

Hazleton Area School District
Valley Elementary/Middle School



Student Handbook
2022-2023



Valley Elementary/Middle School

79 Rock Glen Road

Sugarloaf, PA 18222

Phone: (570) 459-3221 | Ext. 26500

Fax: (570) 788-4718

Website Address: <https://www.hasdk12.org/Domain/537>

Mission Statement

The mission of the Hazleton Area School District is to provide a challenging and enriching education where all students are exposed to high career and academic standards, a rigorous curriculum, and integrated technology in an inclusive environment.

Principal

Mr. Christopher Yourechko
Ext. 26505

Assistant Principal

Mrs. Laura Barletta
Ext. 26501

Guidance Counselor

Mrs. Jill Rodgers
Ext. 26516

School Nurse

Ms. Heather Warner
Ext. 26591

Secretarial Staff

Mrs. Annie Chicalese Ext. 26500

Ms. Deyanira Perez, Bilingual Liaison Ext. 25506

Security

Ms. Nancy Holloman Ext. 26593

Mr. Shawn Jones Ext. 26593

Officer Joseph Jones Ext. 26594 (VEMS)

SCHOOL MISSION STATEMENT

Valley Elementary/Middle School is focused on providing all students with the best possible learning environment. Valley 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 Valley 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 23rd Street, Hazle Township, PA 18202.

BILINGUAL SERVICES

Our Bilingual Community Liaison, Ms. Deyanira Perez, 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 & goals. In addition, she can keep parents informed on school events and community programs throughout the year and summer, if requested. Please call Ms. Perez if you require translation services at (570) 459-3221, Ext. 25506.

DRILLS

In an attempt to ensure the safety of your child, Valley 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 Valley Elementary/Middle School. If you have any questions or concerns, please feel free to contact the school at (570) 459-3221, Ext. 26500.

Faculty Directory 2022-2023

ROOM	GRADE	SUBJECT	TEACHER
Elementary Faculty			
B-2	KG	Math/ELA	Biever, Kasey
5	KG	Math/ELA	Blase, Jeannine
3	KG	Math/ELA	Pauline, Tiffany
6	1	Math/ELA	McCormack, Nicole
7	1	Math/ELA	Scatton, Marybeth
9	1	Math/ELA	Shema, Doreen
8	1	Math/ELA	Vayda, Staci
14	2	Math/ELA	Maylath, Shannon
17	2	Math/ELA	Molino, Wendy
12	2	Math/ELA	Mussoline, Diane
15	2	Math/ELA	Sharkey, Tiffany
20	3	Math	Combella, Jennifer
19	3	Science/Social Studies	Dute, Fred
24	3	Reading/English	Evans, Caroline
21	3	Reading/English	Meyers, Melissa
25	4	Math/English	Buchman, Megan
23	4	Reading/English	Merrick, Nancy
22	4	Science/Social Studies/English	Wagner, Lindsey
26	5	Math	Corazza, Jasmine
27	5	Reading/English	Ferdinand, Angela
30	5	Science/Social Studies	Mealia, Regina
28	5	Reading/English	Pick, Cindy
203	6	English	Gerhard, Donna
211	6	Science/Social Studies	Havrilla, Jill
212	6	Math	Malone, Sean
204	6	Reading	Myers, Mary
Elementary Specials			
208	K-6	Music	Fadden, Thomas
B-1	4	Health	Kotansky, Rob
32	K-6	Art	Marhelko, Kaitlyn
34	K-6	Music	Moyer, Krysta
202	K-6	Computer Literacy	O'Brien, Ronny
B-1	K-6	Art	Walker, Carolyn
Gym	K-6	Physical Education	Wilkinson, Hayley
Middle School Faculty			
112/Gym	7	Health/Physical Education	Balay, Jennifer
206	7	Reading/ELA	Boyle, Debbie
108A	7-8	Music	Brill, Ryan
205	7	Science	Brown, Clayton
110	8	Math	Chiacchio, Christy
201	7-8	Art	Cussat, Kristin
108B	8	Career and Consumer Science	Dominguez, David
102	7-8	ELA	Dugan, Kathy
113	7-8	Science	Fetterman, Aimee

