

Hazleton Area School District
Valley Elementary/Middle School



Student Handbook
2024-2025



Valley Elementary/Middle School

79 Rock Glen Road | Sugarloaf, PA 18222

Phone: (570) 459-3221, Ext. 26500 | **Fax:** (570) 788-4718

Website Address: <https://www.hasdk12.org/Domain/537>

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 curriculum, and integrated technology in an inclusive environment.

Principal

Mr. Christopher Yourechko
Ext. 26505

Assistant Principal

Mrs. Laura Barletta
Ext. 26501

Special Education Supervisors

Ms. Daniell Lagana, Ms. Chrissy DeLash,
Mrs. Kim Ecker – Ext. 26541

Guidance Counselor

Mrs. Jill Rodgers
Ext. 26516

School Nurses

Ms. Heather Warner Ext. 26591
Mrs. Sarah Machey Ext. 26591

Security

Ms. Nancy Holloman Ext. 26593
Officer Joe Jones Ext. 26594 (VEMS)

Secretary

Mrs. Annie Chicaiese
Ext. 26500

Bilingual Liaison

Dr. Benjamin Arias
Ext. 26500

SCHOOL MISSION STATEMENT

Valley Elementary/Middle School is focused on providing all students with the best possible learning environment. Valley Elementary/Middle School offers a safe learning community where parents, teachers and students work together to achieve the common goal of student success. Respect, responsibility and a positive attitude are what we strive for at Valley Elementary/Middle School. We encourage everyone to utilize our website as a tool of communication to participate in our learning community and aid in our students' achievements.

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.

BILINGUAL SERVICES

Our Bilingual Community Liaison, Dr. Benjamin Arias, will provide continuous communication in Spanish between parents and school, working with families to promote interest and participation, supporting the student's success. He will educate parents about the school policies, programs & goals. In addition, he can keep parents informed on school events and community programs throughout the year and summer, if requested. Please call Dr. Arias if you require translation services at (570) 459-3221, Ext. 26500.

DRILLS

In an attempt to ensure the safety of your child, Valley 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 Valley Elementary/Middle School. If you have any questions or concerns, please feel free to contact the school at (570) 459-3221, Ext. 26500.

Faculty Directory 2024-2025

ROOM	GRADE	SUBJECT	TEACHER
Elementary Faculty			
4	KG	Math/ELA	Biever, Kasey
5	KG	Math/ELA	Blase, Jeannine
B-1	KG	Math/ELA	Havrilla, Jill
3	KG	Math/ELA	Pauline, Tiffany
8	1	Math/ELA	Marchetti, Kelly
6	1	Math/ELA	McCormack, Nicole
9	1	Math/ELA	Shema, Doreen
7	1	Math/ELA	Vayda, Staci
12	2	Math/ELA	Mussoline, Diane
15	2	Math/ELA	Sharkey, Tiffany
17	2	Math/ELA	Stoe, Wendy
20	3	Math	Combella, Jennifer
19	3	Science/Social Studies	Dute, Fred
14	3	English	Maylath, Shannon
21	3	Reading	Meyers, Melissa
25	4	Math	Andrasko, Megan
24	4	Science/Social Studies	Evans, Caroline
23	4	Reading/English	Mehalick, Nancy
22	4	Reading/English	Wagner, Lindsey
26	5	Math	Corazza, Jasmine
27	5	Reading/English	Ferdinand, Angela
30	5	Science/Social Studies	Mealie, Regina
28	5	Reading/English	Pick, Cindy
203	6	English/ Science/Social Studies	Gerhard, Donna
212	6	Math/Science/Social Studies	Malone, Sean
204	6	Reading/English	Myers, Mary
Elementary Specials			
208	K-6	Music	Fadden, Thomas
211	K-6	Art	Heffelfinger, Abigail
211	K-4	Health/Physical Education	Kotansky, Rob
32	K-6	Art	Marhelko, Kaitlyn
211	K-6	Physical Education	Mizenko, Madison
202	K-6	Computer Literacy	O'Brien, Ronny
Gym	K-6	Physical Education	Wilkinson, Hayley
34	K-6	Music	TBA
Middle School Faculty			
112/Gym	7	Health/Physical Education	Balay, Jennifer
206	7	Reading/ELA	Boyle, Debbie
110	8	Math	Chiacchio, Christy
201	7-8	Art	Cussat, Kristin
108A	7-8	Music	Dudinyak, Hailey
102	7-8	Reading/ELA	Dugan, Kathy
113	7-8	Science	Fetterman, Aimee
108B	8	Career App./Computer Science	Kozlek, Victoria
101	7	Social Studies	Natale, Joseph

