

# **Hazleton Area School District**

## **Hazle Township Early Learning Center**



# **Student Handbook**

## **2022 -2023**

### **Hazle Township Early Learning Center**

1400 West 23<sup>rd</sup> Street

Hazle Township, PA 18202

**Phone:** 459-3221 Ext. 23500

**Fax:** (570) 450-6547

**Website Address:** [www.hasd.k12.org/elc](http://www.hasd.k12.org/elc)



## 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.*

## General Number (570) 459-3221

### Principal

Jeanne Conahan, Ed. D.  
Ext. 23505

### Assistant Principal

Mark A. DeLese, Ed. D.  
Ext. 29501

### Guidance Counselor

Desiree Sharkey  
Ext. 29516

### School Nurse

Tammy Limongelli  
Ext. 23591

### Secretarial Staff

Gabriela Peguero  
Ext. 23500

### Security

Donna Todd  
Ext. 23593

### Interpreter

Christie Arias Rivera  
Ext. 23545



## School Mission Statement

*AT HTELC our philosophy is one of inclusion, acceptance, respect and tolerance. We believe all students are entitled to a quality education in an atmosphere that promotes self-discovery. The tone and climate of our school is upbeat and positive. At HTELC we embrace parent involvement and welcome parents to be an active partner with us as we strive to help all children maximize their potential!*

## 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 (570) 459-3111 ext. 3156 at 1515 West 23rd Street, Hazle Township, PA 18202.*

## Drills

In an attempt to ensure the safety of your child, HTELC 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 HTELC. If you have any questions or concerns, please feel free to contact the school at 459-3221 Ext. 23500.



# 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  |                |    |    |    |    | 3            | 4  | 5  | 6  | 7  |               | 1  | 2  | 3  | 4  |
| 8           | 9  | 10 | 11 | 12 | 5              | ✓  | 7  | 8  | 9  | 10           | 11 | 12 | 13 | 14 | 7             | 8  | 9  | 10 | 11 |
| 15          | 16 | 17 | 18 | 19 | 12             | 13 | 14 | 15 | 16 | 17           | 18 | 19 | 20 | 21 | 14            | 15 | 16 | 17 | 18 |
| 22          | 23 | 24 | 25 | 26 | 19             | 20 | 21 | 22 | 23 | 24           | 25 | 26 | 27 | 28 | 21            | 22 | 23 | 24 | 25 |
| 29          | 30 | 31 |    |    | 26             | 27 | 28 | 29 | 30 | 31           |    |    |    |    | 28            | 29 | 30 |    |    |

  

| 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  |            |    | 1  | 2  | 3  |
| 5             | 6  | 7  | 8  | 9  | 9            | 10 | 11 | 12 | 13 | 6             | 7  | 8  | 9  | 10 | 6          | 7  | 8  | 9  | 10 |
| 12            | 13 | 14 | 15 | 16 | 16           | 17 | 18 | 19 | 20 | 13            | 14 | 15 | 16 | 17 | 13         | 14 | 15 | 16 | 17 |
| 19            | 20 | 21 | 22 | 23 | 23           | 24 | 25 | 26 | 27 | 20            | 21 | 22 | 23 | 24 | 20         | 21 | 22 | 23 | 24 |
| 26            | 27 | 28 | 29 | 30 | 30           | 31 |    |    |    | 27            | 28 |    |    |    | 27         | 28 | 29 | 30 | 31 |

  

| 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 |  |  |  |  |  |

- 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. | 10      | –   | Early Dismissal for Students Only       |
| 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. | 17      | –   | Early Dismissal for Students Only       |
| 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: |   |
|      |         | <u>MEET THE TEACHER NIGHT</u> (Sept. 26 El./Mid.)           |   |
|      |         | (Sept. 27 HAHS, HACC & STEM)                                |   |
|      |         | <u>OPEN HOUSE</u> (Mar. 30 El./Mid.)                        |   |
|      |         | <u>GRADUATION</u> (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

## Student Arrival Procedure

- ➡ All Grades Enter Through Main Entrance Only.
- ➡ Breakfast is served beginning at 8:30 A.M. ELEMENTARY

Walkers should arrive no earlier than 8:45 a.m. and no later than 9:00 a.m. Enter using the main entrance. After 9:10 a.m. children are considered late and will be marked tardy.

Parents should not park in front of the school to talk with office personnel. You may park in the parking lot shown below and walk to the office.

## Parent Pick-Up Procedure

Walkers are dismissed at **3:15PM** from the **MAIN ENTRANCE**. Please wait outside for your child behind the roped-off walkway.

Please do not park in bus lane. All parents must park in the parking lot shown below, get out of their car and walk to the main entrance to meet your child.



Students assigned to a bus must ride that bus home unless a note indicating that the student is to be picked up is signed by the parent and submitted to the homeroom teacher.

