted. Checks should be made out to HASD CAFETERIA FUND.

### LUNCH IDENTIFICATION NUMBER

Every student will be identified by a student number. This number will also be linked to the students lunch account. There will also be a fingerprint system in place to create a more efficient system of providing breakfast and lunch.

### CAFETERIA RULES

All students will walk quietly to and from the cafeteria and remain seated until called to the serving line. Students will not shout, throw items, or have physical contact with other students. Students will demonstrate respect to all staff members. All students must ask for permission to leave their table for any reason.

## **STUDENT WELLNESS**

The Hazleton Area School District recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

## **WORKING PAPERS**

A Birth Certificate must be brought to the office to receive working papers. A parent is required to come in personally to sign the application or have the application notarized to receive the working papers. A job must already be lined up in order to receive the papers. Student must be 14 years of age to obtain working papers. If student is 16 years or older, he/she must go to the Hazleton Area High School office.

## **GRADING**

The grading system consists of forty-five day marking periods. Grading procedures will be listed on each teacher's website. Questions beyond that should be directed to the building administration and guidance counselor.

## **REPORT CARDS**

Reports of student's progress are issued every nine weeks. Parents are asked to review the progress reports online via Skyward and to consult with the guidance department if they wish to set up a conference with teachers.

Report cards are available for parents to view on Skyward, typically two weeks after the end of the marking period.

**Student Progress:** It is the parent/guardian's responsibility to frequently monitor your child's academic progress using the parent portal on Skyward. Please see above regarding parent access.

## **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year are to be kept clean and handled carefully. When books are distributed, the classroom teacher notes the condition of the book and the students sign agreeing to that condition. Any questions regarding the condition of the book must be resolved at that time. Students will be responsible to pay for books not personally returned on the last day of school in the condition in which it was issued. Students who damage books will be charged \$10.00; students who lose their book or damage it beyond usage will be charged \$20.00, unless the book is new that current year. If so, the charge will be the current price for a new book.

## **FIRE /RESTRICTED MOVEMENT DRILLS**

The fire drills/restricted movement drills at regular intervals are required by law and are important precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the route posted above the door in each room. Students are to remain outside the building until a signal is given to return inside. Anyone tampering with the fire alarm system will be prosecuted by the police. Since these drills are very serious in nature, students will be disciplined according to school policy if they display any inappropriate behaviors while taking part in these drills.

## **Dances and Extracurricular Activities**

Students who attend a dance or other extracurricular function are not allowed to leave and re-enter the function. Once a student leaves the site of the activity, he/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.**

## **Detention**

A student assigned a detention will receive a detention slip indicating the reason for the detention and the date and time the detention will be served. The student is responsible for securing a parent signature on the detention slip and returning the slip to the office on the day following the date the detention slip was issued. If the student is unable to serve the detention on the assigned day an alternate day will be given upon request from the parent. Detention is held Monday through Thursday from 2:55 PM- 3:35 PM for middle school students and 3:20 PM-4:00 PM for elementary students.

### **Policies & Regulations**

Book: Policy Manual  
Section: 200 Pupils  
Title: **Attendance**  
Number: 204  
Status: Active  
Adopted: September 16, 2010  
**Last Revised: July 11, 2017**



### **Purpose**

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

### **Authority**

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

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

1. Illness.[\[12\]](#) (Medical Note required after three (3) days)
2. Quarantine. (Medical note required to be excused and to return to school)
3. Family emergency. (Approval of Building Administration)
4. Recovery from accident. (Medical note required to be excused and to return to school)
5. Required court attendance. (Note from Court)

6. Death in family. (Parent Note and Obituary/Mass Card)
7. Family educational travel, with prior approval. (Superintendent approval ONLY)
8. Educational tours and trips, with prior approval.[\[13\]](#) (Superintendent approval ONLY)

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

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

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

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

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving Hazleton Area School District approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[\[3\]](#)[\[11\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

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

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

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

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for



mental, physical or other reasons that preclude regular attendance.[\[9\]\[10\]\[24\]](#)

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[3\]\[25\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[26\]](#)
4. Students attending a home education program in accordance with law.[\[27\]\[28\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[3\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[10\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[10\]\[17\]](#)

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[3\]\[16\]\[19\]](#)
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.[\[24\]](#)
3. Students enrolled in special schools conducted by the Luzerne Intermediate Unit No. 18 or the Department of Education.[\[3\]](#)

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

#### Educational Tours/Trips

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

1. The parent/guardian submits a written request for excusal **prior to the absence**.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