Middle School Faculty (continued)			
205	7	Science	Nicholas, Athena
108A	7	Library Science	Osadchy, Stacy
108B	8	Career and Consumer Science	Roslevege, Amy
111	7-8	Social Studies	Sisock, Steve
109	7-8	Math	Stanley, Maria
Gym	8	Physical Education	Uliano, Mark
ELD Staff/Interventionist			
105	7-8	ELD – Middle School	Kutney, Stacia
33	K-6	ELD – Elementary	Merrick, Jordan
36	1-6	Interventionist	Fiume, Jaime
35	1-6	Interventionist	Gennaro, Teri
Special Education			
104	K-8	Gifted	Angelo, Jennifer
	K-8	Occupational Therapist	Augustine, Christina
16	K-1	Autistic Support	Balay, Jackie
13	3-4	Learning Support	Balay, Mike
209	K-8	Physical Therapist	Book, Lisa
38	2-3	Autistic Support	Burger, Alicia
209	6-8	Speech Therapist	Cera, Anella
29A	5-6	Autistic Support	Dobbins, Sabryn
29B	K-3	Learning Support	Esposito, Lindsey
207	5-6	Learning Support	Kuchmay, Collette
108C	K-8	School Psychologist	Leskosky, Sarah
10	2-3	Autistic Support	Malitsky, Jill
107	7-8	Learning Support	Miorelli, Kristy
210	5-8	Life Skills	Nemcek, Mark
209	K-6	Speech Therapist	Ramos, Cellyna
37	2-4	Autistic Support	Reichart, Jennifer
1	1-2	Autistic Support	Staffin, Mindy
11	1	Autistic Support	Weikel-Reyes, Kira
214	2-4	Life Skills	Welch, Kristy
18	4-6	Autistic Support	Wilner, Crystal
213	K-1	Life Skills	Wolk, Wendy
	K-8	Social Worker	Zanolini, Jill
Office & Support Staff			
26500		Secretary	Chicalese, Annie
26516		Guidance	Rodgers, Jill
26591		Nurses	Warner, Heather / Machey, Sarah
26531		Maintenance	MacNeal, Robert
26534		Cafeteria Manager	Schell, Barbara
26593		Security Officer	Holloman, Nancy
26594		School Police Officer	Jones, Joe
26500		Bi-lingual Liaison/Interpreter	Arias, Benjamin
26535		Librarian	Pazdon, Daneen
Administration			
26505	Principal		Yourechko, Christopher
26501	Assistant Principal		Barletta, Laura
3121	Special Education Supervisor – Life Skills		Lagana, Daniell
3170	Special Ed. Supervisor – Autistic Support		DeLash, Chrissy
3208	Special Ed. Supervisor – Learning Support		Ecker, Kim

Valley Elementary/Middle School

Elementary School Bell Schedule

2024-2025

Regular Schedule

Teachers Arrive	8:20
Staff Development	8:20 – 8:50
Homeroom	8:50 – 9:00
1st Period	9:00 – 9:40
2nd Period	9:42 – 10:22
3rd Period	10:24 – 11:04
4th Period	11:06 – 11:46
5th Period	11:48 – 12:28
6th Period	12:30 – 1:10
7th Period	1:12 – 1:52
8th Period	1:54 – 2:34
9th Period	2:36 – 3:16
Dismissal	3:16 – 3:50
Elementary Lunch	
6th & 4th Grades	11:06 – 11:36
5th & 3rd Grades	11:48 – 12:18
1st & 2nd Grades	12:30 – 1:00
Kindergarten	1:12 – 1:42

2-Hour Delay Schedule

Teachers Arrive	10:20
Staff Development	10:20 – 10:50
Homeroom	10:50 – 11:00
1st Period	11:00 – 11:26
2nd Period	11:26 – 11:52
3rd Period	11:54 – 12:20
4th Period	12:22 – 12:52
5th Period	12:54 – 1:24
6th Period	1:26 – 1:56
7th Period	1:58 – 2:24
8th Period	2:24 – 2:50
9th Period	2:50 – 3:16
Dismissal	3:16 – 3:50
Elementary Lunch	
6th & 4th Grades	12:22 – 12:52
5th & 3rd Grades	12:54 – 1:24
1st & 2nd Grades	1:26 – 1:56
Kindergarten	Pauline 4th Pd. Blasé 5th Pd. Havrilla 5th Pd. Biever 6th Pd.

Dismissal Procedures & Times

Parent Pick-up	
Dismissal Times:	Grade Levels:
3:16pm	Kindergarten, 1 st Grade & 2 nd Grade
3:20pm	3 rd Grade & 4 th Grade
3:25pm	5 th Grade, & 6 th Grade
Walkers	
Dismissal Time:	Grade Levels:
3:16pm	Brookhill: All Grade Levels
	Meadows: All Grade Levels
Buses	
All elementary buses will be called in the order each bus arrives. A first and last call will be announced for each bus prior to the bus being released for departure.	
Special Transportation	
All special transportation vehicles will be loaded in the order that they arrive. All students and staff should remain in the classroom until the vehicle number is called.	

