



# Hopkins Public Schools Elementary Student Handbook

## Important Numbers

Superintendent (269) 793-7261

Transportation (269) 793-7121

Mr. John Krajewski, Principal  
Hopkins Elementary  
(269) 793-7286

Mrs. Amy Mielke, Principal  
Sycamore Elementary  
(616) 681-9189

# **2022 – 2023**

## **The Elementary Student Handbook**

Dear Parents of Hopkins' Students,

This booklet is made available to you on behalf of the Hopkins Public School Board of Education, School Administration, and Faculty. We believe one of the best tools we have to help your child be successful in his school is cooperation between school and home. This handbook is designed to lay the foundation for that relationship. The policies and procedures found here is the implementation of decisions by our Board of Education. We ask that you review the contents of this handbook and keep it in a safe place. If there are ever any questions, we will be glad to hear from you. You will find the phone numbers for each building and our administrative offices on the next page.

We are committed to building upon the foundation you have provided for your child and working together to give your child the skills and strategies they will need to be contributing citizens of our world. Please feel free to visit our buildings at any time. For the safety of all of our children, we ask that all visitors check in at the front office before going to classrooms. We trust you will find your child(ren) guided by sincere, professional people who share a common pride in their community, schools, and children.

Sincerely,

The Elementary Faculty and Administration

The Hopkins Public School District Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex marital status, height, weight or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Gary Wood, Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328. Phone: (269) 793-7261.

Applications may be obtained from Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 or call (269) 793-7261

# District Directory

Administration Office \_\_\_\_\_ 269-793-7261

400 Clark Street  
Hopkins Michigan 49328  
Gary Wood, Superintendent

Hopkins High School \_\_\_\_\_ 269-793-7616

333 Clark Street  
Hopkins Michigan 49328  
Ken Szczepanski, Principal

Hopkins Middle School \_\_\_\_\_ 269-793-7407

215 Clark St.  
Hopkins, Michigan 49328  
Scott Stockwell, Principal

Hopkins Elementary School \_\_\_\_\_ 269-793-7286

400 Clark Street  
Hopkins Michigan 49328  
John Krajewski, Principal

Sycamore Elementary School \_\_\_\_\_ 616-681-9189

2163-142nd Avenue  
Dorr Michigan 49323  
Amy Mielke, Principal

## Other Numbers Which May Be Helpful:

Allegan County Health Department	269-673-5411
Allegan County Intermediate School District	269-673-2161
Allegan County Sheriff, Youth Services Division	269-673-0521
<b>Hopkins Public Schools Transportation</b>	269-793-7121

# Mission Statement of the Hopkins Public Schools

Hopkins Public Schools – We Take Your Child’s Education  
Personally

## Exit Outcomes

As a result of sound education based on well-defined educational outcomes, Hopkins Public Schools graduates will be:

- **Collaborative Citizens** who employ effective interpersonal skills to contribute to the well being of society.
- **Problem Solvers** who demonstrate thinking and decision making skills to resolve issues and solve complex problems both as individuals and members of a team.
- **Self-Directed Adaptable Learners** who seek out knowledge and use ideas and new information effectively and exhibit the ability to set goals to enhance the quality of their personal and vocational lives.
- **Effective Communicators** who are able to share information, opinions with others.
- **Technologically Literate Individuals** who utilize instruments of technology to enhance their lives.

# Important Procedures and Processes

## DAILY SCHEDULE

The daily schedule varies with the grade level of the students. Special classes such as band, music, physical education, and art are scheduled within these times. Other activities will be held after regular school hours. Those students who participate in after school programs will be required to bring a note, signed by their parent or guardian, giving them permission to stay after school.

1. **Elementary classes (Y5-5): The school day begins at 7:45 AM and dismisses at 2:55 PM. Half Day dismissal time is 11:10.**
2. Children enter the building as they arrive. All students must use the main entrance to the building.
3. Children who walk to school should not arrive before 7:30 AM and should report home immediately after school is dismissed.
5. Students in grades Y5-5 have a 15-minute recess and a recess during the noon lunch period.
6. All children will be expected to go outside for recess EVERY day, dressed appropriately for the weather.

