

Hazleton Area School District

DRUMS

ELEMENTARY/MIDDLE SCHOOL



Student Handbook

2022-2023

Drums Elementary/Middle School

85 South Old Turnpike Road

Drums, PA 18222

Phone: (570) 459-3221, Ext. 20500

Fax: (570) 788-3276

Website: www.hasdk12.org

Mission Statement

The mission of the Hazleton Area School District is to provide a challenging and enriching education where all students are exposed to high career and academic standards, a rigorous curricula, and integrated technology in an inclusive environment.

Principal

Mr. Matthew Marnell

Ext. 20505

Assistant Principal

Dr. Allison Yourechko

Ext. 20501

Guidance Counselor

Mrs. Karla Kubitz

Ext. 20516

School Nurse

Mrs. Jessica Getsie

Ext. 20591

Full Time Secretary

Mrs. Lynn Shamany

Ext. 20500

Part Time Secretary

Mrs. Stacy Gadola

Ext. 20500

Security Officer

Mrs. Diane Fedor

Ext. 20593

School Police Officer

Officer Kevin Ruby

Ext. 20593

Non-Discrimination Policy

It is the policy of the Hazleton Area School District not to discriminate on the basis of race, sex, color, national origin, or handicap in its educational programs, activities, or employment policies, as required by Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to: **Kathy Brogan, Title IX Coordinator, (570) 459-3221, Ext. 81539.**

School Mission Statement

Provide a safe, caring, and respectful learning environment where:
 Each student in each grade level move one year's worth of academic growth via PVAAS;
 Data is used effectively to drive differentiated instruction;
 Focused Explicit Instruction promotes accelerated learning;
 Administrators, teachers, students and staff have high expectations for performance.

DIRECTORY OF SCHOOL STAFF

| REGULAR EDUCATION STAFF: | | |
|--------------------------|-------------------------|--|
| GRADE | TEACHER | SUBJECT |
| Kindergarten | Mrs. Amy Bugda | Reading, English/Language Arts, Math |
| Kindergarten | Ms. Brittany Hess | Reading, English/Language Arts, Math |
| Kindergarten | Ms. Tara Kozel | Reading, English/Language Arts, Math |
| Kindergarten | Mrs. Eileen Pursell | Reading, English/Language Arts, Math |
| | | |
| 1 st Grade | Ms. Erica Dougherty | Reading, English/Language Arts, Math |
| 1 st Grade | Mrs. Elizabeth Moore | Reading, English/Language Arts, Math |
| 1 st Grade | Mrs. Kelcey Prushinski | Reading, English/Language Arts, Math |
| 1 st Grade | Mrs. Jamie Watt | |
| | | |
| 2 nd Grade | Mrs. Jennifer Joseph | Reading, English/Language Arts, Math |
| 2 nd Grade | Mrs. Melissa McGee | Reading, English/Language Arts, Math |
| 2 nd Grade | Ms. Ann Olenick | Reading, English/Language Arts, Math |
| | | |
| 3 rd Grade | Mrs. Danielle Bernstein | Science/Social Studies, English Language Arts |
| 3 rd Grade | Mrs. Ashley Bonomo | Math, English/Language Arts |
| 3 rd Grade | Mrs. Kelly Cook | Reading, English/Language Arts |
| | | |
| 4 th Grade | Mrs. Rachelle Mallets | Math, Science/Social Studies |
| 4 th Grade | Mrs. Renee Wetterau | Science/Social Studies, Reading, English/Language Arts |
| 4 th Grade | Mrs. Cindy Ziegler-Matz | Reading, English/Language Arts |