Valley Elementary/Middle School
Middle School Bell Schedule
2024-2025

Middle School Regular Schedule

Teachers Arrive	7:30
Staff Development	7:30 – 8:00
Students Arrive	7:55 – 8:05
Homeroom	8:05 – 8:15
1st Period	8:15 – 9:05
2nd Period	9:07 – 9:57
LUNCH (3rd Period)	10:01 – 10:31
4th Period	10:35 – 11:25
5th Period	11:27 – 12:17
6th Period	12:19 – 1:09
7th Period	1:13 – 2:03
8th Period	2:05 – 2:55
<u>Dismissal:</u>	
Buses	2:55 – 2:57
Parent Pick-up	2:57 – 3:00

Middle School 2-Hour Delay Schedule

Teachers Arrive	9:30
Staff Development	9:30 – 10:00
Students Arrive	9:55 – 10:05
Homeroom	10:05 – 10:15
1st Period	10:15 – 10:48
2nd Period	10:50 - 11:23
LUNCH (3rd Period)	11:27 – 11:57
4th Period	12:02 – 12:35
5th Period	12:37 – 1:10
6th Period	1:12 – 1:45
7th Period	1:47 – 2:20
8th Period	2:22 – 2:55
<u>Dismissal:</u>	
Buses	2:55 – 2:57
Parent Pick-up	2:57 – 3:00



HAZLETON AREA SCHOOL DISTRICT



2024 - 2025 CALENDAR

AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024
M T W T F	M T W T F	M T W T F	M T W T F
1 2	2 ✓ 4 5 6	1 2 3 4	1
5 6 7 8 9	9 10 11 12 13	7 8 9 10 11	4 5 6 7 8
12 13 14 15 16	16 17 18 19 20	14 15 16 17 18	11 12 13 14 15
19 20 21 22 23	23 24 25 26 27	21 22 23 24 25	18 19 20 21 22
26 27 28 29 30	30	28 29 30 31	25 26 27 28 29
DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025
M T W T F	M T W T F	M T W T F	M T W T F
2 3 4 5 6	1 2 3	3 4 5 6 7	3 4 5 6 7
9 10 11 12 13	6 7 8 9 10	10 11 12 13 14	10 11 12 13 14
16 17 18 19 20	13 14 15 16 17	17 18 19 20 21	17 18 19 20 21
23 24 25 26 27	20 21 22 23 24	24 25 26 27 28	24 25 26 27 28
30 31	27 28 29 30 31		31
APRIL 2025	MAY 2025	JUNE 2025	
M T W T F	M T W T F	M T W T F	
1 2 3 4	1 2	2 3 4 5 6	
7 8 9 10 11	5 6 7 8 9	9 10 11 12 13	
14 15 16 17 18	12 13 14 15 16	16 17 18 19 20	
21 22 23 24 25	19 20 21 22 23	23 24 25 26 27	
28 29 30	26 27 28 29 30	30	

- School Closed
- Act 80 Day
- In-Service Day
- ✓ First & Last Day for Students
- ▲ Last Day for Teachers
- Early Dismissal

Aug.	28	–	In-Service (Orientation)
Aug.	29-30	–	Act 80 Days
Sep.	2	–	Labor Day
Sep.	3	–	First Day For Students
Oct.	14	–	Columbus Day
Nov.	11	–	Veterans Day
Nov.	27	–	Early Dismissal for Students & Teachers
Nov.	28 - 29	–	Thanksgiving Holiday
Dec.	2	–	Thanksgiving Holiday
Dec.	20	–	Early Dismissal for Students & Teachers
Dec.	23 - 31	–	Winter Break
Jan.	1-3	–	Winter Break
Jan.	13	–	In-Service Day
Jan.	20	–	Martin Luther King Jr. Day
Jan.	27 - 28	–	In-Service Days
Feb.	3	–	In-Service Day
Feb.	10	–	In-Service Day
Feb.	17	–	Presidents' Day
Feb.	24	–	In-Service Day
Apr.	18 & 21	–	Spring Break
May	26	–	Memorial Day
June	4 - 6	–	Early Dismissal - Students & Teachers
June	6	–	Last Day for Students
June	9 - 10	–	Act 80 Days
June	10	–	Last Day for Teachers
June	11	This day will be made up by teachers through attendance at: MEET THE TEACHER NIGHT (See Attached) OPEN HOUSE (See Attached) GRADUATION (June 6)	

NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

	STUDENTS	TEACHERS
August	0	3
September	20	20
October	22	22
November	18	18
December	14	14
January	16	19
February	16	19
March	21	21
April	20	20
May	21	21
June	5	7
Totals:	173	184

- November 4 - End of 1st Quarter
- January 24 - End of 2nd Quarter
- April 3 - End of 3rd Quarter
- June 6 - End of 4th Quarter

EARLY DISMISSAL TIMES - For Students

- 10:30 AM - Academy of Sciences (STEM)
- 10:45 AM - High School & Career Center
- 11:15 AM - Middle Schools
- 12:00 PM - Elementary Schools

PSSA (Grades 3 - 8) April 22-25, 2025 (English / Lang. Art.)
May 5 - 9, 2025 (Science)
April 28 - May 2, 2025 (Math)

KEYSTONE Dec. 4-18, 2024; Jan. 6-17 & May 12-23, 2025

NON-DISCRIMINATION POLICY

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Board Approved 4/25/2024

EARLY DISMISSAL TIMES

Middle School (Grades 7th and 8th): 11:15 AM
Elementary School (Grades K through 6th): 12:00 PM

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 website for up-to-the-minute information regarding delays and cancellations.