### EXCEPTIONS:

Inclement weather: Students will not go outside when it is raining, below 10 degrees Fahrenheit or wind chill below 10 degrees Fahrenheit.

## EMERGENCY CLOSING OF SCHOOL

If conditions are such that there is a question concerning the school's operation, we ask that you tune in your radio and/or television for the latest developments. We also use the School Messenger Alert System when school closes. If you are unsure about how to register for Honeywell please call the office.

Stations carrying Hopkins Public Schools information are:

<u>RADIO</u> WKZO, WQXC, WOOD, WAOP, WCUZ, WGRD	<u>TELEVISION</u> Channel 3, 8, 13, 17
--	---

**Please refrain from calling the school offices or the bus garage.** It is important that we keep our phone lines open for information from the County Road Commission and Law Enforcement Officials.

## **TORNADO -SEVERE WEATHER POLICY**

The Board of Education has established a Tornado-Severe Weather Policy. The safety of all of our children is our first consideration in developing severe weather procedures.

### **\*Tornado Warnings:**

Upon receiving official notification of a tornado **warning** (a tornado has been sighted) in Allegan County, all Hopkins and Sycamore elementary students will quietly take shelter. All students will be supervised by a teacher and remain until an "ALL CLEAR" has been issued.

Students in each building will be taught the safest procedure to follow in case of a tornado warning. Every possible precaution will be taken to insure the greatest safety for each individual. Specific emergency plans are on file in the principal's office.

### **\*Tornado Watch:**

Students will remain at school during a tornado watch until their regular dismissal time. All school activities will be canceled any time school is closed due to severe weather conditions. If an activity cannot be rescheduled and the safety of students will not be jeopardized, the administration may schedule evening activities.

### **\*Mid-day Closings:**

In the event school must be closed after students are at school, the principal reserves the right to allow students to go home with parents only. This is for the protection of all students in a crisis situation. Mid-day closings will be broadcast over the same television and radio stations as morning closures and a Honeywell message will be sent out. Mid-day closings occur at the discretion of the superintendent in crisis situations such as building blackouts or unexpected inclement weather.

Please be sure your child understands what to do in the event you are not at home and they are dismissed from school.



## **ACADEMIC INFORMATION**

### **ATTENDANCE**

It is the belief of the Hopkins Public Schools that regular attendance is necessary for a student's academic and social progress. To ensure success in a child's school years, it is important to establish good attendance patterns at an early age. It is the responsibility of parents to require regular attendance of their children.

When it is necessary for a student to miss school, the parents should notify the school as soon as possible. A phone call should be made to the school office **before 9:00 AM** on the day of the absence. Students are expected to make up any work missed during absences.

A student shall be considered tardy if he or she arrives within one (1) hour of the beginning of class time for either the morning or afternoon. If the student arrives after more than one hour, the student shall be marked absent for 1/2 day. If a student leaves and returns the same day (for a doctor's appointment, etc.) he/she will be marked absent if gone for more than one hour he/she will be marked absent for 1/2 day.

***A student may be declared excessively absent if any one of the following occurs:***

1. The student is absent three or more consecutive days without notice from parents.
2. The student is absent 15% of the school days in one trimester. (9 days per trimester, 27 days per school year.)
3. The student's attendance pattern seriously hinders his or her progress in school.

**In cases of excessive absences, the following steps will be taken:**

1. Parents will receive a phone call or note about the situation.
2. If the absences continue, parents may be required to come in to school for a conference with the teacher, principal, and student.
3. Truant officer may be notified.

In the event that a child is picked up from school, we ask the parent or authorized adult responsible for the child to please come into the building and sign out the child.

## **ELEMENTARY SCHOOL CURRICULUM**

The Elementary Curriculum is under continuous evaluation by the Board of Education, the administration, teachers and parents. Curriculum and programming are developed through cooperative efforts and are Board approved before implementation in the classroom. If you have questions regarding any part of the Elementary Curriculum, contact your building principal.

