

# Hazleton Area School District

## Arthur Street Elementary School



# Student Handbook

## 2016 -2017

### Arthur Street Elementary School

424 East 9<sup>th</sup> Street

Hazleton, PA 18201

Phone: 459-3221 Ext. 29500

Fax: (570) 454-0357

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



## 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

Phil Latella  
Ext. 23505

### Assistant Principal

Dr. Mark Delese  
Ext. 29501

### Guidance Counselor

Ann Marie Ferdinand  
Ext. 29516

### School Nurse

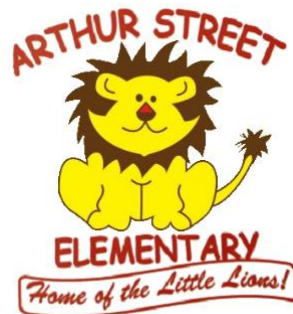
Renee Stringent  
Ext. 29591

### Secretarial Staff

Marie Lestishock  
Ext. 29500

### Security

Ext. 29592



## School Mission Statement

*At Arthur Street 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 Arthur Street 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 or (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, Arthur Street 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 Arthur Street. If you have any questions or concerns, please feel free to contact the school at 459-3221 Ext. 29500.



# 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
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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).

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<b>Totals:</b>	<b>174</b>	<b>187</b>

October 31	-	End of 1st Quarter
January 20	-	End of 2nd Quarter
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**EARLY DISMISSAL TIMES**

11:30 AM	-	High School
11:50 AM	-	Middle Schools
12:30 PM	-	Elementary Schools

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**April 24-28, 2017 (Mathematics)**  
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**KEYSTONE - Jan. 9-23 & May 15-26, 2017**

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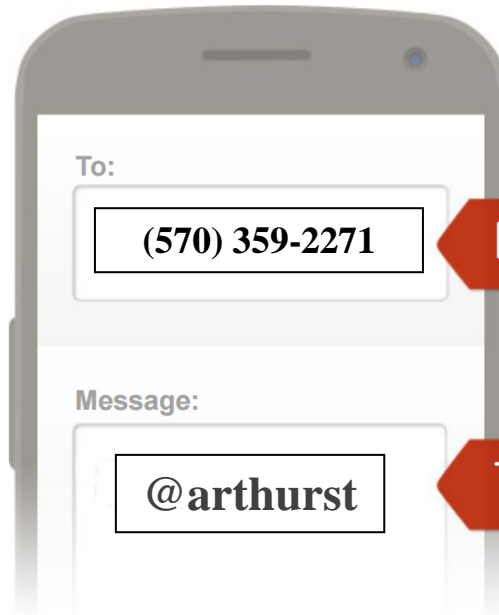
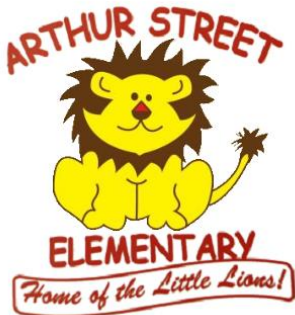
## RECEIVE SCHOOL INFORMATION BY TEXT OR EMAIL

Parents,

Remind is a free service offered to schools that allows them to send emails and text messages to parents. The emails and text messages will be very short but will contain important information about our school, events and programs. You will receive information about PTA events and meetings, school activities, emergency related information and more. We will only send messages that will directly affect you and your child. Standard text messaging fees apply and you can opt out of the service at any time.

### HOW TO SIGN UP FOR TEXT MESSAGES FROM Arthur Street Elementary School

To receive messages via text, text @arthurstr to (570) 359-2271. You can optout of messages at anytime by replying, 'unsubscribe @arthurstr'.



Enter this number

Text this message

\*Standard text message rates apply.

### HOW TO SIGN UP FOR EMAILS

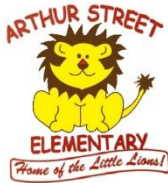
Send an email to [arthurstr@mail.remind.com](mailto:arthurstr@mail.remind.com)

To unsubscribe, reply with 'unsubscribe' in the subject line.