On a Two-Hour Delay, the school doors open at 9:55am for middle school and 10:50am for elementary school. Please do not send your child early! This is unsafe and the school cannot be held responsible for parents who do not adhere to policy!

If the weather is bad, **PLEASE** watch any local news channel for the latest on school closings. You can subscribe for text notifications as well as visit our website to see if there is a delay or cancellation. School District Website: 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.

DROP-OFF & PICK-UP SCHEDULE

Elementary:

Arrival - 8:30 AM

- ➡ All K-6th grade students who are dropped off by their parents or walk to school must enter the building using the main (front) doors.
- ➡ Breakfast is served starting at **8:30am** daily.
- ➡ No student should arrive at school before **8:30am**.

Parents, please leave your child at the door. Parents are not allowed to walk children to their classroom since this creates unnecessary congestion and confusion and creates a security risk.

Dismissal Times and Procedures

Students being picked up by parents will exit the building using the “F” Exit Door (“parent-pickup” doors). All adults picking up children should be prompt. 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. Written notifications must be provided to the teacher when there is a change in a student’s dismissal arrangements.

Grade	Student Dismissal Time	Student Pickup Location
Brookhill Walkers	3:16 PM	Bottom of Brookhill Path
Meadows Walkers	3:16 PM	“F” Exit Door
Kindergarten, 1 st , & 2 nd Grade (Parent Pickup)	3:16 PM	“F” Exit Door
3 rd & 4 th Grade (Parent Pickup)	3:20 PM	“F” Exit Door
5 th & 6 th Grade (Parent Pickup)	3:25 PM	“F” Exit Door
All Bus Students	3:20-3:50 PM	Main (Front) Doors

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

Parents who are picking up students **early** must do so by the following cut-off times. Dismissal is a very busy and hectic time in the day. To ensure all students are dismissed following proper procedure and in a safe, timely manner, no students will be permitted to dismiss early after each respective cut-off time.

Early Dismissal Cut-Off Times:

Middle School 2:30pm
Elementary School 2:30pm

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

DROP-OFF & PICK-UP SCHEDULE

Middle School:

Arrival – 7:55 AM

- ➡ All 7th - 8th grade students who are dropped off by their parents or walk to school must enter the building using the main (front) doors.
- ➡ Breakfast is served starting at **7:30am** daily.
- ➡ No student should arrive at school before **7:30am**.

Parents, please leave your child at the door. Parents are not allowed to walk children to their classroom since this creates unnecessary congestion and confusion and creates a security risk.

Dismissal Times and Procedures

Students being picked up by parents will exit the building using the “F” Exit Door (“parent pickup” doors). All adults picking up children should be prompt. 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. Written notifications must be provided to the teacher when there is a change in a student’s dismissal arrangements.

Grade	Student Dismissal Time	Student Exit Location
All Bus Students	2:55-3:57 PM	Main (Front) Doors
Brookhill/Meadows Walkers	2:57-3:00 PM	“F” Exit Door
7 th & 8 th Grade	2:57-3:00 PM	“F” Exit Door

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

Parents who are picking up students **early** must do so by the following cut-off times. Dismissal is a very busy and hectic time in the day. To ensure all students are dismissed following proper procedure and in a safe timely manner, no students will be permitted to dismiss early after each respective cut-off time.

Early Dismissal Cut-Off Times:

Middle School 2:30pm
Elementary School 2:30pm

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GRADING, HONOR ROLL AND RETENTION POLICIES

Current Grading Scale

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

HONOR ROLL POLICY

➤ELEMENTARY (Grades 3-6)	➤SECONDARY (Grades 7-12)
<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 MAJOR subject or below 70 in any NON-MAJOR subject disqualifies a student from making the honor roll.</p> <p>An “INC” disqualifies a student for the marking period.</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 (Grades 3-6)	➤SECONDARY (Grades 7-12)
<p>A Child Study Team (CST) 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.

ATTENDANCE (Please see policy attached)

➡ **Please use this phone number to report an absence: (570) 459-3221 Ext. 26500**

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 is excused without advanced notice and no student may miss a teacher's class without seeing him/her in advance. Any missed work is the responsibility of the student. Attendance calls will be made home daily for any student who is not called off.**

1. A parent/guardian must call Valley Elementary/Middle School when a student will not be attending school. **A PHONE CALL SHOULD BE MADE FOR EVERY DAY A STUDENT IS ABSENT. PLEASE LEAVE A VOICE MAIL.** No phone calls from students will be accepted. When leaving a message, request homework, if desired. Parents/guardians must call between the hours of 7:30am and 4:00pm to report an absence.
2. A student is to bring legal excuses (doctor, dental, court, or funeral) the day he/she returns from absence(s). All students need to submit excuses to the secretary in the main office. All doctor's notes are to be brought to the office within 3 days of the student's return.