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



# Our Faculty

| TEACHING STAFF    |           |       |       |
|-------------------|-----------|-------|-------|
| Last              | First     | Grade | Room  |
| Olexa             | Desiree   | Pre-K | 446   |
| Hartz             | Jackie    | Pre-K | 445   |
| McFarland         | Sarah     | Pre-K | 447   |
| Koval             | Corrinne  | Pre-K | 443   |
| St. Pierre        | Amy       | Pre-K | 444   |
| Catania           | Cassandra | K     | 409   |
| Frumkin           | Catherine | K     | 408   |
| Makowiec          | Renee     | K     | 403   |
| Houser            | Kimberly  | K     | 406   |
| Wolfe             | Lori      | K     | 413   |
| Stefanik          | Heather   | K     | 411   |
| Intervention Room |           | 1     | 404   |
| Franzosa          | Ann       | 1     | 410   |
| Potence           | Mary Rose | 1     | 423   |
| Paulshock         | Denise    | 1     | 407   |
| Tarapchak         | Brittney  | 1     | 426   |
| DeMarco(Zamonas)  | Rebecca   | 1     | 424   |
| Pahler            | Ashley    | 1     | 425   |
| Lashock           | Kelly     | 2     | 405   |
| Fetchko           | Peggy     | 2     | 402   |
| Karmonick         | Kyle      | 2     | 432   |
| Horvath           | Christine | 2     | 427   |
| Clark             | Amanda    | 2     | 429   |
| Carichner         | Brittany  | 2     | 430   |
| Sledjeski         | Jennifer  | 2     | 428   |
| Synoski           | Pamela    | 2     | 431   |
| Special Education |           |       |       |
| Lisiewski         | Carol     | LS    | 422   |
| Burger            | Jane      | EI    | 23511 |
| Juka              | Jon       | EI    | 442   |
| Floryshak         | Roxy      | EI    | 440   |
| ESL               |           |       |       |
| Carlyon           | Kristina  | ESL   | 420   |
| Craig             | Jessica   | ESL   | 420   |
| Support           |           |       |       |

|                 |          |               |           |
|-----------------|----------|---------------|-----------|
| TBA             | TBA      | Itinerant     | Lg Group  |
| Bensavage       | Samantha | Speech        | Lg Group  |
| Spellman        | Marybeth | OT            | Lg Group  |
| Shebelock       | Dawn     | PT            | Lg Group  |
| Dietz           | Missy    | Service Coord | 418 23510 |
| Verbonitz       | Joleen   | Service Coord | 418 23509 |
| Denion          | Jennifer | Speech        | 418       |
| Scalleat        | Kimberly | Reading       | 400 23439 |
| Foderaro        | Dora     | Speech        | 23521     |
| <b>Specials</b> |          |               |           |
| TBA             | TBA      | ART           | 421       |
| Piccotti-Fanny  | Charissa | MUSIC         | 421       |
| Petrulsky       | Kristin  | GYM           | GYM       |

## Bell Schedule

**Note:** All teachers must be at their classroom door by 8:45 to monitor students entering their classrooms.  
**At no time should students be lined up in the hallways.**

| <b>REGULAR SCHEDULE</b>  |   |
|--|---|
| <div> <div>➡ Teacher's Day: 8:10-3:40</div> <div>➡ Student's Day: 8:45-3:40</div> </div> |   |
| PERIOD   | TIME  |
| 1  | 9:05-9:45   |
| 2  | 9:45-10:25  |
| 3  | 10:25-11:05   |
| 4th  | * 1 <sup>st</sup> Grade Lunch (11:10-11:40)                     |
| 5 <sup>th</sup>  | * 2 <sup>nd</sup> Grade Lunch (11:55-12:25)                     |
| 6  | PRE-K Lunch (12:45 – 1:15)<br>* Kindergarten Lunch (12:35-1:05) |
| 7  | 1:10-1:50   |
| 8  | 1:50-2:30   |
| 9  | 2:30-3:10   |
|  | ☞ * Travel time included above * ☞                              |

| <b>Two Hour Delay</b>  |   |
|--|---|
| PERIOD   | TIME  |
| HR   | 10:45 – 11:05   |
| 1 <sup>st</sup> Per.   | 11:05 -11:25  |
| 2 <sup>nd</sup> Per.   | 11:25 – 11:45   |
| 3 <sup>rd</sup> Per. LUNCH 1st Grade                           | 1 <sup>ST</sup> Grade, Art Teacher , Music Teacher, at 11:45-12:10<br><i>(1<sup>st</sup> Grade switch plan from 3<sup>rd</sup> to 4<sup>th</sup>)</i><br>Pre-K at 12:05 – 12:25 |
| 4 <sup>th</sup> Per. LUNCH 2 <sup>nd</sup> Grade               | 12:15-12:45   |
| 5 <sup>th</sup> Per. LUNCH Kindergarten                        | 12:50-1:20  |
| 6 <sup>th</sup> Per.   | 1:25-1:45   |
| 7 <sup>th</sup> Per.   | 1:45 – 2:05   |
| 8 <sup>th</sup> Per.   | 2:05- 2:25  |
| 9 <sup>th</sup> Per.   | 2:30 – 2:55   |
| 3 <sup>rd</sup> Period Plan to be taken 4 <sup>th</sup> Period |   |

### EARLY DISMISSAL LUNCH SCHEDULE

*(please be flexible on an early dismissal. If you can get your class out early, it would facilitate dismissal)*

⊕ K - 10:15-10:40    ⊕ PRE-K 10:25 – 10:50

1<sup>St</sup> Grade 10:55 – 11:20    ⊕ 2<sup>nd</sup> Grade 11:25 - 11:50

### EARLY DISMISSAL HOURS

Elementary (K -2) 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 web site for up to the minute information regarding delays and cancellations.**

**On a Two Hour Delay, the school doors open at 10:40 Please do not send your child early!** Students who arrive early must return home. This is unsafe and the school cannot be held responsible for parents who do not adhere to policy

If the weather is bad or very cold , **PLEASE** watch channel 16, 22 or any local channel for the latest on school closings. You can also visit our web site to see if there is a delay or cancellation. [www.hasdk12.org](http://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***

**ALL HASD STUDENT POLICES CAN BE FOUND AT:**

**<https://www.boarddocs.com/pa/hazl/Board.nsf/Public>**