REGULAR EDUCATION STAFF (continued):

| GRADE | TEACHER | SUBJECT |
|---|-------------------------|--|
| 5 th Grade | Mrs. Jessica Shafer | Math, Science/Social Studies |
| 5 th Grade | Mr. David Gould | Reading, English/Language Arts |
| 5 th Grade | Mrs. Meredith O'Donnell | Science/Social Studies, Reading, English/Language Arts |
| | | |
| 6 th Grade | Mrs. Kelly DeBalko | Math, Science/Social Studies |
| 6 th Grade | Mrs. Faith Mrochko | Reading, English/Language Arts |
| 6 th Grade | Mrs. Melissa Steber | Science/Social Studies, Reading, English/Language Arts |
| | | |
| 8 th Grade | Mr. Michael Bugda | Algebra I, Foundations of Algebra |
| 7 th Grade/8 th Grade | Mrs. Casey DeCosmo | English/Language Arts |
| 7 th Grade | Mrs. Kathy Passon | Reading |
| 7 th Grade/8 th Grade | Mrs. Trisha Spaide | Algebra Concepts, Pre-Algebra, Foundations of Algebra |
| 7 th Grade/8 th Grade | Mrs. Melissa Stauffer | Social Studies |
| 7 th Grade/8 th Grade | Mrs. Kevin Yurkanin | Science |

SPECIAL EDUCATION STAFF:

| GRADE | TEACHER | SUBJECT |
|---|-------------------------|------------------------------|
| KG – 8 th Grade | Ms. Chrissy DeLash | Special Education Supervisor |
| | | |
| 1 st Grade | Mrs. Jennifer Brugger | Autistic Support |
| 2 nd Grade | Mrs. Theresa Gawlas | Autistic Support |
| Kindergarten | Ms. Amber Hook | Autistic Support |
| 7 th Grade/8 th Grade | Ms. Christine Katsock | Autistic Support |
| 7 th Grade/8 th Grade | Mrs. Sherri Konopka | Autistic Support |
| 5 th Grade/6 th Grade | Ms. Caitlin Wood | Autistic Support |
| | | |
| KG – 6 th Grade | Mr. Rob Hudak | Learning Support |
| KG – 6 th Grade | Ms. Mary Kisatsky | Learning Support |
| 7 th Grade/8 th Grade | Mrs. Jennifer Lydon | Learning Support |
| | | |
| KG – 8 th Grade | Mrs. Julianne Caputo | Occupational Therapist |
| KG – 8 th Grade | Mrs. Tonya Dale-Osadche | Speech Therapist |
| KG – 8 th Grade | Mrs. Stacey Forsythe | Hearing Therapist |
| KG – 8 th Grade | Mrs. Rebecca Marchetti | Speech Therapist |
| KG – 8 th Grade | Mrs. Dawn Shebelock | Physical Therapist |
| KG – 8 th Grade | Mrs. Cathy Tombasco | Gifted Support |
| KG – 8 th Grade | Mrs. Jill Zanolini | Social Work |

SPECIALIST/ITINERANT EDUCATION STAFF:

| GRADE | TEACHER | SUBJECT |
|---|-----------------------|---------------------------------------|
| 7 th Grade/8 th Grade | Mr. Josh Bishop | Music |
| 8 th Grade | Mrs. Lauren Candelora | Computer Science, Career Applications |
| 7 th Grade/8 th Grade | Mrs. Stacey Faustner | Art |
| KG – 6 th Grade | Mrs. Sharon Fazzini | Physical Education |
| KG – 6 th Grade | Ms. Noelle Humphries | Music |
| KG – 6 th Grade | Mrs. Sara Kelso | Art |
| KG – 8 th Grade | Mrs. Stacia Kutney | English Language Development |
| 4 th Grade | Mr. Robert Kotansky | Health |
| KG – 8 th Grade | Mr. Michael Latoff | Interventionist |
| 5 th Grade/6 th Grade | Mrs. Ronny O'Brien | Computer Literacy |
| 7 th Grade/8 th Grade | Mrs. Jaclyn Smolinsky | Health, Physical Education |
| 7 th Grade | Mrs. Michelle Wells | Library Science |
| 8 th Grade | Mrs. Mary Jo Zola | Career and Consumer Science |