Middle School students absent from school for two days or less are responsible for getting their own assignments. The school office can, upon parental request, provide assignments for students who are absent for more than two days.

Students absent for a final exam will be allowed to make up the exam on the scheduled make-up day. If the student is absent on the scheduled make-up day a doctor's excuse is required for the student to make up the exam. Failure to provide a doctor's excuse will result in the student receiving a 0 for the final exam grade.

TARDINESS

Middle School: Any middle school student arriving after 8:05am must report to the main office and sign in to receive an "admit to class" slip. Students will not be allowed into class without this slip.

If a student arrives between 8:05 AM and 10:00 AM, the student is tardy.

If a student arrives after 10:00 AM, student is absent for the AM session.

If a student arrives after 12:45 PM, they are absent for the entire day.

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

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

Elementary School:

If a student arrives between 9:00 AM and 11:00 AM, student is tardy.

If a student arrives after 11:00 AM, student is absent for the AM session.

If a student arrives after 1:15 PM, student is absent for the entire day

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

If a 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.
- 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 at school. Any student not following this 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.
- Middle School – the policy for middle school homework is to be determined by the individual teachers. Request homework when reporting child absent, by 8:00 AM with locker number and combination.

PHONE CALLS

Please make every effort to let your child know where he/she is to go after school. Notes should be sent whenever possible. In order for us to take the best care of your children, we request that you keep all non-emergency calls to a minimum.

CHANGE OF ADDRESS OR PHONE NUMBER

If you have a change of address at any time, you must notify Child Registration at the Administration Building immediately. You must provide three (3) proofs of address and phone number change (i.e.: billing statement, Internal Revenue statement, voter registration card, property tax bill, state ID card, vehicle registration, utility statement, W2 form, property deed, driver's license, insurance statement, current pay stub, bank statement). ***For the safety of your child, we need to have current phone numbers and addresses at all times. Please make the office aware of any phone number change! Emergencies happen and we will need to be able to make parental contact.***

CAFETERIA

• BREAKFAST AND LUNCH

Every student will be entitled to one free breakfast and one free lunch. There will be a charge for any additional breakfast or lunch item after that. There will also be a charge for snack items. Families and students will still have an opportunity to deposit money into their account if there is a desire to do so. Checks or cash will be accepted. Checks should be made out to HASD CAFETERIA FUND.

• LUNCH IDENTIFICATION NUMBER

Every student will be identified by a student number. This number will also be linked to the student's lunch account. There will also be a fingerprint system in place to create a more efficient system of providing breakfast and lunch.

• CAFETERIA RULES

All students will walk quietly to and from the cafeteria.

Remain seated until called to the serving line.

No shouting, throwing items, or physical contact.

Demonstrate respect to all staff members.

All students must ask for permission to leave their table for any reason.

STUDENT WELLNESS

The Hazleton Area School District recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

WORKING PAPERS

A Birth Certificate must be brought to the office to receive working papers. A parent is required to come in personally to sign the application or have the application notarized to receive the working papers. A job must already be lined up in order to receive the papers. Student must be 14 years of age to obtain working papers. If students are 16 years or older, they must go to the Hazleton Area High School office.

GRADING

The grading system consists of 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.

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 will be available using parent portal access on Skyward at the conclusion of each quarter.

Student Progress: It is the parent/guardian's responsibility to frequently monitor your child's academic progress using the parent portal on Skyward.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year and are to be kept clean and handled carefully. When books are distributed, the classroom teacher notes the condition of the book and the students sign agreeing to that condition. Any questions regarding the condition of the book must be resolved at that time. Students will be responsible to pay for books not personally returned on the last day of school in the condition in which it was issued. Students who damage books will be charged \$10.00; students who lose their book or damage it beyond usage will be charged \$20.00, unless the book is new that current year. If so, the charge will be the current price for a new book.

FIRE /RESTRICTED MOVEMENT DRILLS

The fire drills/restricted movement drills at regular intervals are required by law and are important precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the route posted above the door in each room. Students are to remain outside the building until a signal is given to return inside. Anyone tampering with the fire alarm system will be prosecuted through the police. Since these drills are very serious in nature, students will be disciplined according to school policy if they display any inappropriate behaviors while taking part in these drills.

DANCES AND EXTRACURRICULAR ACTIVITIES

Students who attend a dance or other extracurricular function are not allowed to leave and re-enter the function. Once a student leaves the site of the activity, he/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.