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

#### Delegation of Responsibility

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

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

1. Ensure a school session that conforms with requirements of state law and regulations.[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[42\]](#)[\[43\]](#)
2. Govern the keeping of attendance records in accordance with law.[\[36\]](#)[\[37\]](#)
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.[\[6\]](#)
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.[\[14\]](#)[\[15\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[\[14\]](#)[\[15\]](#)

#### Legal

[1. 24 P.S. 1301](#)  
[2. 24 P.S. 1326](#)  
[3. 24 P.S. 1327](#)  
[4. 22 PA Code 11.12](#)  
[5. 22 PA Code 11.13](#)  
[6. 22 PA Code 11.41](#)  
[7. 22 PA Code 12.1](#)  
8. Pol. 200  
[9. 24 P.S. 1329](#)  
[10. 24 P.S. 1330](#)  
[11. 22 PA Code 11.23](#)  
[12. 22 PA Code 11.25](#)  
[13. 22 PA Code 11.26](#)  
[14. 24 P.S. 1333](#)  
[15. 24 P.S. 1354](#)  
[16. 22 PA Code 11.22](#)  
[17. 22 PA Code 11.28](#)  
18. Pol. 115  
19. Pol. 116  
20. Pol. 117  
21. Pol. 118  
[22. 22 PA Code 11.21](#)  
[23. 24 P.S. 1546](#)  
[24. 22 PA Code 11.34](#)  
[25. 22 PA Code 11.32](#)  
[26. 22 PA Code 11.5](#)  
[27. 24 P.S. 1327.1](#)  
28. Pol. 137  
29. Pol. 103.1  
30. Pol. 113  
[31. 24 P.S. 1501](#)  
[32. 24 P.S. 1504](#)  
[33. 22 PA Code 4.4](#)  
[34. 22 PA Code 11.1](#)  
[36. 24 P.S. 1332](#)  
[37. 24 P.S. 1339](#)

[38. 24 P.S. 1338](#)  
[39. Pol. 218](#)  
[40. Pol. 233](#)  
[41. 24 P.S. 1318](#)  
[42. 22 PA Code 11.2](#)  
[43. 22 PA Code 11.3](#)  
[22 PA Code 11.8](#)  
[22 PA Code 11.24](#)  
[24 P.S. 510](#)  
Pol. 000

**PLEASE READ THE ENTIRE STUDENT DISCIPLINE POLICY LOCATED AT  
<http://www.hasdk12.org/cms/lib3/PA01001366/Centricity/Domain/37/policies/PSBA/218.pdf>**

## **218. ATTACHMENT 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**

**1st Infraction** - warning.

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

**Continued Infractions** - suspension and behavior contract. An accumulation of a maximum of five (5) suspensions of any violation under Group I will result in a disciplinary hearing with the Superintendent or his/her designee.

These expectations are necessary for the orderly operation of our school. Recurrent problems will require parental involvement. **Group I offenses include but are not limited to the following:**

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

### **Group II Infractions**

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

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

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

**6th Infraction** - An expulsion hearing by the Board of Education.

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

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

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

**Group III Infractions**

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

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

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

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

**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 desks neat.
7. No gum chewing.
8. No verbal or physical abuse of another student.
9. No abusive and/or foul language is permitted.
10. No throwing snowballs and/or other objects.
11. No inappropriate public displays of affection.
12. No violation of Electronic Devices Policy #237.
13. No toys, games, cards of any type, etc., are allowed in school. (The school is not responsible for items of a personal nature that are lost or stolen.)
14. No violation of the Dress and Grooming Policy #221.
15. No leaving class without permission.
16. No interference with a student's right to an education and a teacher's right to teach.

### **GROUP II Infractions**

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

1. Fighting, physical abuse of students.
2. Disrespect and/or verbal abuse of professional, nonprofessional and contracted employees.
3. Extortion, vandalism, plagiarism, forgery and other unlawful acts.
4. Violation of the Controlled Substance/Paraphernalia Policy #227.
5. Leaving school without permission.
6. Truancy.
7. Disruption of the teaching/learning process resulting in removal of student from classroom.
8. Violation of the Unlawful Harassment Policy #248.
9. Violation of the Bullying/Cyberbullying Policy #249
10. Violation of the Acceptable Use of Internet, Computers and Network Resources Policy #815.
11. Theft: See Student Discipline Policy #218 - (Student Theft).

