

Hazleton Area School District

Hazle Township Early Learning Center



Student Handbook

2017-2018

Hazle Township Early Learning Center

1400 West 23rd Street

Hazle Township, PA 18202

Phone: 459-3221 Ext. 23500

Fax: (570) 450-6547

Website Address: www.hasd.k12.org/elc

HAZLE TOWNSHIP
EARLY LEARNING CENTER



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.



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 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, 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



2017 - 2018 CALENDAR

Revised 4/27/2017



| | | | |
|------|---------|---|---|
| Aug. | 24 | - | Act 80 Day |
| Aug. | 25 | - | Inservice Day |
| Aug. | 28 | - | First Day For Students |
| Sep. | 4 | - | Labor Day |
| Oct. | 9 | - | Columbus Day |
| Nov. | 10 | - | Veterans' Day |
| Nov. | 23 - 27 | - | Thanksgiving Holiday |
| Dec. | 22 - 29 | - | Winter Break |
| Jan. | 1 | - | Winter Break |
| Jan. | 15 | - | Martin Luther King Jr. Day |
| Jan. | 22 | - | Act 80 Day |
| Jan. | 23 | - | Inservice Day |
| Feb. | 16 | - | Act 80 Day |
| Feb. | 19 | - | Presidents' Day |
| Mar. | 27 - 30 | - | Spring Break |
| Mar. | 27 - 29 | - | Snow Make-Up Days (#1, #2 & #3) |
| Apr. | 2 | - | Spring Break |
| May | 11 | - | Act 80 Day |
| May | 28 | - | Memorial Day |
| June | 8 | - | Last Day for Students & Teachers |
| June | 11 | - | This day will be made up by teachers through attendance at Open House (Nov. 13 - EL/Mid.), (Nov. 14 HAHS & HACC) (Nov. 15 HAAS), Gallery Night; May 14 for all grades and schools |

NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

| | STUDENTS | TEACHERS |
|----------------|------------|------------|
| August | 4 | 6 |
| September | 20 | 20 |
| October | 21 | 21 |
| November | 18 | 18 |
| December | 15 | 15 |
| January | 19 | 21 |
| February | 18 | 19 |
| March | 18 | 18 |
| April | 20 | 20 |
| May | 21 | 22 |
| June | 6 | 7 |
| Totals: | 180 | 187 |

- October 31 - End of 1st Quarter
- January 19 - End of 2nd Quarter
- March 26 - End of 3rd Quarter
- June 8 - 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 9-13, 2018 (English / Lang. Art.)
April 16-20, 2018 (Mathematics)
April 23-27, 2018 (Science)

KEYSTONE - Jan. 8-19 & May 14-25, 2018

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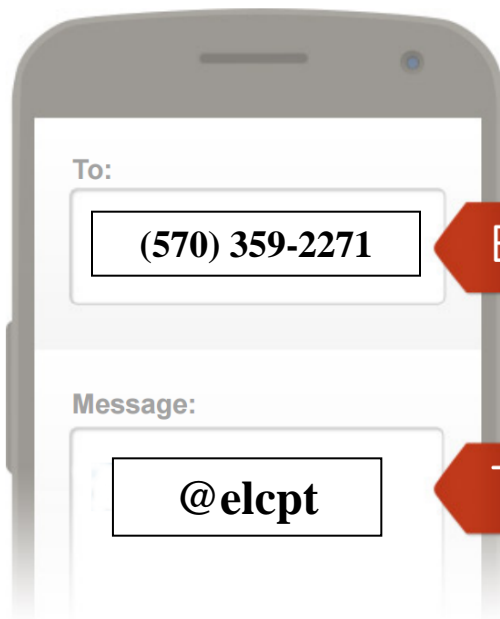
RECEIVE SCHOOL INFORMATION BY TEXT OR EMAIL

Parents,

This year we will use a service called Remind.com. 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 Hazle Township Early Learning Center

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



Enter this number

Text this message

*Standard text message rates apply.

HOW TO SIGN UP FOR EMAILS

Send an email to elcpt@mail.remind.com

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

| | | |
|------|----------|--|
| Send | To... | elcpt@mail.remind.com |
| | 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. Parents who drive, should enter the main circle and drive to the front of the building. Please remain in your car as a staff member will take your child out of the car and escort them into the building. Parents should not park in front of the school and go into the office. If you need to enter the office, please park in the career center parking lot and walk to the office.