Middle School Faculty (continued)			
Gym	8	Physical Education	Hoffman, James
108B	8	Career App./Computer Science	Kozlek, Victoria
101	7	Social Studies	Natale, Joseph
111	8	Social Studies	Sisock, Steve
109	7-8	Math	Stanley, Maria
108A	7	Library Science	Wells, Michelle
ELD Staff/Interventionist			
33	K-8	ELD	Kutney, Stacia
36	1-6	Interventionist	Fiume, Jaime
Special Education			
209	K-8	Physical Therapist	Book, Lisa
38	K	Autistic Support	Burger, Alicia
29A	4-6	Emotional Support	Burke, Julia
209	K-8	Speech Therapist	Cera, Anella
213	4-6	Autistic Support	Firkal, Kimberly
35	K-8	Occupational Therapist	Flaherty, Christina
37	K	Autistic Support	Goodrich, Bridget
214	K-8	School Psychologist	Hoban, Tara
29B	3-5	Autistic Support	Kringer, Brittany
108-C	K-8	School Psychologist	Leskosky, Sarah
210	6-8	Life Skills	Nemcek, Mark
	K-8	Speech Therapist	Smalls, Alyssa
1	K-2	Autistic Support	Staffin, Mindy
104	K-8	Gifted	Tombasco, Cathy
10	K-3	Autistic Support	Weikel-Reyes, Kira
11	4-6	Life Skills	Welch, Kristy
18	2-4	Autistic Support	Wilner, Crystal
16	K-3	Life Skills	Wolk, Wendy
	K-8	Social Worker	Zanolini, Jill
Learning Support			
13	5-6	Learning Support	Balay, Mike
2	K-2	Learning Support	Esposito, Lindsey
207	7-8	Learning Support	Kuchmay, Collette
107	7-8	Learning Support	Miorelli, Kristy
13	3-4	Learning Support	Shelley, Ray
Office & Support Staff			
26500		Secretary	Chicalese, Annie
26516		Guidance	Rodgers, Jill
26591		Nurse	Warner, Heather
26531		Maintenance	Castrine, Koury
26534		Cafeteria Manager	Schell, Barbara
26593		Security Officer	Holloman, Nancy
26593		Security Officer	Jones, Shawn
26594		School Police Officer	Jones, Joseph
25506		Bi-lingual Liaison/Interpreter	Perez, Deyanira
26535		Librarian	Pazdon, Daneen
Administration			
26505		Principal	Yourechko, Christopher
26501		Assistant Principal	Barletta, Laura
26541		Special Education Supervisor	Lagana, Daniell

Valley Elementary/Middle School
Elementary School Bell Schedule
2022-2023

TEACHERS MUST WALK STUDENTS TO AND FROM LUNCH
Please ENTER the cafeteria with your class.

Regular Schedule

Teachers Arrive	8:20
Staff Development	8:20 – 8:50
Homeroom	8:50 – 9:00
1st Period	9:00 – 9:40
2nd Period	9:42 – 10:22
3rd Period	10:24 – 11:04
4th Period	11:06 – 11:46
5th Period	11:48 – 12:28
6th Period	12:30 – 1:10
7th Period	1:12 – 1:52
8th Period	1:54 – 2:34
9th Period	2:36 – 3:16
Dismissal	3:16 – 3:50
Elementary Lunch	
6th & 4th Grades	11:06 – 11:36
5th & 3rd Grades	11:48 – 12:18
1st & 2nd Grades	12:30 – 1:00
Kindergarten	1:12 – 1:42

2 - Hour Delay Schedule

Teachers Arrive	10:20
Staff Development	10:20 – 10:50
Homeroom	10:50 – 11:00
1st Period	11:00 – 11:26
2nd Period	11:26 – 11:52
3rd Period	11:54 – 12:20
4th Period	12:22 – 12:52
5th Period	12:54 – 1:24
6th Period	1:26 – 1:56
7th Period	1:58 – 2:24
8th Period	2:24 – 2:50
9th Period	2:50 – 3:16
Dismissal	3:16 – 3:50
Elementary Lunch	
6th & 4th Grades / KP	12:22 – 12:52
5th & 3rd Grades / KBL	12:54 – 1:24
1st & 2nd Grades / KBI	1:26 – 1:56

Dismissal Procedures & Times

Parent Pick-up	
Dismissal Times:	Grade Levels:
3:16pm	Kindergarten, 1 st Grade & 2 nd Grade
3:20pm	3 rd Grade & 4 th Grade
3:25pm	5 th Grade & 6 th Grade
Walkers	
Dismissal Time:	Grade Levels:
3:16pm	Brookhill: All Grade Levels
	Meadows: All Grade Levels
Buses	
All elementary buses will be called in the order each bus arrives. A first and last call will be announced for each bus prior to the bus being released for departure.	
Special Transportation	
All special transportation vehicles will be loaded in the order that they arrive. All students and staff should remain in the classroom until the vehicle number is called.	

