

# Hazleton Area School District

## Heights Terrace Elementary/Middle School



# Student Handbook 2016-2017



## **Heights Terrace Elementary/ Middle School**

275 Mill Street

Hazleton, PA 18201

**Phone:** 459-3221 Ext. 24500

**Fax:** (570) 459-1394

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

### **Mission Statement**

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

#### **Principal**

Mr. Dan Diehl  
Ext. 24505

#### **Assistant Principal**

Ms. Julia L. Teter  
Ext. 24501

#### **Guidance Counselor**

Mrs. Ana Rose Derewicz  
Ext. 24516

#### **School Nurse**

Mrs. Terese Gentilesco B.S.N  
Ext. 24591

#### **Secretarial Staff**

Mrs. Sharon Turse Ext. 24500  
Mrs. Elsi Sencion Ext. 24502  
(Bi-Lingual Liasion)

#### **Security**

Mrs. Kathleen Chicaese Ext. 24539

### **School Mission Statement**

Heights Terrace Elementary/Middle School is dedicated to educating the mind, body and spirit of each child with special emphasis on dignity, self-worth, and reverence for life. We stress acceptance of differences; we emphasize cooperation with and concern for others; and we encourage a sense of commitment toward the larger community. Our desire is for every student to leave Heights Terrace academically sound and without need for remediation.

### **NON-DISCRIMINATION POLICY**

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

### **Drills**

In an attempt to ensure the safety of your child, Heights Terrace 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 Heights Terrace. If you have any questions or concerns, please feel free to contact the school at 459-3221 Ext. 24500.

### **Motto**

At Heights Terrace, we will not judge anyone by the color of their skin or language that they speak, but by the content of their character. Adapted from Martin Luther King, Jr.'s "I Have a Dream" speech

## Elementary Faculty

Grade	Name	Subject	Room #
K	Michelle Lee	ALL	B101
K	Anne Schneider	ALL	B102
K	Judy Matriccino	ALL	B103
1	Beth Smith	ALL	B130
1	Jamie Michael	ALL	B131
1	Jordan Zande	ALL	B133
1	Donna Grego	ALL	B134
1	Jennifer Combellack	ALL	B135
2	Debra Farkus	ALL	B122
2	Christie Rutecki	ALL	B123
2	Ann Marie Chismar	ALL	B124
2	Susan Stewart	ALL	B125
2	Jody Perry	ALL	B126
3	Stacey Bottley	Rdg/LA	A101
3	Deborah McNelis	Sci/SS	A102
3	Kelly Marchetti	Rdg/LA	A103
3	Alyson Trella	Math/Sci/SS	A104
3	Sarah Rosato	Rdg/LA/Math	B129
4	Michelle LaBuda	Rdg/LA	B214
4	Danielle Mariano	Rdg/LA	B222
4	Emily Skuba	Rdg/LA/Sci/SS	B210
4	Brenda Sterenchock	Rdg/LA/Math	B218
4	Nancy Palermo	Math/Sci/SS	B221
5	MaryAnn Hess	Rdg/LA/Sci/SS	B211
5	Sue Smutny	Rdg/LA	B215
5	Stacey Natt	Rdg/LA	B217
5	Michael Herbinko	Sci/SS	B219
5	Mark Reed	Math	B220
6	Jessica Penilla	Math/Sci/SS	B201
6	Shanon Sitoski	Rdg/LA	B202
6	Jaime Watt	Math	B203
6	John Tarone	Rdg/LA	B204
6	Amy St. Pierre	Rdg/LA/Sci/SS	B223