- **Parent Pick-Up:** Walkers are dismissed at 3:15 from the main entrance. Please wait outside for your child. Parents need to park in the career center parking lot and walk to the school



Park Here



NOT HERE



Our Faculty



| TEACHING STAFF | | | |
|----------------|-----------|----------|------|
| Last | First | Grade | Room |
| Cusatis | Cathy | Pre-K | 446 |
| Hartz | Jackie | Pre-K | 445 |
| McFarland | Sarah | Pre-K | 447 |
| Mercadante | Brittany | Pre-K | 443 |
| St. Pierre | Amy | Pre-K | 444 |
| Catania | Cassandra | K | 409 |
| Frumkin | Catherine | K | 408 |
| Makowiec | Renee | K | 403 |
| Maylath | Shannon | K | 406 |
| Price | Lori | K | 413 |
| Stefanik | Heather | K | 411 |
| Bell | Meghan | 1 | 404 |
| Boyer | Kayla | 1 | 424 |
| Franzosa | Ann | 1 | 410 |
| Nowak | Mickayla | 1 | 407 |
| Potence | Mary Rose | 1 | 423 |
| TBA | | 1 | 425 |
| Arruzzo | Corrine | 2 | 432 |
| Cain | Carla | 2 | 427 |
| Clark | Amanda | 2 | 429 |
| Molli | Sarah | 2 | 430 |
| Sledjeski | Jennifer | 2 | 428 |
| Synoski | Pamela | 2 | 431 |
| TBA | | 2 | 426 |
| Prushinski | Kelcey | Autistic | 402 |
| TBA | | Autistic | 422 |
| Cameron | Kelsey | Autistic | 421 |
| Hook | Amber | Autistic | 405 |
| Burger | Jane | EI | 441 |
| Lomax | Mary | EI | 442 |
| Tanner | Bree | EI | 440 |
| Carlyon | Kristina | ESL | 420 |
| Penilla /Craig | Jessica | ESL | 420 |

| Lisiewski | Carol | LS | Faculty |
|-------------------------------------|--------------|---------------------|-------------|
| Mentrikoski | Patti | Itinerant | Lg Group |
| Bensavage | Samantha | Speech | Lg Group |
| Spellman | Marybeth | OT | Lg Group |
| Shebelock | Dawn | PT | Lg Group |
| TEACHING STAFF (Continued) | | | |
| Last | First | Grade | Room |
| Dietz | Missy | Service Coordinator | 418 |
| Verbonitz | Joleen | Service Coordinator | 418 |
| Denion | Jennifer | Speech | 418 |
| Foderaro | Dora | Speech | Library |
| Roche | Brittany | ART | ART |
| Kovacsics | Marian | MUSIC | MUSIC |
| Petrulsky | Kristin | GYM | GYM |

Bell Schedule

| REGULAR SCHEDULE | |
|--|---|
| ▶ Teacher's Day: 8:10-3:40 ▶ Student's Day: 8:45-3:40 | |
| PERIOD | TIME |
| 1 | 9:05-9:45 |
| 2 | 9:45-10:25 |
| 3 | 10:25-11:05 |
| 4th | PRE-K Lunch 10:45 – 11:15 1st Grade Lunch 11:10-11:40 |
| 5 th | 2nd Grade Lunch 11:55-12:25 |
| 6 | Kindergarten Lunch 12:35-1:05 |
| 7 | 1:10-1:50 |
| 8 | 1:50-2:30 |
| 9 | 2:30-3:10 |

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

EARLY DISMISSAL LUNCH SCHEDULE

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

⊕ **PRE-K and K 10:25-11:00** ⊕ **1st Grade 11:05-11:30**

⊕ **2nd Grade 11:35 - 12:00**

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)

| Grade | Time Children will be dismissed | Location where children are to be picked up |
|-------|---------------------------------|---|
| K | 3:15 P.M. | Main Entrance only |
| 1 | 3:18 P.M. | Main Entrance only |
| 2 | 3:21 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 |
|-------|---------------------------------|--|
| Pre-K | 2:00 | Cafeteria |
| 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

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