PARAPROFFESIONAL/OTHER STAFF:

| NAME | POSITION |
|----------------------|--|
| Mrs. Janell Davies | Elementary Special Education/Autistic Support |
| Ms. Lynn Ferry | Elementary Special Education/Learning Support |
| Mrs. Pam Hammell | Middle School Special Education/Learning Support |
| Mrs. Judy Kost | Elementary Special Education/Learning Support |
| Ms. Judy Kraynak | Elementary Special Education/Autistic Support |
| Mrs. Karen Kuba | Regular Education |
| Mr. Bob Maso | Middle School Special Education/Autistic Support |
| Mrs. Kelly Merenich | Elementary Special Education/Autistic Support |
| Mrs. Kathryn Parsons | Elementary Special Education/Autistic Support |
| Mrs. Daneen Pazdon | Library Aide |
| Mr. Ronald Pennachio | Elementary Special Education/Autistic Support |
| Ms. Haley Roman | Middle School Special Education/Autistic Support |
| Mrs. Cathy Shovlin | Regular Education |
| Mrs. Wendy Zubick | Middle School Special Education/Autistic Support |
| | |
| Dr. Benjamin Arias | Bilingual Liaison |
| Mrs. Rachel Ferry | Office Assistant |
| Mr. Vincent Gabriel | Head Custodian |
| Mrs. Pam Grega | Cafeteria Manager |
| Mr. Dave Molinaro | Maintenance |

Drums Elementary/Middle School

Elementary School Bell Schedule

2022-2023

Regular Schedule

| | |
|-------------------------------------|---------------|
| Teacher Sign In | 8:20 |
| Staff Development | 8:20 – 8:50 |
| Homeroom | 8:50 – 9:05 |
| 1 st Period | 9:05 – 9:45 |
| 2 nd Period | 9:46 – 10:26 |
| 3 rd Period | 10:27 – 11:07 |
| 4 th Period | 11:08 – 11:48 |
| 5 th Period | 11:49 – 12:29 |
| 6 th Period | 12:30 – 1:10 |
| 7 th Period | 1:11 – 1:51 |
| 8 th Period | 1:53 – 2:33 |
| 9 th Period | 2:35 – 3:15 |
| K – 3 Parent Pick Up | 3:20 |
| 4 – 6 Parent Pick Up | 3:25 |
| Bus Student Dismissal | 3:25 – 3:45 |
| Teacher Dismissal | 3:50 |
| Elementary Lunch | |
| 4 th Lunch (Grades 5/6) | 11:16 – 11:46 |
| 5 th Lunch (Grades 1/4) | 11:55 – 12:25 |
| 6 th Lunch (Grades 2/3) | 12:35 – 1:05 |
| 7 th Lunch (Grades AS/K) | 1:11 – 1:41 |

2 Hour Delay Schedule

| | |
|--|---------------|
| Teacher Sign In | 10:20 |
| Staff Development | 10:20 – 10:50 |
| Homeroom | 10:55 – 11:05 |
| 1 st Period | 11:05 – 11:30 |
| 2 nd Period | 11:31 – 11:56 |
| 3 rd Period | 11:57 – 12:22 |
| 4 th Period | 12:24 – 12:54 |
| 5 th Period | 12:58 – 1:28 |
| 6 th Period | 1:32 – 2:02 |
| 7 th Period | 2:02 – 2:27 |
| 8 th Period | 2:27 – 2:52 |
| 9 th Period | 2:52 – 3:17 |
| K – 3 Parent Pick Up | 3:20 |
| 4 – 6 Parent Pick Up | 3:25 |
| Bus Student Dismissal | 3:25 – 3:45 |
| Teacher Dismissal | 3:50 |
| Elementary Lunch | |
| 4 th Lunch (Grades 5/6/KK/KB) | 12:24 – 12:54 |
| 5 th Lunch (Grades 1/4/KP/KH) | 12:58 – 1:28 |
| 6 th Lunch (Grades 2/3/AS) | 1:32 – 2:02 |

Additional Elementary Schedule Information:

- Arrival: 8:30am – 8:50am
 - Elementary students should not arrive prior to 8:30am.
 - Students being dropped off by personal vehicle should be dropped off at the back of the building.
- Breakfast Served: 8:30am – 8:45am
- Dismissal: 3:20pm – 3:50pm
 - Depending on grade level and buses, dismissal takes place in both the front and back of the building.
- Early Dismissal:
 - Parents must send a note to their child’s teacher for early dismissal.
 - Parents must come into the Main Office and sign the student out of the building at the time designated on the note sent to teacher.
- Procedures:
 - Please know that the safety and welfare of the children at Drums Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.