<b>Elementary ESL</b>					
<b>Grd</b>	<b>Name</b>	<b>Subject</b>	<b>Days</b>	<b>Quarter</b>	<b>Room #</b>
K-2	Karen Burkholder	All	M-F	1-4	B107B
K-2	Lindsay Craig	All	M-F	1-4	B107B
3-4	Regina Smith	All	M-F	1-4	B107A
5-6	Robin Gawel	All	M-F	1-4	B107A
<b>Elementary Special Teachers</b>					
<b>Grd</b>	<b>Name</b>	<b>Subject</b>	<b>Days</b>	<b>Quarter</b>	<b>Room #</b>
1-6	Judy Pavlick	PE/Swimming	M-F	1-4	Gym/Pool
4-6	Dave Kepp	PE	M/T	1-4	Gym
4	Robert Kotansky	Health	W	1-4	Classroom
1-6	Rachael Brimmer	General Music	M-F	1-4	Classroom
3-8	Jennifer Gerhard	Instrumental Music	R-F	1-4	Stage
1-6	Matthew Gartland	Elementary Art	M-F	1-4	Classroom
1-3	Jessica Badamo	Intervention/Special	T/R/F	1-4	Classroom
2-3	Matt Balukonis	F.L.	M	1-4	Classroom
5-6	Linda Shuliga	Comp Lit	M/W	1-4	Lib
<b>Elementary Special Education</b>					
K-3	Toni Kline	All	M-F	1-4	B109
K-3	Heather Peregrin	Reading	M-F	1-4	B109
4-5	Kerry Casarella	All	M-F	1-4	2nd Floor Spec Ed Room
5-6	Ann Tihansky	Math	M-F	1-4	
<b>Itinerant</b>					
Lib Office	Lucy Valente	Speech	M-F	1-4	B209

## Middle School Faculty

<b>Heights -Terrace Roster 2015-2016</b>					
<b>Grd</b>	<b>Name</b>	<b>Subject</b>	<b>Room #</b>		
7-8	Gail Folk	LA	A201		
7-8	Catherine Carrell	Rdg/LA	A202		
7-8	Mary Lou Marino Carsia	Math	B224		
7-8	Matthew Scarcella	SS	B225		
7-8	Kevin Kringe	Sci	B228		
8	Christine La Monica	LA	B230		
7-8	Jeff Rush	Math	B227		
8	Kris Bonomo	SS	B226		
8	Michael Gavlick	Sci	B230		
7/8		Math	B226		
<b>ESL</b>					
<b>Grd</b>	<b>Name</b>	<b>Subject</b>	<b>Days</b>	<b>Quarter</b>	<b>Room #</b>
7-8	Stacia Kutney	All	M-F	1-4	B229
<b>Special Education</b>					
<b>Grd</b>	<b>Name</b>	<b>Subject</b>	<b>Days</b>	<b>Quarter</b>	<b>Room #</b>
7-8	Kelli Holloman	All	M-F	1-4	A201
7-8	Ann Tihansky	Math	M-F	1-4	
7-8	Heather Peregrin	Reading	M-F	1-4	
<b>Special Teachers</b>					
7	Lance Bobby	Health/PE	M-F	1-4	T1/Gym
8	Ashley Robbins	PE	M-F	1-2	Gym
7-8		Music	M-F	1-2	T2
7-8	Charles DeAngelo	Art	M-F	1-3-4	A203/T2
8	Jennifer Kelly	F.L.	M-F	2	A204
8	Ronnie O'Brien	Comp Lit	M-F	3	A204
8	Karen Tomashunis	Cons Sci.	M-F	3	A203
7	Melane Baran	Lib Sci	M-F	4	A204
8	Tony Vigna	Tech Ed	M-F	4	TI

# Heights Terrace Elementary Middle School

## 2016-2017 Bell Schedule

### Kindergarten

#### AM Schedule

8:30-8:50		Breakfast
8:50		Arrival
8:50-9:10		HR
9:10-10:30		Reading/ELA
10:35-11:25		Math
<b>11:35-12:05</b>		<b>Lunch</b>
12:05		Dismissal

#### PM Schedule

12:00		Arrival- <b>**Through Main Gym Doors</b>
<b>12:10-12:40</b>		<b>Lunch</b>
12:40-1:00		HR
1:00- 2:20		Reading/ELA
2:25-3:15		Math
3:15		Dismissal

