

Hazleton Area School District

Hazle Township Early Learning Center



Student Handbook

2016 - 2017

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.

Principal

Phil Latella
Ext. 23505

Guidance Counselor

Ann Marie Ferdinand
Ext. 23516

School Nurse

Tammy Limongelli
Ext. 23591

Secretarial Staff

Donna Deritus
Ext. 24592

Security

Donna Todd
Ext. 23592



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



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
Totals:	174	187

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 (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.

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
- <https://youtu.be/PnwdkBWoXsE>



Park Here



NOT HERE



Our Faculty



Last	First	Grade	Room
Cusatis	Cathy	Pre-K	446
Hartz	Jackie	Pre-K	445
McFarland	Sarah	Pre-K	447
Pecora	Teri	Pre-K	444
Stevens	Brittany	Pre-K	
Franzosa	Ann	K	410
Frumkin	Catherine	K	408
Price	Lori	K	413
Stefanik	Heather	K	411
Bell	Meghan	1	404
Boyer	Kayla	1	424
Makowiec	Renee	1	425
Marnell	Shannon	1	426
Nowak	Mickayla	1	407
Potence	Mary Rose	1	423
Arruzzo	Corrine	2	432
Cain	Carla	2	427
Clark	Amanda	2	429
Molli	Sarah	2	430
Sledjeski	Jennifer	2	428
Synoski	Pamela	2	431
Prushinski	Kelcy	AS	402
Bensavage	Samantha	EI	Office
Burger	Jane	EI	441
Denion	Jennifer	EI	443
Dietz	Missy	EI	443
Lomax	Mary	EI	442
Shebelock	Dawn	EI	401
Tanner	Bree	EI	440
TBA		EI	401
Verbonitz	Joleen	EI	443
Roche	Brittany	ART	421
		ESL	420
	Kristen	GYM	GYM
Lisiewski	Carol	LS	418
Kovacsics	Marian	MUSIC	422

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	9:46-10:24
3	10:25-11:05
4th	11:10-11:40 1 st Grade Lunch 11:10-11:40 AM Kindergarten 11:30-12:00
5 th	11:47-12:27 2 nd Grade Lunch 11:55-12:25 PM Kindergarten 12:00-12:30
6	12:28-1:08 Pre-K Lunch 12:35-1:05
7	1:09-1:49
8	1:50-2:30
9	2:30-3:10

Two Hour Delay

PERIOD	TIME
HR	10:45 – 11:05
1 st Per.	11:05 -11:25
2 nd Per.	11:25 – 11:45
3 rd Per. LUNCH 1st Grade	1 st 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
4 th Per. LUNCH 2 nd Grade	12:15-12:45
5 th Per. LUNCH Kindergarten	12:50-1:20
6 th Per.	1:25-1:45
7 th Per.	1:45 – 2:05
8 th Per.	2:05- 2:25
9 th Per.	2:30 – 2:55
3 rd Period Plan to be taken 4 th 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***

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>First Honors 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>Second Honors 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>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
<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. 23500**

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 9:00 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.

PLEASE READ THE ENTIRE STUDENT DISCIPLINE POLICY LOCATED AT
<http://www.hasdk12.org/cms/lib3/PA01001366/Centricity/Domain/37/policies/PSBA/218.pdf>

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.