Drums Elementary/Middle School

Middle School Bell Schedule

2022-2023

7th and 8th Grade Regular Schedule

| | |
|--------------------------------------|----------------------|
| Teacher Sign In | 7:20 |
| Staff Development | 7:20 – 7:50 |
| Homeroom | 7:50 – 7:55 |
| 1 st Period | 7:55 – 8:45 |
| 2 nd Period | 8:48 – 9:38 |
| 3 rd Period | 9:43 – 10:33 |
| LUNCH (4th Period) | 10:36 – 11:06 |
| 5 th Period | 11:09 – 11:59 |
| 6 th Period | 12:02 – 12:52 |
| 7 th Period | 12:57 – 1:47 |
| 8 th Period | 1:50 – 2:45 |
| Student Dismissal | 2:45 |
| Teacher Dismissal | 2:50 |

7th and 8th Grade 2-Hour Delay Schedule

| | |
|--------------------------------------|----------------------|
| Teacher Sign In | 9:20 |
| Staff Development | 9:20 – 9:50 |
| Homeroom | 9:52 – 9:58 |
| 1 st Period | 10:00 – 10:34 |
| 2 nd Period | 10:36 – 11:10 |
| 3 rd Period | 11:14 – 11:48 |
| LUNCH (4th Period) | 11:50 – 12:20 |
| 5 th Period | 12:22 – 12:56 |
| 6 th Period | 12:58 – 1:32 |
| 7 th Period | 1:35 – 2:09 |
| 8 th Period | 2:11 – 2:45 |
| Student Dismissal | 2:45 |
| Teacher Dismissal | 2:50 |

Additional Middle School Schedule Information:

- Arrival: 7:20am – 7:50am
 - Students being dropped off by personal vehicle should not arrive prior to 7:20am.
 - All students enter the building in the back of the building.
- Breakfast Served: 7:20am – 7:45am
- Homeroom: Students not in homeroom by 7:55 are considered late to school.
- Dismissal: 2:45pm
 - All students exit through the back of the building.
 - Students waiting for buses will be supervised in the cafeteria.
- Early Dismissal:
 - Parents must send a note to their child's teacher for early dismissal.
 - Parents must come into the Main Office and sign the student out of the building at the time designated on the note sent to teacher.
- Procedures:
 - Please know that the safety and welfare of the children at Drums Elementary/Middle School is our first priority as building administrators. Your cooperation in this matter will help ensure a safe and orderly climate.

REPORTING AN ABSENCE

1. A parent/guardian needs to call Drums Elementary/Middle School when a student will not be attending school. Parents/Guardians should call (570) 459-3221, ext. 20500 and **LEAVE A VOICEMAIL** if no one is available to answer the phone.
 - a. Please call daily for multiple day absences.
 - b. No phone calls from students will be accepted. The call must come directly from the parent/guardian responsible for the student.
 - c. Phone calls related to daily attendance should be made to the office by 8:00am (Middle School)/9:00am (Elementary School) on the day a child will be absent.
 - d. When leaving a message, please clearly state the child's name, grade, and reason for absence. You will not receive a return phone call. If you are requesting homework, please leave this information in your voicemail.
2. Student is to bring legal excuses (doctor, dental, court, or funeral) the day he/she returns from absence(s).
 - a. Elementary students must submit excuses to their homeroom teacher who will then send them to the office staff. Middle school students should submit excuses directly to the office staff.
 - b. **All doctor's notes are to be brought to the office within 3 days of the student's return.**

TARDINESS

Middle School:

If a student arrives between 8:00am and 9:45am, student is tardy.