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

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

#### **Level II Violations –**

1. Harassment/Threats to other students.
2. Disrespect or abusive behavior.
3. Fighting.
4. Physical abuse.
5. Vandalizing the bus.
6. Throwing objects in the bus.
7. Throwing objects out of the windows.
8. Displaying items of an injurious or objectionable nature. Pol. 218, 233
9. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations. Additionally, appropriate charges may be filed and suspensions shall also apply as indicated in the discipline code.

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

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

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

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

#### **Level III Violations –**

1. Hitting, pushing or threatening any district vehicle operator, employee and/or contracted personnel.
2. Throwing objects at the driver.
3. Lighting of flammables.
4. Opening the exit doors on the bus, except as authorized in an emergency.
5. Indecent exposure. Pol. 218, 233

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

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

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

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

Acts of misbehavior which occur during the morning trip shall be reported to the Director of Transportation the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip shall be reported the following morning, unless immediate attention to the matter is deemed necessary.

Every effort shall be made to affect the disciplinary procedure within a twenty-four (24) hour period.

However, a student brought to school by a school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless a second offense under Level III applies or the student is deemed dangerous to other students or the driver.

### **237. ELECTRONIC DEVICES**

See the ENTIRE POLICY AT

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

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

**-Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to, 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.

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

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

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

**Electronic Images And Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

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

### **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.

### **\*DRESS CODE POLICY\***

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Number	221
Status	Active
Adopted	September 16, 2010
Last Revised	Aug 11, 2022

#### 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, crocs, platform shoes

### Discipline Guidelines

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

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

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

2. Second Offense – The student shall receive in-school suspension.[4]

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

Classes missed because of noncompliance with the Dress Code shall be governed by the attendance policy.[5]

When possible, the school shall attempt to provide a student who is wearing a noncompliant top with a top that is in compliance. Discipline shall still apply.

Legal 1. 24 P.S. 1317.3

2. 22 PA Code 12.11

3. Pol. 325

4. Pol. 233

5. Pol. 204

Book	Policy Manual
Section	200 Pupils
Title	Student Identification Card
Code	245
Status	Active
Adopted	September 16, 2010
Last Revised	June 28, 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 students neck. The identification card must be visible for staff and administration to see.

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 students 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 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 students 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.

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> Student reports that he/she 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 to pre expulsion.

Book: Policy Manual  
Section: 200 Pupils  
Title: Promotion and Retention  
Number: 215  
Status: Active  
Adopted: September 16, 2010  
Last Revised: August 18, 2011

## **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.[\[1\]\[4\]\[10\]\[11\]](#)

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.[\[1\]\[4\]\[5\]](#)

## **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.[\[6\]\[7\]](#)

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[4]

## **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][8]

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.[9]

## **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 IST 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 9th 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.

## **Senior High Promotion**

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

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 12<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.

Legal

[1. 24 P.S. 1531](#)

[4. 24 P.S. 1532](#)

5. Pol. 213

[6. 22 PA Code 4.13](#)

7. Pol. 100

8. Pol. 212

9. Pol. 217

[10. 22 PA Code 4.12](#)

[11. 22 PA Code 4.42](#)

[24 P.S. 1533](#)

Pol. 000

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Book: Policy Manual

Section: 200 Pupils  
Title: Unlawful Harassment  
Number: 248  
Status: Active  
Adopted: September 16, 2010  
Last Revised: August 18, 2011

### **Purpose**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

### **Authority**

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. [\[1\]](#)[\[8\]](#)[\[9\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct: [\[8\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: [\[10\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Curriculum as the district's Compliance Officer.[4]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, volunteers, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer. Information shall be disseminated by at least one (1) of the following methods:

1. Distribution of written policy.
2. Publication in handbooks/handouts.
3. Presentation.
4. Training sessions for staff.
5. Posting of notice/signs.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report unlawful harassment complaints to:

1. Building principals.
2. Teachers.
3. Counselors.
4. Nurses.
5. Administrators.
6. Security Officers.



Any staff member who receives unlawful harassment complaints from a student shall report such to the building principal.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### **Guidelines**

When a student or third party believes that s/he is being harassed, the student or third party should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student or third party shall follow the established complaint procedure.

#### **Complaint Procedure – Student/Third Party**

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. The building principal or designated employee shall, as soon as possible, but in no later than two (2) days, inform the student or third party of his/her rights and the complaint procedure.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

If the Compliance Officer is the subject of a complaint, the student, third party or staff member shall report the complaint directly to the Superintendent.