#### 2 Hour Delay

**\*\*NO AM Kindergarten**

**PM Kindergarten schedule remains the same as a regular day**

#### Early Dismissal

**AM Kindergarten schedule remains the same as a regular day**

**\*\*NO PM Kindergarten**

# Heights Terrace Elementary Middle School

## 2016-2017 Bell Schedule

Middle School		Elementary							
Breakfast	7:25-7:45	<b>6th Grade</b>		<b>5<sup>th</sup>/4<sup>th</sup> Grade</b>		<b>2<sup>nd</sup>/3<sup>rd</sup> Grade</b>		<b>1<sup>st</sup> Grade</b>	
Late Bell	7:55	Breakfast	8:25-8:45	Breakfast	8:25-8:45	Breakfast	8:25-8:45	Breakfast	8:25-8:45
HR	7:50-7:58	HR	8:45-9:07	HR	8:45-9:07	HR	8:45-9:07	HR	8:45-9:07
1	8:00-8:43	1	9:07-9:47	1	9:07-9:47	1	9:07-9:47	1	9:07-9:47
2	8:45-9:28	2	9:48-10:28	2	9:48-10:28	2	9:48-10:28	2	9:48-10:28
3	9:30-10:13	3	10:29-11:09	3	10:29-11:09	3	10:29-11:09	3	10:29-11:09
<b>4th Lunch</b>	<b>10:20-10:50</b>	<b>4th Lunch</b>	<b>11:10-11:40</b>	4	11:10-11:50	4	11:10-11:50	4	11:10-11:50
Intervention Period	11:00-11:35	5	11:51-12:31	<b>5th Lunch</b>	<b>11:55-12:25</b>	5	11:51-12:31	5	11:51-12:31
5	11:37-12:20	6	12:32-1:12	6	12:32-1:12	<b>6th Lunch</b>	<b>12:35-1:05</b>	6	12:32-1:12
6	12:22-1:05	7	1:13-1:53	7	1:13-1:53	7	1:13-1:53	<b>7th Lunch</b>	<b>1:15-1:50</b>
7	1:07-1:50	8	1:54-2:34	8	1:54-2:34	8	1:54-2:34	8	1:54-2:34
8	1:52-2:35	9	2:35-3:15	9	2:35-3:15	9	2:35-3:15	9	2:35-3:15
Dismissal - Students	2:35-2:45	HR	3:15-3:17	HR	3:15-3:17	HR	3:15-3:17	HR	3:15-3:17
		Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40

# Heights Terrace Elementary Middle School

## 2016-2017 2Hr Delay Bell Schedule

Middle School		Elementary							
NO BREAKFAST		6 <sup>th</sup> Grade		5 <sup>th</sup> /4 <sup>th</sup> Grade		3 <sup>rd</sup> /2 <sup>nd</sup> Grade		1 <sup>ST</sup> Grade	
Late Bell	9:55	NO BREAKFAST							
HR	9:50-9:58	HR	10:45 - 10:55	HR	10:45 - 10:55	HR	10:45 - 10:55	HR	10:45 - 10:55
1	10:00-10:33	1	10:55 - 11:22	1	10:55 - 11:22	1	10:55 - 11:22	1	10:55 - 11:22
2	10:35-11:08	2	11:23 - 11:50	2	11:23 - 11:50	2	11:23 - 11:50	2	11:23 - 11:50
3	11:10-11:43	3	11:51 - 12:15	3	11:51 - 12:18	3	11:51 - 12:18	3	11:51 - 12:18
<b>4th Lunch</b>	<b>11:48-12:13</b>	<b>4th Lunch</b>	<b>12:20 - 12:45</b>	4	12:19 - 12:46	4	12:16 - 12:43	4	12:16 - 12:43
5	12:17-12:50	5	12:55 - 1:22	<b>5th Lunch</b>	<b>12:50 - 1:15</b>	5	12:44 - 1:11	5	12:44 - 1:11
6	12:52-1:25	6	1:23-1:50	6	1:23-1:50	<b>6th Lunch</b>	<b>1:20-1:45</b>	6	1:12-1:39
7	1:27-2:00	7	1:51-2:18	7	1:51-2:18	7	1:51-2:18	<b>7th Lunch</b>	<b>1:50-2:15</b>
8	2:02-2:35	8	2:19-2:47	8	2:19-2:47	8	2:19-2:47	8	2:19-2:47
Dismissal - Students	2:35-2:45	9	2:48-3:15	9	2:48-3:15	9	2:48-3:15	9	2:48-3:15
		HR	3:15-3:17	HR	3:15-3:17	HR	3:15-3:17	HR	3:15-3:17
		Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40	Dismissal - Students	3:18-3:40