If a student arrives after 9:45am, student is absent for the AM session.

If a student leaves before 12:45pm, student is absent for the PM session.

If a student leaves after 12:45pm, student is present for the entire day.

Elementary School:

If a student arrives between 9:00am and 10:45am, student is tardy.

If a student arrives after 10:45am, student is absent for the AM session.

If a student leaves before 1:15pm, student is absent for the PM session.

If student leaves after 1:15pm, 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, indicating the student was sent home by the nurse.

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 be signed out by a parent/guardian in the main office and upon returning must be signed 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 8:00am.
- **Middle School** – The policy for middle school homework is to be determined by the individual teachers. Students will be able to find any missed assignments on Microsoft Teams. Please call by 8:00am if books or notebooks need to be collected from student's locker.

SCHOOL CLOSING OR DELAYS

In the event of severe weather, which necessitates the closing or delay of the start of school, announcements will be made at an early hour (starting at approx. 6:00am) and be repeated several times. If possible, the announcements will be made the night before. The announcements will be issued to the following television stations: WNEP TV-16, WYOU TV-22, and WBRE TV-28. Also, the HASD website will list closings or delays and a message will be sent to families with an email address on file. It is important to take note of the type of snow day. If a Flexible Instruction Day is used, students will be responsible for completing assignments at home during the school closing.

PHONE CALLS

Please make every effort to let your child know where he or she is to go after school and who to expect at pickup. 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

If you have a change of address and/or phone number at any time, notify the Administration office immediately by providing 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). **We need to have current phone numbers and addresses at all times.**

CHANGE OF PHONE NUMBER

Contact the Main Office (570) 459-3221, ext.20500. Our school office is only able to update the main phone number assigned to a family.

CAFETERIA

Every student will be issued a student identification number which will be used to identify any needs within the cafeteria. Currently, all students receive a free lunch, but have the option to purchase additional food items. Should you choose to add money to your child's cafeteria account, you may send in cash in an envelope labeled with the child's name and ID number. Checks should be made out to **HASD CAFETERIA FUND**. For those who choose not to keep money in your child's account, you may send cash daily for students to order extra items.

CAFETERIA RULES

1. All students will walk quietly to and from the cafeteria.
2. Remain seated until called to the serving line.
3. No shouting, throwing items, or physical contact.
4. Demonstrate respect to all staff members.

STUDENT WELLNESS

The Hazleton Area School District recognizes that student wellness and proper nutrition are related to students' 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 four, 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.

GRADING, HONORS AND RETENTION

GRADING

| | |
|--------|---|
| 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 | 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">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 must be earned in either Reading or Geography.2.) All courses taught in grades 7 and 8 will count for promotion to grade 9.3.) If possible, students will not be scheduled to repeat courses passed in grade 7.4.) 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. |

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) YOU MAY ACCESS ON YOUR SKYWARD ACCOUNT. If you don't have access please call the office 20500

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.

Skyward: Parents are able to check their student's progress regularly using their user name and password for Skyward via the Internet. If you have any questions regarding how to access your account, please contact the main office.

TEXTBOOKS/COMPUTERS

Textbooks and computers are loaned to students for their use during the school year and are to be kept clean and handled carefully. When books/computers are distributed, the classroom teacher notes the condition of the book/computer and the students sign agreeing to that condition. Any questions regarding the condition of the book/computer must be resolved at that time. Students will be responsible to pay for books/computers 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. Students who damage computers will be referred to the office for payment procedures. Insurance is available to families to insure individual computers.

FIRE DRILLS/RESTRICTED MOVEMENT DRILLS

In an attempt to ensure the safety of your child, Drums Elementary/Middle School 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 Drums.

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 them.

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, he or she 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.

SCHOOL WEBSITE

Our school has its own webpage, and each individual teacher maintains a website with information specific to his or her class. The web address is www.hasdk12.org/drums. When on the website, click the teachers link and you will find each teacher listed by last name.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held.