Valley Elementary/Middle School
Middle School Bell Schedule
2022-2023

Middle School Regular Schedule

Teachers Arrive	7:30
Staff Development	7:30 – 8:00
Students Arrive	7:55 – 8:05
Homeroom	8:05 – 8:15
1st Period	8:15 – 9:05
2nd Period	9:07 – 9:57
LUNCH (3rd Period)	10:02 – 10:32
4th Period	10:37 – 11:27
5th Period	11:29 – 12:19
6th Period	12:21 – 1:11
7th Period	1:13 – 2:03
8th Period	2:05 – 2:55
<u>Dismissal:</u>	
Buses	2:55 – 2:57
Parent Pick-up	2:57 – 3:00

Middle School 2-Hour Delay Schedule

Teachers Arrive	9:30
Staff Development	9:30 – 10:00
Students Arrive	9:55 – 10:05
Homeroom	10:05 – 10:15
1st Period	10:15 – 10:48
2nd Period	10:50 – 11:23
LUNCH (3rd Period)	11:27 – 11:57
4th Period	12:02 – 12:35
5th Period	12:37 – 1:10
6th Period	1:12 – 1:45
7th Period	1:47 – 2:20
8th Period	2:22 – 2:55
<u>Dismissal:</u>	
Buses	2:55 – 2:57
Parent Pick-up	2:57 – 3:00



HAZLETON AREA SCHOOL DISTRICT



2022 - 2023 CALENDAR

AUGUST 2022

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2022

M	T	W	T	F
			1	2
5	✓	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2022

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2022

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH 2023

M	T	W	T	F	
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

APRIL 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2023

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2023

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 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: MEET THE TEACHER NIGHT (Sept. 26 El./Mid.) (Sept. 27 HAHS, HACC & STEM) OPEN HOUSE (Mar. 30 El./Mid.) GRADUATION (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
Totals:	180	184
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

EARLY DISMISSAL TIMES

Middle School (Grades 7th and 8th): 11:50 AM
Elementary School (Grades K through 6th): 12:30 PM

SNOW DELAYS AND CANCELLATIONS

In the event the weather is bad, school may be cancelled or delayed. In the past, school has been cancelled or delayed for snow, ice and very cold temperatures. Parents are asked to please check the school website for up-to-the-minute information regarding delays and cancellations.

On a Two-Hour Delay, the school doors open at 9:55am for middle school and 10:50am for elementary school. Please do not send your child early! This is unsafe and the school cannot be held responsible for parents who do not adhere to policy!

If the weather is bad, **PLEASE** watch any local news channel for the latest on school closings. You can subscribe for text notifications as well as visit our website to see if there is a delay or cancellation. School District Website: www.hasdk12.org

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

DROP-OFF & PICK-UP SCHEDULE

Elementary:

Arrival - 8:30 AM

- ➔ All K-6th grade students who are dropped off by their parents or walk to school must enter the building using the main (front) doors.
- ➔ Breakfast is served starting at **8:30am** daily.
- ➔ 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 and confusion and creates a security risk.

Dismissal Times and Procedures

Students being picked up by parents will exit the building using the South 2 Door (“parent-pickup” 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	Student Dismissal Time	Student Pickup Location
Brookhill Walkers	3:16 PM	Bottom of Brookhill Path
Meadows Walkers	3:16 PM	South 2 Doors
Kindergarten, 1 st , & 2 nd Grade (Parent Pickup)	3:16 PM	South 2 Doors
3 rd & 4 th Grade (Parent Pickup)	3:20 PM	South 2 Doors
5 th & 6 th Grade (Parent Pickup)	3:25 PM	South 2 Doors
All Bus Students	3:20-3:50 PM	Main (Front) Doors

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 Valley Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.

DROP-OFF & PICK-UP SCHEDULE

Middle School:

Arrival – 7:55 AM

- ➔ All 7th - 8th grade students who are dropped off by their parents or walk to school must enter the building using the main (front) doors.
- ➔ Breakfast is served starting at **7:30am** daily.
- ➔ No student should arrive at school before **7:30am**.