## **HOMEWORK**

Homework is defined as a lesson to be studied or school work to be done outside the classroom. Students may expect to be asked to complete an increasing amount of homework as they progress through the elementary grades.

Some helpful hints in doing homework are:

1. Set a "Study Time" and always study at that time.
2. Always work in the same place.
3. Have a table, chair, or desk to work on.
4. Have a well-lighted area.
5. Work away from the TV or radio.

A general guideline is to limit homework time to 5-10 minutes per grade level. In other words a first grader should be expected to spend 5-10 minutes at a time on homework and a sixth grader may have 30-60 minutes of homework in an evening.

If it is taking your child longer than this to complete their homework on a regular basis, you may wish to contact his or her teacher.

## **LATE ASSIGNMENTS**

Procedures for handling late assignments are developed by each classroom teacher in accordance with Board policy. These procedures may vary by grade level. Please see your child's teacher for specific information.

## **REPORT CARDS/PROGRESS REPORTS**

Frequent communication between parents and teachers is often the fastest way to resolve problems with student progress. To this end, several standard means of communicating student achievement have been developed.

1. Report cards: Elementary students in grades K-5 receive report cards at the end of each 12 week trimester. Parents are asked to review their child's report card carefully, and to contact the school immediately if they have questions.

2. Progress Reports: Students who are not working up to their ability may receive a progress report near the halfway point of each trimester. These are sent to the parents as written notification of a problem, and are often accompanied by a request for a parent/teacher conference. Our goal is to address any problems before it is time to complete the trimester report card.

Individual parents and teachers may also develop other forms of regular communication designed to support student achievement.



## **PARENT/TEACHER CONFERENCES**

A parent/teacher conference can be requested at anytime parents or teachers want to discuss a child's achievement or progress. Formal Parent/Teacher Conferences are scheduled twice during the school year: Fall and Spring. It is the goal of each building team to have 100% participation in these structured conferences.

## **RETENTION/PROMOTION**

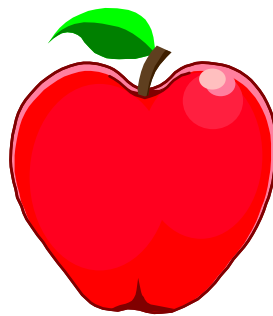
Retention is defined as the placing of a student in the same "grade level" as the previous year. The decision to retain a student should be made only after careful thought, observation, and consideration. Input should come from parents, teachers, principals, and support services personnel. Factors to be considered are: academic achievement, emotional, social and physical maturity, behavioral patterns and chronological age. The final determining factor shall be, "Where is the best placement for this child?" All such referrals will be discussed with the child's parents before the teacher makes the recommendation.

## **SPECIAL SERVICES**

The Hopkins Public Schools provide many services for students with special needs. For information about any of these services, please contact either elementary principal.

## **TITLE ONE**

Parents have a right to request information regarding the professional qualifications of their child's classroom teacher(s) and when appropriate, the paraprofessional working with their student. If you have any questions regarding this information, please contact the building principal.



## **PERSONAL HEALTH AND SAFETY**

***Hopkins Public Schools does not employ a nurse. It is often the responsibility of office personnel (primarily a secretary) to determine if a child should go home. Please understand that we often err on the side of caution and may send a child home who appears to have conditions such as pink eye, head lice, etc. We may also send a child home that falls asleep for an extended period of time. We do our best to only contact parents if necessary, however we do occasionally misdiagnose. Your understanding is appreciated in these cases.***

### **COMMUNICABLE DISEASES**

Parents are requested to call the school office to report any communicable diseases such as measles, mumps, chicken pox, strep throat, etc. Students who have any of these illnesses should stay out of school until their doctor has approved their return and they are clear of active lesions. This is not to be before 7 days from the appearance of the FIRST CROP OF LESIONS. The health department also recommends that children with a COMMON COLD remain out of school. Many contagious diseases begin with cold symptoms. This is the most infectious state of any illness, especially Whooping Cough.