POLICIES & REGULATIONS

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 the 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

1. 24 P.S. 1301

2. 24 P.S. 1326

3. 24 P.S. 1327

4. 22 PA Code 11.12

5. 22 PA Code 11.13

6. 22 PA Code 11.41

7. 22 PA Code 12.1

8. Pol. 200

9. 24 P.S. 1329

10. 24 P.S. 1330

11. 22 PA Code 11.23

12. 22 PA Code 11.25

13. 22 PA Code 11.26

14. 24 P.S. 1333

15. 24 P.S. 1354

16. 22 PA Code 11.22

17. 22 PA Code 11.28

18. Pol. 115

19. Pol. 116

20. Pol. 117

21. Pol. 118

22. 22 PA Code 11.21

23. 24 P.S. 1546

24. 22 PA Code 11.34

25. 22 PA Code 11.32

26. 22 PA Code 11.5

27. 24 P.S. 1327.1

28. Pol. 137

29. Pol. 103.1

30. Pol. 113

31. 24 P.S. 1501

32. 24 P.S. 1504

33. 22 PA Code 4.4

34. 22 PA Code 11.1

36. 24 P.S. 1332

37. 24 P.S. 1339

38. 24 P.S. 1338

39. Pol. 218

40. Pol. 233

41. 24 P.S. 1318

42. 22 PA Code 11.2

43. 22 PA Code 11.3

22 PA Code 11.8

22 PA Code 11.24

24 P.S. 510

Pol. 000

PLEASE READ THE ENTIRE **STUDENT DISCIPLINE POLICY** LOCATED AT
<https://go.boarddocs.com/pa/hazl/Board.nsf/Public#>

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

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

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

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

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

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

Tobacco use is addressed in Policy #222.

Group I Infractions

1st Infraction - warning.

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

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

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

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

Group II Infractions

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

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

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

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

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

1. Fighting. *
2. Leaving school without permission.
3. Truancy. *

4. Disrespect to school officials or contracted employees acting in their official capacity (e.g. verbal abuse of a teacher).
 5. Unlawful acts - rioting, extortion, assault, moral offenses, forgery, plagiarism, or other unlawful acts. *
 6. Disruption of the teaching/learning process resulting in removal of student from classroom.
 7. Violation of the Unlawful Harassment Policy #248.
 8. Violation of the Bullying/Cyberbullying Policy #249.
 9. Violation of the Controlled Substances/Paraphernalia Policy #227.
 10. Violation of the Student Discipline (Student Theft) Policy #218.
 11. Violation of the Acceptable Use of Internet, Computers and Network Resources Policy #815.
- * The filing of a complaint with the magistrate or police for Group II infractions may occur at the discretion of the principal.

Group III Infractions

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

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

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

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

STUDENT RULES FOR ELEMENTARY STUDENTS

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

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

Elementary (K-6) school detention, including detention for students who are habitually tardy, will be used at the discretion of the building administrator and will be enforced as determined by each building. Failure to attend detention may result in grounds for suspension.

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

Group I Infractions

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

1. Hall Passing - always walk quietly single file. Stay to the right unless otherwise specified.
2. Arrive to class on time prepared with books, pencils, notebooks and any homework assignments.
3. Follow classroom rules set forth by your teachers.
4. Treat other students with respect.
5. Follow cafeteria rules.
6. No littering. Keep locker areas clean and student desks neat.
7. No gum chewing.
8. No verbal or physical abuse of another student.
9. No abusive and/or foul language is permitted.
10. No throwing snowballs and/or other objects.
11. No inappropriate public displays of affection.

12. No violation of Electronic Devices Policy #237.
13. No toys, games, cards of any type, etc., are allowed in school. (The school is not responsible for items of a personal nature that are lost or stolen.)
14. No violation of the Dress and Grooming Policy #221.
15. No leaving class without permission.
16. No interference with a student's right to an education and a teacher's right to teach.

GROUP II Infractions

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

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

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

GROUP III Infractions

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

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

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

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

School Bus Discipline Rules

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

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

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

Level I Violations –

1. Rude, discourteous, annoying behavior.
2. Shouting.
3. Littering.
4. Spitting.
5. Tripping/Pushing.

6. Profane language.
7. Eating or drinking.
8. Opening windows against driver's orders.
9. Arms or heads out of windows.
10. Refusing to identify him/herself to the bus driver
11. Intentional boarding on incorrect bus.
12. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations.

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

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

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

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

Level II Violations –

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

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

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

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

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

Level III Violations –

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

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

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

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

Acts of misbehavior which occur during the morning trip shall be reported to the Director of Transportation the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip shall be reported the following morning, unless immediate attention to the matter is deemed necessary.

Every effort shall be made to affect the disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless a second offense under Level III applies or the student is deemed dangerous to other students or the driver.

237. ELECTRONIC DEVICES

See the ENTIRE POLICY AT

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

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

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

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

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

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

Electronic Images and Photographs

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

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

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

Health Care Services

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

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

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

DRESS CODE POLICY

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 holes in jeans/clothing that exposes skin
2. No underwear showing – pants must be around waist
3. No sliders, crocs, platform shoes

Discipline Guidelines

The following discipline guidelines apply to student 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

Book:	Policy Manual
Section:	200 Pupils
Title:	Promotion and Retention
Number:	215
Status:	Active
Adopted:	September 16, 2010
Last Revised:	August 18, 2011

Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.[1][4][10][11]

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.[1][4][5]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.[6][7]

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[4]

Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Every effort shall be made to remediate a student's difficulties before s/he is retained.