## EARLY DISMISSAL HOURS

Middle School (7<sup>th</sup> and 8<sup>th</sup> grades) 11:50 AM Elementary (1<sup>st</sup> through 6<sup>th</sup> grades) 12:30 PM  
Kdg/AM-12:05 PM (normal time) No Kdg/PM Session

## EARLY DISMISSAL LUNCH SCHEDULE

7<sup>th</sup> & 8<sup>th</sup> - 9:50-10:15

6<sup>th</sup> - 10:20-10:45

5<sup>th</sup>/4<sup>th</sup> - 10:50-11:15

3<sup>rd</sup>/2<sup>nd</sup> - 11:20-11:45

1<sup>st</sup> - 11:50-12:15

## 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 for elementary and 9:50 for middle 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 you need to make arrangements for early morning care, please call the YMCA and a fee based service is available.

If the weather is bad, **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***

## ELEMENTARY SCHEDULE

### Arrival - 8:25 AM

- ➡ All Grades K-6th, Main Entrance only.
- ➡ Breakfast is served beginning at **8:25 AM**. For walkers, please come at **8:25** if you are a walker and you want breakfast
- ➡ No student should arrive at school before **8:25**.

Parents, please leave your child at the door. Refrain from walking your child to his/her classroom since this creates unnecessary congestion and confusion and creates a security risk.

### Dismissal Times and Procedures for (Walkers / Parent Pick Up)

Students being picked up by parents must cross the bus lane at the Main Entrance or Entrance A to proceed to the parking lot.

Grade	Time Children will be dismissed	Location where children are to be picked up
Kindergarten	3:15 P.M.	Main Entrance only
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3:16 P.M.	Main Entrance only
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	3:18 P.M.	Main Entrance only

### Dismissal Times and Procedures for (Bus Students)

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.

Grade	Time Children will be dismissed	Location where children go to meet the bus
Kindergarten	3:15 P.M.	Kindergarten classrooms
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3:18 P.M.	
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	3:21 P.M.	

Parents must come into the main office and sign an elementary or middle school student out of the building anytime a student needs to be excused early.

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

## MIDDLE SCHOOL SCHEDULE

Arrival	Dismissal
<p><b>7:25 AM</b> – Breakfast Program</p> <p><b>7:45 AM</b> --Breakfast is served until this time</p> <p><b>7:50 AM</b> – Students permitted to enter the building. 7<sup>th</sup> and 8<sup>th</sup> grade enter through Main Entrance</p> <p><b>7:55 AM</b> – Students must be in their homeroom or they are considered late.</p>	<p><b>2:40-2:45 PM</b> – All students exit through the main entrance.</p>

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

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

## HEIGHTS- TERRACE ONLINE!

Dear Parents,

We are proud to announce that our school is now online and that every teacher maintains their own personal web page!

Do you want to know what's happening in your child's class? No problem, navigate to [www.hasdk12.org/heights](http://www.hasdk12.org/heights) and click on the teachers link. In this section you will find all the teachers listed by last name.



### Skyward

In grades K-8, parents can access their child's grades, attendance and assignments. You need a username and password to access this feature. Access to Skyward will be given to parents at a later date, please check the HASD website periodically for updates. Please know that passwords will only be given out in-person, no phone calls or e-mails will be accepted.