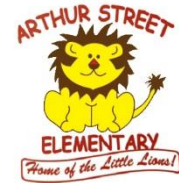
Send	To...	<a href="mailto:arthurstr@mail.remind.com">arthurstr@mail.remind.com</a>
	Cc...	
	Subject:	(You can leave the subject blank)

- **Student Arrival:** 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.
- **Parent Pick-Up:** Walkers are dismissed at 3:15 from the main Arthur Street entrance. Please wait outside for your child. Please do not double park. All parents must get out of their car and walk to the gym entrance on Arthur Street side of the building. Parents cannot blow the horn expecting their child to meet them at the car.  
**AM Kinder – 8:35 – 12:00 PM Kinder – 12:00 – 3:15**
- <https://youtu.be/vzbbiObkerk>





# Our Faculty



## Teaching Staff

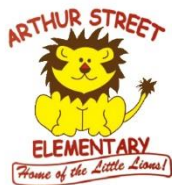
Last	First	Grade	Room #
Angeli	Jennifer	K	201
Carrelli	Jaclyn	K	204
Lagana	Marissa	K	207
Poluka	Jill	K	200
Marino	Dana	1	307
Evancho	Jessica	1	308
Graham	Lynne	1	309
Sterenchock	Crystal	1	300
Yanuzzi	Samantha	1	409
Yurek	Lisa	1	306
Ator	Mary Ann	2	408
Belak	Dara	2	401
Clement	Lisa	2	400
Zimmerman	Lori	2	405
Matz	Desiree	2	410
Gliem	Donald	2	411
Smith	Jennifer	Learning Support	206
Capozzelli	Maria	ESL	Library
Roche	Brittany	Art	205
Kovacsics	Marian	Music	Auditorium
Tedesco	Wendy	K-2	Gym

## Lunch Schedule

General Lunch Schedule		
1	11:10-11:40	First Grade Marino, Graham, Yanuzzi
2	11:30 12:00	AM Kindergarten
3	11:50 - 12:20	First Grade Evancho, Yurek, Sterenchock
4	12:00: 12:30	PM Kindergarten
5	12:35 -1:05	2nd Grade

**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.**

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



## EARLY DISMISSAL HOURS

Elementary (K -2) 12:30 PM

## EARLY DISMISSAL LUNCH SCHEDULE

⊕ K and 1M, 1G, 1Yanuzzi 10:30-10:55

⊕ 1E, 1S, 1Yurek 11:00-11:25

⊕ 2<sup>nd</sup> Grade 11:30-11:55



## ELEMENTARY SCHEDULE

**Arrival - 8:45 AM BREAKFAST 8:25**

- ➔ All Grades Main Entrance only. All students must use main entrance
- ➔ Breakfast is served beginning at 8:30 A.M. ELEMENTARY
- ➔ No student should arrive at school before 8:30

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

The main Entrance of the school will be used to dismiss Bus Students Only

Grade	Time Children will be dismissed	Location where children are to be picked up
PM K	3:15 P.M.	Gym Entrance Arthur Street Side
1	3:18 P.M.	Arthur Street Side Main Entrance only
2	3:21 P.M.	Arthur Street Side 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
K	3:20	Main Entrance
1	3:20	Main Entrance
2	3:20	Main Entrance

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



## 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***

## GRADING AND HONORS AND RETENTION

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

### *HONOR ROLL POLICY*

➤ <b>ELEMENTARY</b>	➤ <b>SECONDARY</b>
<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*

➤ <b>ELEMENTARY</b>
<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>

## ATTENDANCE

➤ **Please use this phone number to report an absence. 459-3221 Ext. 29500**

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.**

### **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.

## **PHONE CALLS**

Please make every effort to let your child know where s/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 and/or phone number at any time, notify the main office immediately by providing, 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). We need to have current phone numbers and addresses at all times.

## **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.

## **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.

## 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.

### 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 effect 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.

**\*\* 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.



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