On the elementary/middle level, the Instructional Support Team (IST) shall have the final responsibility for determining the promotion or retention of each student.

An appeal process shall be established by the Superintendent.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[5][8]

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[5]

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.[9]

Elementary/Middle School Promotion/Retention

Promotion in grades K-6 shall be determined by an Instructional Support Team (IST) in each elementary building.

Academic retention may occur only once in grades K-3, except in cases where both the parent/guardian and IST or child study team agree the student may be retained a second time.

In grades 4, 5 and 6, students who have failed two (2) major subjects should be retained. Any failed math or reading courses should be repeated at the grade level failed. Students should pass two (2) grade levels each of math and reading in grades 4 through 6 in order to be promoted to the 7th grade.

In grades 7 and 8, students shall be required to successfully complete a minimum of ten (10) total credits before being promoted to the 9th grade:

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) (Specials), and one (1) credit in any area of study.
2. All courses taught in grades 7 and 8 will count for promotion to grade 9.
3. If possible, students shall not be scheduled to repeat courses passed in grade 7.

4. A student in grade 7 shall 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 major subjects and two (2) in any area.

Senior High Promotion

Twenty-eight (28) credits earned through grades 9, 10, 11 and 12 shall be required for graduation.[9]

All students in grades 9, 10, 11 and 12 are required to schedule eight (8) full-credit courses each year, which shall include:

1. English - All students must schedule and earn four (4) credits.
2. Mathematics - All students must schedule and earn four (4) credits.
3. Social Studies - All students must schedule and earn four (4) credits.
4. Science - All students must schedule and earn four (4) credits.
5. Arts & Humanities - All students must schedule and earn two (2) credits.
6. Physical Education - All students must schedule physical education each year and must earn a minimum of two (2) credits. If a student is involved in athletics or an activity such as dance, gymnastics, etc., s/he may be excused from physical education (after two (2) credits are earned) to take a college level course. Permission must be granted by the guidance counselor, high school principal and Superintendent.
7. Health - All students must schedule health in 9th and 12th grade and earn a minimum of one (1) credit.

A 10th grade student must earn a minimum of thirteen (13) credits in order to have the possibility of graduating in two (2) years; and an 11th grade student must earn a minimum of twenty-one (21) credits in order to have the possibility of graduating in one (1) year.

Students enrolled in the academic or college preparatory curriculum must schedule a minimum of two (2) years of the same foreign language.

Summer Credits

No credit shall be given for courses taken in the summer. A student must earn all credits in classes taught during the regular school year.

Legal

1. 24 P.S. 1531

4. 24 P.S. 1532

5. Pol. 213

6. 22 PA Code 4.13

7. Pol. 100

8. Pol. 212

9. Pol. 217

10. 22 PA Code 4.12

11. 22 PA Code 4.42

24 P.S. 1533

Pol. 000

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Book: Policy Manual
Section: 100 Programs
Title: **Discrimination/Title IX Sexual Harassment Affecting Students**
Code: 103
Status: Active
Adopted: September 16, 2010
Last Revised: November 24, 2020

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[18\]\[19\]\[20\]\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[25][26][27][28][29]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[28\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
 2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
 3. Acting in opposition to practices the person reasonably believes to be discriminatory.
-

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.
-

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[27\]](#)[\[30\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[30\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[30\]](#)

1. Counseling.
 2. Extensions of deadlines or other course-related adjustments.
 3. Modifications of work or class schedules.
 4. Campus escort services.
 5. Mutual restrictions on contact between the parties.
 6. Changes in work or housing locations.
 7. Leaves of absence.
 8. Increased security.
 9. Monitoring of certain areas of the campus.
 10. Assistance from domestic violence or rape crisis programs.
 11. Assistance from community health resources including counseling resources.
-

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[\[17\]](#)[\[18\]](#)[\[23\]](#)[\[24\]](#)[\[31\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[30\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
 3. Sexual assault, dating violence, domestic violence or stalking.
-

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[32\]](#)
-

- i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
-

- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child

in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[32\]](#)

- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[33\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[32\]](#)

- i. Fear for their safety or the safety of others.

- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[26\]\[27\]\[30\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant to the Superintendent for Human Resources as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[\[34\]](#)

Address: 1515 West 23rd Street, Hazle Township, PA 18202

Phone Number: 570-459-3111, extension 3140

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
 6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
 7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.
-

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
 2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
 3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
 5. Use of relevant technology.
 6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
 7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
 8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.
-

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.