***A student should be fever free for 24 hours before returning to school (without the help of medication).***

### **EMERGENCY INFORMATION**

In the event of a serious accident to your child at school, you will be notified immediately by telephone. If we are unable to contact you, we will notify someone that you have listed as an emergency contact. Emergency information sheets are handed out on the first day of school and need to be promptly returned so our records will be up to date in the event of an emergency.

If a student should become ill, a school representative will call and request someone pick up your child. If a contact cannot be made at the home or work place, the emergency numbers on the child's emergency card will be contacted. In the event no one can be reached, the student may lie down and be sent home at the end of the day. A child may be sent home from school if he/she has any of the following:

- a temperature of 99.6 or over.
- discharging nose and/or eyes
- cough, sore throat
- ear ache or head ache
- skin eruptions or rashes
- head lice, scabies, impetigo, or pink eye or other communicable disease.

If a child has been seriously ill, parents may make a written request for the child to remain indoors for up to three consecutive days. If a longer period of time is necessary, a written statement must be submitted from a physician.

## **HEAD LICE PROCEDURES**

Occasionally, children may get lice. Together we can prevent a serious increase in the occurrence of lice. We do not enforce a totally “nit free” policy, however if your child does have head lice, it is important to continuously check and remove nits after treatment. A child with excessive nits may be sent home, regardless of whether there are live lice present.

If a child is found to have head lice, their parents will be contacted and they will be sent home with instructions for treatment. Students may return to school 24 hours following initial treatment. The student will again be checked upon return to school. Assurance from a doctor or parent that treatment with an approved remedy has been properly carried out may be requested.

Students will be examined eight to ten days following initial treatment. Those with indications of live lice will be sent home for a second treatment. However, no one should use a head lice remedy more than once in a six-to-seven day period, or more than twice in the course of a single head lice episode, without consulting a physician.

Here are some things that can be done to minimize the risk of your child getting lice.

1. Tell your child not to share combs, brushes, hats, coats, or clothing with other children.
2. Watch to see if your child scratches their head repeatedly or complains about itching. It is also possible not to have any symptoms.
3. Please make a careful search. A hand magnifying glass will help. The lice are about 1/8th inch long and the color varies from light to dark tan. You will seldom see these, but you can see the nits (eggs) which are not much bigger than a grain of sand, are smooth and grayish-white in color and may be at the nape of the neck. Lice can spread rapidly and eggs may hatch in 3 to 21 days. Frequently the scalp and neck are bitten.
4. If you find nits, don't panic! Treatment is easy and thorough if you follow all the directions. Ordinary shampoo does not kill lice. Hair **does not** have to be cut. Kerosene **is not** a treatment.
5. Please notify us at school so your child's classmates can be examined. If you have any questions do not hesitate to call either the school or the Allegan County Health Department (673-5411).

## **HEALTH INFORMATION - Medication**

### A. Prescription Medication

If a student is to take prescription medication while at school, *a fully completed Administration of Medication form **must** be on file in the office.* A copy of this form may be found in the appendix of this handbook. The medication must be in a container showing the child's name, the pharmacy prescription number, identification of the medication (name of medication), the dosage, and time to be administered. **The school will not dispense any medication at any other time than what is listed on the medication form.**

We request that the parent bring the medication to the school and **NOT** send it with the child. Daily carrying of medication should be discouraged.

### B. Over-the-Counter Medications

If it is necessary for your child to take over-the-counter medications while at school, *a fully completed Authorization to Administer Over-the-Counter Medication form **must** be on file in the office.* A copy of this form may be found in the appendix of this handbook. Any over the counter medication must be supplied by the home; we do not keep these medications in stock for student use.

## **BEHAVIOR EXPECTATIONS**

### **GENERAL SCHOOL RULES**

The behavior expectations are in place at all times. Students are expected to conduct themselves in a proper manner while on the school premises whether within or outside of the regular school day. This includes students attending after school functions such as football and basketball games at the high school.