# GRADING AND HONORS AND RETENTION

93-100	A
85-92	B
77-84	C
70-76	D
< 70	F

## HONOR ROLL POLICY

➤ELEMENTARY	➤SECONDARY
<p><b>First Honors</b> 93 or higher in all major subjects, an 85 or higher in physical education and a 70 or higher in all other subjects including behavior.</p> <p><b>Second Honors</b> 85 or higher in all major subjects, an 85 or higher in physical education and a 70 or higher in all other subjects including behavior.</p>	<p><b>Highest Honors</b> an average of 97 or better for the marking period</p> <p><b>First Honors</b> an average of 93-96 for the marking period</p> <p><b>Second Honors</b> an average of 85-92 for the marking period</p> <p>A grade below 85 <b>in any subject</b> disqualifies a student from making the honor roll</p> <p>An “INC” disqualifies a student for the marking period</p>

## RETENTION POLICY

➤ELEMENTARY	➤SECONDARY
<p>A Child Study Team in each elementary building will determine promotion in grades K-6. Academic retention may occur only once in grades K-3, except in cases where both parent and CST agree that the student may be retained a second time.</p> <p>In grades 4,5, and 6 students who have failed two (2) major subjects should be retained. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to seventh grade.</p>	<p>In grades 7 and 8 students will be required to successfully complete a minimum of ten (10) total credits before being promoted to ninth grade. The following criteria must be met:</p> <ol style="list-style-type: none"><li>1.) Of the ten (10) total credits, six (6) must be passed in one (1) of each Major subject area, three (3) credits must be earned in courses with credit value of less than one (1), i.e. Specials and one (1) credit <b>must be earned in either Reading or Geography.</b></li><li>2.) All courses taught in grades 7 and 8 will count for promotion to grade 9.</li><li>3.) If possible, students will not be scheduled to repeat courses passed in grade 7.</li><li>4.) A student in grade 7 will be required to accumulate five (5) credits to be listed as a student in grade 8. Of the five (5) credits, three (3) must be passed in Major subjects and two (2) in any area.</li></ol>

## ATTENDANCE

➔ **Please use this phone number to report an absence. 459-3221 Ext. 24500**

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 may miss a teacher's class without seeing him/her in advance.**

1. A parent/guardian must call Heights Terrace 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.
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 their homeroom teacher who will then send them to the 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:

- If a student arrives between 7:45 AM and 9:45 AM student is tardy.
- If a student arrives after 9:45 AM student is absent for the AM session.
- 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 8:45 AM and 10:45 AM student is tardy.
- If a student arrives after 10:45 AM student is absent for the AM session.
- 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.
- ~Parents who wish to have their children excused from school for non-school district sponsored education tours or trips must submit a letter with detailed information at least two weeks prior to the first day of the trip.
- ~Students may not leave the building at any time during the school day without first securing permission from the office or the school nurse. Any student with permission must first sign out in the main office and upon returning must sign back in. Any student not following the procedure will be considered truant.

## **HOMEWORK**

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

Elementary School – the policy for elementary school homework is to be determined by the individual teacher. Request homework when reporting child absent, by 8:00 AM.

Middle School - the policy for middle school homework is to be determined by the individual teams. Call by 8:00 AM with locker number and combination.

## **PHONE CALLS**

Please make every effort to let your child know where she/he 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.

## **LUNCH CARDS**

Students in grades K-2 will be issued a student I.D. card with his/her name and identification number on it.

## **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.

## **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 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 (K-2) / Report card receipts (3rd through 8th) are to be returned to the homeroom teacher on the school day following the distribution of report cards. If the student does not hand in the report card or receipt within a week following the distribution, detention will be assigned.

**Deficiency Notices:** Students with an average of 75 or below as of the middle of a marking period will be sent via postal mail notification of a possible failure for the marking period.

## **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 Activities**

Students who attend a dance or other extracurricular function are not allowed to leave and re-enter the function. Once a student leaves the site of the activity, s/he will not be allowed to return. NO STUDENT will be admitted to a dance without having the required dance contract signed by a parent/guardian and the student.