3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][35]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Book:	Policy Manual
Section:	100 Programs
Title:	Nondiscrimination – Qualified Students With Disabilities
Code:	103.1
Status:	Active
Adopted:	September 16, 2010
Last Revised:	August 18, 2011

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][5][6][7][8][9][12]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[\[10\]\[11\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[\[8\]\[12\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[14\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Director of Special Education as the district's Section 504 Coordinator.[\[15\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[16\]\[17\]](#)

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[\[17\]\[18\]](#)

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a

change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[\[19\]\[20\]\[21\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[21\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[21\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[\[13\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[\[13\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[\[19\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[22\]\[23\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]\[28\]](#)

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[29\]\[30\]](#)

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[\[13\]](#)[\[20\]](#)[\[21\]](#)[\[31\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[32\]](#)[\[33\]](#)

Procedural Safeguards

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[\[31\]](#)[\[34\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[\[20\]](#)

Parental Request for Assistance –

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[\[31\]](#)

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[\[31\]](#)

Informal Conference –

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[\[31\]](#)

Formal Due Process Hearing –

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[\[31\]](#)[\[35\]](#)

Judicial Appeals –

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[\[31\]](#)

Complaint Procedure

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[9]

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the Section 504 building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The Section 504 building administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the district's Section 504 Coordinator.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

Book:	Policy Manual
Section:	200 Pupils
Title:	Student Identification Card
Code:	245
Status:	Active
Adopted:	September 16, 2010
Last Revised:	August 11, 2022

Purpose

The student identification card will help improve security in our schools. Students wearing a visible student identification card will be easily identified by other students and staff. In the future, the card shall also serve as a student services card that will include but not be limited to attendance, lunch card, bus card, activity card, etc.

Definitions

Student- an individual between the ages of five (5) years to twenty one (21) years of age enrolled in the Hazleton Area School District.

ID- student identification card

Staff- a teacher, principal, nurse, guidance personnel, security officer, school police officer, substitute teacher, aide or maintenance personnel.

Temporary Identification ID- an ID printed by the Scholar Chip kiosk to act as a temporary identification form and presented to a student who is not in possession of his/her issued student ID card.

Lanyard- a school district approved break away style identification cord used by students to carry their ID card around their neck.

Authority

During normal school hours and while on school district property, all students are required to wear an official Hazleton Area School District identification card. The identification card shall be worn on a lanyard around the students neck. The identification card must be visible for staff and administration to see.

The identification card is the property of the Hazleton Area School District. The student identification card must be relinquished to any staff member or bus driver upon request. If a student withdraws from the district, the identification card must be returned to the Security Office of the students school.

Guidelines

One (1) identification card shall be issued to each student at no cost. Due to material costs, a charge of five dollars (\$5.00), payable by check or money order, shall be charged for each replacement card. Replacement break away lanyards may be purchased at a cost of two dollars (\$2.00) each, payable to the Hazleton Area School District by check or money order only.

This charge shall be used to help defray the expenses of materials and creating an additional card. This fee shall be paid to Security personnel at the photo identification site. Students are only allowed to possess one (1) identification card at a time.

If a card is lost, stolen, or broken, a temporary ID will be issued until a new identification card is made. This temporary ID will only be valid for a maximum of one school day.

Students will be checked for their Identification cards upon entry into a building. Teachers will be responsible for checking students as they enter their classrooms to ensure that they are still displaying their identification cards.

No student shall possess another student's identification card. If a student finds another student's identification card, that card must be immediately turned over to a member of the teaching staff, security, school police or administrative staff. The card shall then be turned over to Security who will be responsible for determining how the student became separated from his/her card and returning it to him/her.

New enrollees shall report to the Security Office as part of their registration process where they will be issued an identification card.

The photo identification equipment will be run and maintained by the Security Department.

Identification cards must be properly worn by all students at all times during the school year. The ID is to be worn in full display on the chest area on a district approved, break away lanyard. It is a violation of school policy to be in possession of some other person's identification card or to lend an identification card to another person.

New photo identification pictures will be taken and new cards issued when necessary due to wear or substantial changes to a students appearance.

Students are responsible to report lost, damaged or stolen identification cards immediately upon discovery to a teacher, security officer, school police officer or administrator. Security will be notified as soon as practical in order to document the missing card and issue a new card.

Students must be in adherence to the dress code when having a photo taken for an ID card. No gang colors or symbols shall be allowed. No sunglasses, hats or face masks shall be allowed.

Students are responsible for presenting their identification card upon request to any staff member or bus driver.

Students are responsible to swipe or "tap" their identification card on any card reader as required.

Students who are not displaying their identification card or a temporary identification issued by security shall be sent to the office immediately.

Students are not allowed to alter, deface or otherwise change the appearance of their ID cards.

Discipline

<u>Level One</u> Student reports that he/she forgot their ID card	<u>Level Two</u> Student is caught without an ID card.	<u>Level Three</u> Student has a counterfeit ID or ID belonging to another student.
One time occurrence is allowed. A temporary ID will be issued and the offense recorded.	First Offense- warning is recorded and a temporary ID issued if necessary. Second Offense- Parent/guardian notified and a temporary ID issued if necessary. Third Offense- Out of school suspension, and counts towards a pre expulsion.	First Offense- Suspension. Continued Offenses- according to the discipline policy and all count towards to pre expulsion.