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items that are NOT allowed at school include:

			<i>-tobacco and alcohol products</i>	<i>-gum</i>
<i>-knives</i>	<i>-lighters</i>	<i>-matches</i>	<i>-squirt guns</i>	<i>-squirt bottles</i>
<i>-caps</i>	<i>-fireworks</i>	<i>-bullets</i>	<i>-skateboards</i>	<i>-roller skates</i>
<i>-roller blades</i>		<i>-radios</i>	<i>-walkie talkies</i>	<i>-video games</i>

This list is not all-inclusive. Responsibility for determining the appropriateness of any item is left with the building principal or the classroom teacher. ***Students may keep cell phones in their locker, but they must be turned off during the school day.***

Students who are found ***to have*** tobacco products, alcoholic beverages, or controlled substances in their possession on school property will be suspended from school for up to five days. Police may also be notified.

Students who are found to be ***distributing or selling*** tobacco products, alcoholic beverages, or controlled substances on school property will be suspended from school for up to ten days and police will be notified.

## **Behavior Expectations- Hopkins and Sycamore Elementary Schools**

It is our goal to assist you in helping our children in developing the necessary self-discipline to be responsible productive members of our school community. Behavior expectations are developed by each building as a guideline for acceptable behaviors. To that end, it is only as a last resort that students are removed from the classroom setting as a disciplinary measure. Specific building plans may be found in the appendix of this document.

To insure understanding between home and school, we ask that you read this plan carefully, review it with your child. Any questions should be directed to the building principal.

Each teacher is responsible for developing a classroom plan that supports the building goals. Specific information on your child's classroom is available from the teacher.

## **LUNCHROOM BEHAVIOR**

The behavior expectations established by the building teams are expected to be maintained in the lunchroom. Parents are welcome to join their students for lunch. All we ask is that you check in at the office. Students who bring sack lunches should bring their own catsup, mustard, napkins, silverware, salt, pepper, etc.

## **PLAYGROUND AND RECESS EXPECTATIONS**

We believe that "an ounce of prevention is worth a pound of cure" when it comes to dealing with student misbehavior during recess. We strive for students to develop cooperation and acceptance with their peers through the teaching of Lifeskills and the use of Peer Mediation. At the same time, we are quick to intervene when students show poor sportsmanship, name-calling or other bullying behavior. This sets the tone for our behavior expectations that we maintain on the playground. Our playgrounds are supervised by paraprofessionals at all times. It is the responsibility of these playground supervisors to maintain a safe playground environment. Playground supervisors work closely with the building principals and teachers to extend the behavior standards. They are to be treated with the same respect given to any other adult. Questions regarding playground behavior or happenings should be directed to your building principal.

All students have a recess during their noon lunch period. In addition, Y5-5 students also have a 15-minute recess during the day. ***All students will be expected to go outside for recess EVERY day, dressed appropriately for the weather.***

Group games such as football, basketball and soccer are encouraged. Football games must be touch or flag only. Rough play may result in removal from games for extended periods of time.

## **DRUG FREE SCHOOLS**

In accordance with Federal law, the Hopkins Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, or any other dangerous, controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **WEAPON FREE SCHOOL ZONE LAW**

Michigan has implemented a Weapon Free School Zone law. Any student who knowingly possesses a weapon at school (as defined by Michigan law) will face immediate suspension based on guidelines in the law and school board policy.

A knife with a blade of less than 3 inches will still be considered a weapon and the following action may be taken:

- Grades Y5-2      Each incident will be reviewed with school personnel and parents
- Grades 3-4      Five days out of school suspension
- Grades 5        Five days out of school suspension; Five days in-school suspension (Ten days total).

The safety of all students is of primary importance. Serious infractions of school rules will result in immediate disciplinary action. In addition, the Allegan County Sheriff's Department Youth Services Bureau will be informed of these matters.

## 5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

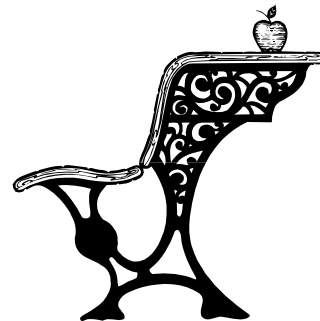
The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings;

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. M.C.L. 380.1311, 380.1312(1), 380.1313  
20 U.S.C. 7151

Revised 12/14/15



## MISCELLANEOUS INFORMATION

### BICYCLES

Bicycles should be placed in the racks provided. Children are not allowed to ride on the playground when school is in session. Students are urged to use a bicycle lock to avoid the possibility of theft. The school cannot be responsible for bicycles left on school grounds.