## **Detention**

A student assigned a detention will receive a detention slip indicating the reason for the detention, as well as, the date and time the detention will be served. The student is responsible for securing a parent signature on the detention slip and returning the slip to the office on the day following the date the detention slip was issued. If the student is unable to serve the detention on the assigned day an alternate day will be given upon request from the parent. Detention is held Monday through Thursday from 2:40 PM- 3:20 PM for middle school students and 3:20 PM-4:00 PM for elementary students.

## **218. ATTACHMENT STUDENT DISCIPLINE RULES FOR SECONDARY STUDENTS**

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

-For **secondary students**, any student late for school or class will have that late logged by an administrator for the first offense of each marking period/quarter.

-Subsequent late arrivals (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> offenses) will result in after-school detention being assigned.

-A student who is late five (5) times in any quarter will be suspended and each subsequent late arrival will result in additional disciplinary consequences.

Transportation rules and disciplinary procedures are addressed in Policy #810.

Tobacco use is addressed in Policy #222.

### **Group I Infractions**

**1st Infraction** - warning.

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

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

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

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

### **Group II Infractions**

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

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

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

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



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

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

**Group III Infractions**

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

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

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

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

**STUDENT RULES FOR ELEMENTARY STUDENTS**

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

It is the administrator's option to utilize community/school service as a disciplinary action. Elementary (K-6) school detention, including detention for students who are habitually tardy, will be used at the discretion of the building administrator and will be enforced as determined by each building. Failure to attend detention may result in grounds for suspension.

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

## **Group I Infractions**

These rules are necessary for the orderly operation of our school. Recurrent problems, including any similar offenses, will require parental involvement and/or suspension with a behavioral contract.

1. Hall Passing - always walk quietly single file. Stay to the right unless otherwise specified.
2. Arrive to class on time prepared with books, pencils, notebooks and any homework assignments.
3. Follow classroom rules set forth by your teachers.
4. Treat other students with respect.
5. Follow cafeteria rules.
6. No littering. Keep locker areas clean and student desks neat.
7. No gum chewing.
8. No verbal or physical abuse of another student.
9. No abusive and/or foul language is permitted.
10. No throwing snowballs and/or other objects.
11. No inappropriate public displays of affection.
12. No violation of Electronic Devices Policy #237.
13. No toys, games, cards of any type, etc., are allowed in school. (The school is not responsible for items of a personal nature that are lost or stolen.)
14. No violation of the Dress and Grooming Policy #221.
15. No leaving class without permission.
16. No interference with a student's right to an education and a teacher's right to teach.

## **GROUP II Infractions**

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

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

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

## **GROUP III Infractions**

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

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

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

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

# School Bus Discipline Rules

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. Students who have committed acts of misbehavior are subject to the following penalties.

Each offense shall apply to the appropriate level to determine the consequences (warning, suspensions, or loss of bus privileges). Students may also lose bus privileges for the rest of the school year by accumulating five (5) conduct reports that have been deemed offenses.

Suspensions shall include all a.m. and p.m. bus transportation, including field trips, extracurricular activities, etc. Parents/Guardians are responsible for student transportation during the suspension.

## **Level I Violations –**

1. Rude, discourteous, annoying behavior.
2. Shouting.
3. Littering.
4. Spitting.
5. Tripping/Pushing.
6. Profane language.
7. Eating or drinking.
8. Opening windows against driver's orders.
9. Arms or heads out of windows.
10. Refusing to identify him/herself to the bus driver
11. Intentional boarding on incorrect bus.
12. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations.

**First Offense:** A warning is given and parents/guardians shall be notified.

**Second Offense:** Suspension of riding privileges for three (3) to five (5) days.

**Third Offense:** Suspension of riding privileges for ten (10) days.

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

## **Level II Violations –**

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

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

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

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

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

### ***Level III Violations –***

1. Hitting, pushing or threatening any district vehicle operator, employee and/or contracted personnel.
2. Throwing objects at the driver.
3. Lighting of flammables.
4. Opening the exit doors on the bus, except as authorized in an emergency.
5. Indecent exposure. Pol. 218, 233
6. Other similar offenses of safety violations deemed by the appropriate authority to merit the following penalties. Additionally, appropriate filing of charges and suspensions shall also apply as indicated in the discipline code.