If the Superintendent is the subject of the complaint, a report shall be made to the school district solicitor.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

##### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer may authorize the building principal to investigate the complaint. If the building principal is the subject of the complaint or is unable to conduct the investigation, then the Compliance Officer or his/her designee shall conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal, Compliance Officer or designee shall prepare a written report within five (5) school days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, the Superintendent, the Compliance Officer and others directly involved, as appropriate.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, disciplinary action. Also, action to ensure that such conduct ceases and will not recur shall be taken.

A substantiated charge against a district staff member, volunteer or independent contractors shall subject such person to appropriate contractual disciplinary and/or legal action, including discharge or discontinuation of services. If the conduct may involve a violation of criminal law, local law enforcement must be notified.[5]

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.[6][7]

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.[6][7]

### **Appeal Procedure**

1. If the complainant or accused is not satisfied with the disposition of the complaint, s/he may submit a written appeal to the Superintendent or designee within ten (10) days.
2. The Superintendent or designee shall review the investigation and the investigative report and may also conduct an investigation on his/her own.
3. The Superintendent or designee shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, the building principal, the investigating individual and others directly involved, as appropriate.

Legal

[1. 20 U.S.C. 1681 et seq](#)

4. Pol. 103  
5. Pol. 317  
6. Pol. 218  
7. Pol. 233  
[8. 29 CFR 1606.8](#)  
[9. 43 P.S. 951 et seq](#)  
[10. 29 CFR 1604.11](#)  
Pol. 103.1  
Pol. 806  
[248-Attach.doc \(26 KB\)](#)

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Book  
Policy Manual

Section  
200 Pupils

Title  
Homeless Students

Code  
251

Status  
Active

Adopted  
September 16, 2010

Last Revised  
April 25, 2019

#### Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[\[5\]](#)[\[6\]](#)

#### Definitions

**Enroll** or **Enrollment** means attending classes and participating fully in school activities.[\[7\]](#)

**Homeless children and youths** means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[\[7\]](#)

1. Children and youths who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency, transitional or domestic violence shelters; or
  - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;

4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

**School of origin** is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[\[6\]](#)

**Unaccompanied youth** means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[7\]](#)

### **Delegation of Responsibility**

The Board designates the Superintendent and/or designee to serve as the district's liaison for homeless children and youths.[\[6\]](#)

The district's liaison or designee shall ensure outreach and coordination with:[\[6\]](#)

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[8\]](#)[\[9\]](#)
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[6\]](#)

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[6\]](#)

### **Guidelines**

#### **Enrollment/Placement**

##### *Best Interest Determination -*

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)

2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[\[6\]](#)

#### *Placement -*

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[\[6\]](#)

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[6\]](#)

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[\[6\]](#)

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[\[6\]](#)

#### *Enrollment -*

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)
2. The application or enrollment deadline has passed during any period of homelessness.[\[6\]](#)[\[10\]](#)

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[\[6\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district may require a parent/guardian to submit contact information.[\[6\]](#)

#### *Assignment -*

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[\[6\]](#)[\[17\]](#)

#### *Dispute Resolution -*

If a dispute arises over eligibility, enrollment or school selection:[\[6\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

### Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[15][16]

### Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][6][18]

1. Transportation services.[19]
2. School nutrition programs.[20]
3. Career and technical education.[21]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs.[22]
  - b. Programs for English Language Learners.[23]
  - c. Programs for students with disabilities.[9]
  - d. Programs for gifted and talented students.[24]

### Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][19]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[6]

### Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[6]

The district's liaison shall arrange professional development programs for school staff, including office staff.[6]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[6]

1. Improve identification of homeless children and youths and unaccompanied youths;

2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

## Legal

1. 24 P.S. 1306
  2. 22 PA Code 11.18
  3. 42 U.S.C. 11431 et seq
  4. 34 CFR 299.19
  5. 42 U.S.C. 11431
  6. 42 U.S.C. 11432
  7. 42 U.S.C. 11434a
  8. Pol. 103.1
  9. Pol. 113
  10. Pol. 200
  11. Pol. 201
  12. Pol. 203
  13. Pol. 204
  14. Pol. 209
  15. Pol. 216
  16. Pol. 113.4
  17. Pol. 206
  18. Pol. 146
  19. Pol. 810
  20. Pol. 808
  21. Pol. 115
  22. Pol. 918
  23. Pol. 138
  24. Pol. 114
  - 22 PA Code 403.1
  - 20 U.S.C. 1232g
  - 20 U.S.C. 6301 et seq
  - 34 CFR Part 99
  - 67 Fed. Reg. 10698
- PA Education for Homeless Children and Youth State Plan