### BUS NOTES

When a child must ride a different bus, get off at a different stop, or will be picked up after school or during school a note from the parents must be sent to school. When picking up students, the parents must go directly to the office and the students will be called from his/her classroom via the P.A. system in the office. Children may then leave the school accompanied by a parent.

### CLOSED CAMPUS

Once a student enters school in the morning, he/she will remain on the school grounds until school is dismissed in the afternoon. All students will remain at school during the lunchtime unless special permission to leave is granted by the principal upon request from the student's parents.

### DRESS

Good grooming is important to the well being of every student. Children should be dressed appropriately for the existing weather conditions. During warm weather, students may wear shorts, T-shirts, and tank tops (minimum strap width 1 inch). However, halter tops, tube tops, half-shirts, and mesh T-shirts and tank tops with large openings that expose the student's chest are not considered appropriate dress for school. Shoes must be worn at all times! Students may be asked to put a second shirt on over some of the clothing listed above or may be asked to turn shirts with inappropriate language or pictures inside out. ***Skirts, skorts, and shorts must have a minimum length of the end of fingertips when arms are straight down.***

**CLOTHING WITH INAPPROPRIATE LANGUAGE (INCLUDING REFERENCES TO VIOLENCE AND ADULT THEMES), PICTURES DEPICTING VIOLENCE OR INAPPROPRIATE ACTIVITIES, OR ADVERTISEMENTS FOR TOBACCO OR ALCOHOLIC PRODUCTS WILL NOT BE ALLOWED AT SCHOOL.**

Students are not to wear hats or coats in the building during school hours except when getting ready for recess or going home at the end of the school day.



## **FIELD TRIPS**

Field trips are taken as a regular part of classroom studies. Students who do not participate in the field trip experience will be required to attend school on that day. Some costs for admission fees may be requested from parents for some field trips.

Parents are invited to accompany the classes on their trips throughout the year. The only restrictions that may apply would be due to limits on the number of chaperones or in the number of total participants at the destination for the trip. All chaperones must fill out a background check form. In most cases, the parents would be responsible for any admission fees that might occur on the trips, ***however, we cannot allow pre-school children to accompany parents who are serving as chaperones.***

## **H.O.P.E.**

Hopkins Organization of Parents and Educators is the Parent/Teacher organization for the Hopkins Public Schools. H.O.P.E. enables parents, teachers, and administrators to meet and discuss school programs, ideas, and mutual concerns. All parents are urged to join the group and take an active part in their child's education. H.O.P.E. sponsors various fund raising activities during the school year to purchase many "extra" things used by students while at school. H.O.P.E. meetings are scheduled on a monthly basis from August through May. Watch the school newsletter as the dates for all H.O.P.E. meetings are included.

## **HOT LUNCH PROGRAM**

Students may purchase breakfast and/or hot lunch on a daily or weekly basis. Milk is also available for purchase during the lunch period.

Breakfast	\$1.50/daily	\$7.50/week (includes milk)
Lunch	\$2.40/daily	\$12.00/week (includes milk)
Milk	\$0.50/daily	

If a child is absent during the week, credit will be given on the following week. A menu is published regularly that lists upcoming lunch choices. We ask that parents review the menu with their child(ren) and pay on Monday for all lunches the student plans to eat for the week. Breakfast may be paid for on a daily basis. Money can also be deposited in a student account. You will be notified when your child's balance is nearing zero. Lunches are prepared based on a count taken in the morning. If your child forgets to sign up for lunch or discovers a need to eat hot lunch later in the day, he may be restricted in choice of entrée.