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

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

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

Acts of misbehavior which occur during the morning trip shall be reported to the Director of Transportation the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip shall be reported the following morning, unless immediate attention to the matter is deemed necessary. Every effort shall be made to affect the disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless a second offense under Level III applies or the student is deemed dangerous to other students or the driver.

## **237. ELECTRONIC DEVICES**

See the ENTIRE POLICY AT

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

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

**-Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

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

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

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

### **Electronic Images And Photographs**

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

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

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

## **Health Care Services**

Health Care Services\* in the Hazleton Area School System are provided by Pennsylvania Certified School Nurses (CSN) and Health Assistants (RNs). As a department within our school system, the school nurses promote a comprehensive school health program designed to appraise, protect, and promote the health of students. We believe that good health is a prerequisite to learning.

School nurses have the opportunity to directly impact the health of students in their schools. By coordinating with families and their health providers we create a team approach to better meet the medical needs of our students. Please contact the school nurse if your child has a chronic health condition, especially if that condition may affect their school attendance. If your child has a medical condition that requires a nurse's care during the school day, be sure to inform your school nurse. This is important in order to find ways to accommodate your child's needs during the school day.

\*For more information on medical services/procedures please see *Health Services* listed under *Departments* on the Hazleton Area School District web page.



# HAZLETON AREA SCHOOL DISTRICT



## 2016 - 2017 CALENDAR

Revised 7/27/2016



Aug.	29	-	Inservice Day
Aug.	30	-	First Day For Students
Sep.	5	-	Labor Day
Oct.	10	-	Columbus Day
Nov.	11	-	Veterans' Day
Nov.	24 - 28	-	Thanksgiving Holiday
Dec.	5	-	Act 80 Day
Dec.	12	-	Instructional Strategy Day
Dec.	19	-	Instructional Strategy Day
Dec.	23 - 30	-	Winter Break
Jan.	2	-	Winter Break
Jan.	9	-	Instructional Strategy Day
Jan.	16	-	Martin Luther King Jr. Day
Jan.	23	-	Act 80 Day
Jan.	24	-	Inservice Day
Jan.	30	-	Winter Break
Feb.	6	-	Act 80 Day
Feb.	13	-	Instructional Strategy Day
Feb.	20	-	Presidents' Day
Feb.	27	-	Act 80 Day
Apr.	13 - 17	-	Spring Break
May	12	-	Act 80 Day
May	29	-	Memorial Day
June	9	-	Last Day for Students
June	12	-	Last Day for Teachers
June	13	-	This day will be made up by teachers through attendance at Open House (Nov. 14 - El.), (Nov. 15 Mid.).

### NUMBER OF SCHOOL DAYS

	STUDENTS	TEACHERS
August	2	3
September	21	21
October	20	20
November	18	18
December	13	16
January	16	19
February	16	19
March	23	23
April	17	17
May	21	22
June	7	9
<b>Totals:</b>	<b>174</b>	<b>187</b>

October 31 - End of 1st Quarter  
 January 20 - End of 2nd Quarter  
 April 3 - End of 3rd Quarter  
 June 9 - End of 4th Quarter

**EARLY DISMISSAL TIMES**  
 11:30 AM - High School  
 11:50 AM - Middle Schools  
 12:30 PM - Elementary Schools

**PSSA (Grades 3 - 8) - April 3-7, 2017 (English / Lang. Art)  
 April 24-28, 2017 (Mathematics)  
 May 1-5, 2017 (Science)**

**KEYSTONE - Jan. 9-23 & May 15-26, 2017**

### NON-DISCRIMINATION POLICY

The Hazleton Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all designated youth groups per the Boy Scouts Act. Inquiries regarding the non-discrimination policies may be directed to the Title IX Coordinator at (701) 439-2021 ext. 61344 or the Section 504 Coordinator at (701) 439-2111 Ext. 2154 at 1515 West 23rd Street, Hazle Township, PA 18202.