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

Dismissal Times and Procedures

Students being picked up by parents will exit the building using the South 2 Door (“parent pickup” 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	Student Dismissal Time	Student Exit Location
All Bus Students	2:55-3:57 PM	Main (Front) Doors
Brookhill/Meadows Walkers	2:57-3:00 PM	South 2 Door
7 th & 8 th Grade	2:57-3:00 PM	South 2 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 Valley 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

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

RETENTION POLICY

➤ELEMENTARY (Grades 3-6)	➤SECONDARY (Grades 7-12)
<p>A Child Study Team (CST) in each elementary building will determine promotion in grades K-6. Academic retention may occur only once in grades K-3, except in cases where both parent and CST agree that the student may be retained a second time.</p> <p>In grades 4,5, and 6, students who have failed two (2) major subjects should be retained. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to seventh grade.</p>	<p>In grades 7 and 8 students will be required to successfully complete a minimum of ten (10) total credits before being promoted to ninth grade. The following criteria must be met:</p> <ol style="list-style-type: none">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 must be earned in either Reading or Geography.2.) All courses taught in grades 7 and 8 will count for promotion to grade 9.3.) If possible, students will not be scheduled to repeat courses passed in grade 7.4.) 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.

ATTENDANCE (Please see policy attached)

➡ **Please use this phone number to report an absence: (570) 459-3221 Ext. 26500**

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 Valley Elementary/Middle School when a student will not be attending school. **A PHONE CALL SHOULD BE MADE FOR EVERY DAY A STUDENT IS ABSENT. PLEASE LEAVE A VOICE MAIL.** No phone calls from students will be accepted. When leaving a message, request homework, if desired. Parents/guardians must call between the hours of 7:30am and 4:00pm to report an absence.
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 is 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 8:05am must report to the main office and sign in to receive an "admit to class" slip. Students will not be allowed into class without this slip.

If a student arrives between 8:05 AM and 10:00 AM, the student is tardy.

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

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

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

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

Elementary School:

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

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

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

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

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

Exclusion from School by Nurse:

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

PROCEDURE FOR EXCUSAL FROM SCHOOL

- Every effort should be made to make all appointments during non-school time. However, the occasion may arise when it is necessary to obtain an excuse during the school day. Arrangements for such excuses (dental, doctor, etc.) must be made with the office with a written request.
- Students leaving school for appointments should report to school with an excuse from home, go to the appointment, and return to school after the appointment with a doctor's excuse.
- 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 at school. Any student not following this procedure will be considered truant.

HOMEWORK

- During an absence, students are required to make-up missed assignments by notifying a friend or, if absence is for three consecutive days or more, parents are to contact the office and assignments will be collected for parental pick-up.
- Elementary School – the policy for elementary school homework is to be determined by the individual teacher. Request homework when reporting child absent, by 9:00 AM.
- Middle School – the policy for middle school homework is to be determined by the individual teachers. Request homework when reporting child absent, by 8:00 AM with locker number and combination.

PHONE CALLS

Please make every effort to let your child know where he/she is to go after school. Notes should be sent whenever possible. In order for us to take the best care of your children, we request that you keep all non-emergency calls to a minimum.

CHANGE OF ADDRESS OR PHONE NUMBER

If you have a change of address at any time, you must notify Child Registration at the Administration Building immediately. You must provide three (3) proofs of address and phone number change (i.e.: billing statement, Internal Revenue statement, voter registration card, property tax bill, state ID card, vehicle registration, utility statement, W2 form, property deed, driver's license, insurance statement, current pay stub, bank statement). ***For the safety of your child, we need to have current phone numbers and addresses at all times. Please make the office aware of any phone number change! 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 breakfast and one free lunch. 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 still have an opportunity to deposit money into their account if there is a desire to do so. 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 student's 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.
Remain seated until called to the serving line.
No shouting, throwing items, or physical contact.
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 students are 16 years or older, they must go to the Hazleton Area High School office.

GRADING

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

REPORT CARDS

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

Report Cards will be available using parent portal access on Skyward at the conclusion of each quarter.

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

TEXTBOOKS

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

FIRE /RESTRICTED MOVEMENT DRILLS

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

DANCES AND EXTRACURRICULAR ACTIVITES

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.

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
<https://go.boarddocs.com/pa/hazl/Board.nsf/Public#>

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 (2nd, 3rd and 4th 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

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, cros, 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:	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 7th 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 9th and 12th grade and earn a minimum of one (1) credit.

A 10th grade student must earn a minimum of thirteen (13) credits in order to have the possibility of graduating in two (2) years; and an 11th 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: **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.	First Offense- warning is recorded and a temporary ID issued if necessary. Second Offense- Parent/guardian notified and a temporary ID issued if necessary. Third Offense- Out of school suspension, and counts towards a pre expulsion.	First Offense- Suspension. Continued Offenses- according to the discipline policy and all count towards to pre expulsion.