## **LIBRARY USE**

Students are encouraged to take library books home to read. Students may check out books for 7 days, and may renew a book twice. Lost or damaged books will be charged to the student. The price will be \$7.00 for paperback books. Hard cover book replacement costs will be \$15.00 for books more than one year old, and full replacement cost for books lost within one year of the purchase date of that book.

## **COMPUTER USE**

Technology is an important part of the elementary curriculum. Your child will learn keyboarding skills, Internet research, creative writing and many other computer skills. Because of the expense of technology and the potential for improper use, each student will be required to review and sign an "Acceptable Use" policy near the start of the year. This document lists the ways that your child may take advantage of the District's technology options. Intentional misuse or damage to computers will result in disciplinary action, including suspension.

## **LOST AND FOUND**

A lost and found area is located near the office. Articles found should be turned into the office. Students should report lost articles as soon as possible after first checking the lost and found. Items that are not claimed at the end of the school year will be donated to a charitable organization.

## **NEWSLETTER**

A weekly newsletter will be published for parents and students by each school office every other Friday of the school year. These will contain information concerning upcoming dates and events, recognition of individuals and groups for jobs well done, and other miscellaneous information. These are posted on our website.

## **PARTIES**

Elementary students may participate in three (3) parties during the school year: Halloween, Christmas, and Valentines Day. Each classroom may have room parents. These adults, along with the teacher and students, plan the parties, games, and refreshments.

## **SALES BY STUDENTS**

Selling of merchandise or distribution of literature by students is not allowed unless given permission in advance by the principal.

***Students are not allowed to bring any toys, games, video/audio tapes, CD's, sport cards, or other items to school for the purpose of trading, buying, or selling them. If a problem or conflict arises due to trades, all items will be returned to original owners.***

## **SCHOOLS OF CHOICE**

Elementary students are assigned to specific schools and classes by the principals, in accordance with attendance areas established by the Board of Education. Such factors as geographic location, transportation, and class sizes are considered in the assignment of these children. Your cooperation and understanding will be greatly appreciated.

Parents who want their children to attend the elementary school that is not assigned to them may make such requests through the Schools of Choice program. Applications are available in the school offices or on the school website. Due to the number of factors involved in making the best placement decisions for each child, it is inappropriate to request specific teachers.

## **SHOES AND BOOTS**

When playgrounds are extremely wet, muddy, or snowy, children should wear boots and remove them as soon as they enter the building. We request that parents send a pair of slippers or extra shoes for them to keep at school for indoor wear during the wet season. In addition, rubber soled shoes are required for gym class. Shoes with white soles are preferred.

## **STUDENT PICTURES**

A professional photographer takes individual pictures of all students each year. These pictures may be purchased at a reasonable price, but under no circumstances are the parents obligated to do so. Included with some packages is a memory book that contains individual pictures of all students. If purchasing pictures, please make sure the package chosen contains all that you want.

## **TELEPHONE USE**

Use of the telephone by a student will be permitted only when a teacher or the office personnel give permission. Children will not be called out of the classroom to answer the telephone except in case of an emergency. All arrangements for friends to visit after school must be made before arriving at school.

## **TEXTBOOKS AND SUPPLIES**

Students are encouraged to bring their own notebook paper, pencils, pens, and crayons. If for financial reasons a student is not able to provide these materials, the school will furnish them. The Hopkins Board of Education furnishes all textbooks, workbooks, and school supplies. These materials remain the property of the school. Parents will be asked to pay for lost items and those materials showing undue wear and abuse.

## **VANDALISM**

Students and their parents or guardians will be held financially responsible for damage done maliciously to any school property.

## **VISITORS**

Student Visitors: Visiting children must have permission from the teacher and principal in advance. The student's guest must be in the same age group and grade. We do not allow pre-school age children to visit as a part of the classroom.

All visitors: **MUST** check in at the school office before visiting any classroom.

## **WELLNESS**

As required by law. The Board of Education establishes the following wellness policy for the Hopkins Public Schools.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community wide effort to promote, support, and model such healthy behaviors and habits.

The full Board Policy can be found at <http://neola.com/hopkins-mi/search/policies/po8510.htm>