In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons. Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations. Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations. When a student is identified as being McKinney-Vento eligible, staff will: Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students) Provide school supplies and other school related materials as needed Advocate for and support students and families through school and home visits Set clear expectations for student behavior, attendance and academic performance Assist students/families access with community services Assist students/families with access to tutoring, special education, and English language learner resources Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation. For additional information, contact LEA Homeless Liaison at (570) 459-3221 ext. 81527

Dress Code Policy

| | |
|---------------------|--------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Dress and Grooming |
| Code | 221 |
| Status | Active |
| Adopted | September 16, 2010 |
| Last Revised | August 11, 2022 |
| Prior Revised Dates | 05/24/2018 |

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

The Board shall require students to wear standard dress, as stipulated in Board policy.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Exceptions to the Dress Code may be made by the Superintendent for medical or religious reasons.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

Guidelines

Dress Code

The Board has adopted this school Dress Code for all grades K through 12. The Dress Code shall be strictly enforced pursuant to discipline guidelines.

All students shall attend school each day in accordance to the Dress Code.

The Board or the approved dress code committee must approve all changes to this Dress Code.

Embroidery/Monogramming with Hazleton Area School District, HAHS Band, or HAHS Cheerleader or other respective school logo is optional, as sanctioned by the dress code committee.

All clothing must be appropriately sized for the student, that is, clothing must be no more than one (1) regular size larger than the student actually measures. Extra-wide, extra-full, extra-long, baggy or sagging pants and shorts are not acceptable.

Clothing may be purchased at any store/vendor as long as clothing conforms to this Dress Code.

Shirts may be worn outside the pants, but the bottom of the shirt cannot extend past the middle of the pants pocket, and dress shirts must be tucked inside the pants. If the shirt exceeds acceptable length, it must be tucked inside the pants. Jeans are permitted as long as there are no holes in them.

Only clear or mesh backpacks are permitted in K-8 school buildings, in accordance with school guidelines. Backpacks are not permitted in 9-12 buildings.

Closed shoes or sneakers with socks/stockings must be worn.

Articles of Noncompliance

This list is only a guide and **not** complete. Variations of this list will be addressed by the building level administrator or designee.

1. No hoodies/jackets during school hours.
2. No holes in jeans/clothing that exposes skin.
3. No underwear showing – pants must be around waist.
4. No sliders/slides, Crocs (or look-a-likes), platform shoes.

Discipline Guidelines

The following discipline guidelines apply to students in all grades K through 12:

1. **First Offense** – At the direction of the principal, the student shall be retained in the office until the student/parent/guardian provides a proper change of clothing, not to exceed one (1) day. If a parent/guardian is unable to provide a change of clothing, the school will issue something in compliance, when extra clothing is available.
2. **Second Offense** – The student shall receive in-school suspension.[4]
3. **Third Offense** – This and all subsequent violations shall result in loss of privileges and/or out-of-school suspension.[4]

Classes missed because of noncompliance with the Dress Code shall be governed by the attendance policy.[5]

When possible, the school shall attempt to provide a student who is wearing a noncompliant top with a top that is in compliance. Discipline shall still apply.

Legal

1. 24 P.S. 1317.3

2. 22 PA Code 12.11

3. Pol. 325

4. Pol. 233

5. Pol. 204

Attendance Policy

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|--------------|--------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Attendance |
| Code | 204 |
| Status | Active |
| Adopted | September 16, 2010 |
| Last Revised | April 8, 2021 |

Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Curricula are planned courses taught as a progression of learning activities and ideas with each day's work building on work previously done. Attendance in class is a basic student responsibility and is of the utmost importance in the awarding of credit.[1][2][3][4][5][6][7][8]

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][7][9][10][11][12]

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness. [12] (Medical Note required after three (3) days)
2. Quarantine. (Medical note required to be excused and to return to school)
3. Family emergency. (Approval of Building Administration)
4. Recovery from accident. (Medical note required to be excused and to return to school)
5. Required court attendance. (Note from Court)
6. Death in family. (Parent Note and Obituary/Mass Card)

A maximum of ten (10) days of cumulative absences verified by written parental notification shall be permitted during a school year. Parent/Guardian signature is required on written notification. All absences beyond these ten (10) cumulative days shall require a legal excuse (see numbers 1 – 6 above).

All absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days upon return to school. It is the parent's/guardian's responsibility to supply the excuse note. Students who are unable to attend school due to leaving the country, state, or boundaries of the school district will be marked absent. The only exception being when the student is/was educated by another educational entity, in which case the student will be/has been withdrawn from the Hazleton Area School District and enrolled in another verifiable educational entity.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).

The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law. [7][14][15]

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving Hazleton Area School District approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[3][11][16][17][18][19][20][21]

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday. [22]

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction. [22][23]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. [6][9]

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances for the student, family emergencies, and other urgent reasons. [11][12]

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

[9][10][24]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. [3][25]

3. Students attending college who are also enrolled part-time in district schools. [26]

4. Students attending a home education program in accordance with law. [27][28]

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [3]

6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. [10]

7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. [10][17]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [3][16][19]

2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. [24]

3. Students enrolled in special schools conducted by the Luzerne Intermediate Unit No. 18 or the Department of Education. [3]

In the case of a student with disabilities, where the absence is caused by or directly related to the student's disability, attendance regulations/grading shall be addressed by an IEP Team or Section 504 Team.[29][30]

Educational Tours/Trips

Parents/Guardians are provided with ten (10) parental note days during any given school year. With that, the district will no longer accept Non-School Sponsored Educational Trips or Tours forms. Parents/Guardians may use any number of their ten (10) parental note days throughout the school year; however, these parental notes may also be used for illness and early dismissals. Anything above the ten (10) days will require a doctor's note.

Religious holidays shall be honored. A notification, in writing, describing the holiday, must be submitted to the building principal at least two (2) weeks prior to the absence.[1][2]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district/school web site and other efficient methods. [6]

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations. [31][32][33][34][42][43]
2. Govern the keeping of attendance records in accordance with law. [36][37]
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. [6]
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. [14][15][38][39][40]
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice. [14][15]

Legal

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| 1. 24 P.S. 1301 | 17. 22 PA Code 11.28 | 33. 22 PA Code 4.4 |
| 2. 24 P.S. 1326 | 18. Pol. 115 | 34. 22 PA Code 11.1 |
| 3. 24 P.S. 1327 | 19. Pol. 116 | 36. 24 P.S. 1332 |
| 4. 22 PA Code 11.12 | 20. Pol. 117 | 37. 24 P.S. 1339 |
| 5. 22 PA Code 11.13 | 21. Pol. 118 | 38. 24 P.S. 1338 |
| 6. 22 PA Code 11.41 | 22. 22 PA Code 11.21 | 39. Pol. 218 |
| 7. 22 PA Code 12.1 | 23. 24 P.S. 1546 | 40. Pol. 233 |
| 8. Pol. 200 | 24. 22 PA Code 11.34 | 41. 24 P.S. 1318 |
| 9. 24 P.S. 1329 | 25. 22 PA Code 11.32 | 42. 22 PA Code 11.2 |
| 10. 24 P.S. 1330 | 26. 22 PA Code 11.5 | 43. 22 PA Code 11.3 |
| 11. 22 PA Code 11.23 | 27. 24 P.S. 1327.1 | 22 PA Code 11.8 |
| 12. 22 PA Code 11.25 | 28. Pol. 137 | 22 PA Code 11.24 |
| 13. 22 PA Code 11.26 | 29. Pol. 103.1 | 24 P.S. 510 |
| 14. 24 P.S. 1333 | 30. Pol. 113 | Pol. 000 |
| 15. 24 P.S. 1354 | 31. 24 P.S. 1501 | |
| 16. 22 PA Code 11.22 | 32. 24 P.S. 1504 | |