

Hudsonville Public Schools

Elementary Guidelines

Dear Parents and Students,

Welcome to your elementary school. We are looking forward to an exciting and successful year. We have prepared these guidelines so that we may bring about a better understanding between the school and parents/students. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take time to read these guidelines thoroughly.

We invite you to visit our school, attend your child's programs, and become an active member of our Parent Organization. We are happy to have you and your child at our school.

Sincerely,
Your School Staff

MISSION STATEMENT OF HUDSONVILLE PUBLIC SCHOOLS

The mission of Hudsonville Public Schools is to educate, challenge, and inspire all learners to become contributing, responsible members of a global society.

Beliefs:

- The Hudsonville Public School District believes that all students can learn.
- The Hudsonville Public School District is committed to providing a challenging and engaging curriculum, effective instruction, and a positive supportive environment.
- The Hudsonville Public School District realizes success will be achieved through a cooperative partnership of students, teacher, support staff, administrators, board members, parents, and the community.

ABSENCES AND TARDINESS

State law requires students to be in school every day unless prevented by illness. Parents are required to call school to report school absenteeism. Our answering service will record your message. Students are required to make up the work missed.

A student will be considered tardy if arrival at school is after the school bell.

CARE OF PROPERTY

You should take pride in keeping both building and equipment as neat as possible. Attempt to leave the building in as good or better condition than you found it. Students must pay for damages to school property.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for.

CONDUCT

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

- Each student shall respect the rights of other students, teachers, administrators, other school personnel, and volunteers.
- Each student shall respect the personal property of others and refrain from causing damage to books, facilities, school materials, school buildings and furnishing, and the personal property of others.
- Each student shall refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person, or acting in such a manner as to expose others to risk or danger of harm or injury. A student shall not use threats or intimidation against any other person.
- Each student shall respect the health and safety of others and shall refrain from using tobacco; using, possessing, transmitting, or being under the influence of drugs or look-alikes; or engage in any activities which diminish the rights of others, or the opportunity for other students to receive an education and obtain the maximum benefit from a public education.

Students violating the rules of conduct may be subject to disciplinary procedures, and/or possible suspension or expulsion from school.

CRIMINAL BACKGROUND CHECK

A criminal background check is required on all volunteers. Forms are available from the school office.

DRESS CODE

Elementary students should wear clothing appropriate for the activity in which they are involved and that does not interrupt the learning environment. Students should be dressed adequately for weather conditions; students will be expected to go outside for recess periods except in extremely cold or rainy weather or when justifiable health reasons exist.

ELEMENTARY PROGRESS REPORTING SYSTEM

Hudsonville Elementary Schools use a Standards Based Progress Reporting System. Students will receive a score of 3, 2, or 1 on daily work as well as progress reports. Progress reports will be distributed for grades 1-5 in November, February, and June. Progress reports will be distributed for grades PK/K and "Specials" in February and June.

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EARLY DISMISSAL PROCEDURE

Parents who desire to have their child dismissed before regular dismissal time must report to our school office and sign their child out. The school secretary will notify the child's teacher. Please use the same procedure if your child returns to school on the same day.

HEAD LICE

The school district may conduct "head checks" when there is evidence of a lice infestation. If a student is found to be infested with live head lice, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/guardian(s) of the class. Students found to have nits ¼ inch or closer to the scalp may remain in school until the end of the day. Students shall not be readmitted to school until they no longer have live lice or nits ¼ inch or closer to the scalp.

IMMUNIZATION OF CHILDREN

Act 368 of the Public Acts of 1978 of the State of Michigan requires every child attending school to have a certificate of immunization or a statement of exemption under section 9215. Our school district will follow this requirement.

INCLEMENT WEATHER

Students are expected to spend their time before school and during recess periods outside. In case of rain or other inclement weather, students will be allowed in the building and are expected to be quiet and orderly.

*Note requesting permission to stay indoors during recess may require a doctor's statement.

INSURANCE

Student insurance is available. If you are interested in receiving a brochure, contact the school office. This insurance is "second policy coverage."

MEDICATION CONTROL PROGRAM

Parents desiring our school personnel to dispense medication to their children must complete a **Medication Administration Form**. These forms are available in your school office or on the HPS website.

PARENT(S)/GUARDIAN(S) CLASSROOM VISITATIONS

All parent(s)/guardian(s) visitations are subject to the approval of the Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the Principal a minimum of two days prior to the date of the visit.

PARENT-TEACHER CONFERENCES

Communication is an important part of the educational program. We feel it is very important for parents to keep

in close contact with their child's teacher concerning his/her progress. Conferences are scheduled during November and March.

TELEPHONE USE

Students are **NOT** allowed to use our school phones. Our school secretary will make emergency phone calls for students.

RIDING, WALKING AND BICYCLING

Any student who uses school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle and shall be subject to all rules and regulation.

Bicycle riders must know and obey the traffic rules. Bicycles may not be ridden on school property during school hours. All bicycles must be properly parked in designated areas and must not be tampered with. School does not assume responsibility. Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

SEVERE WEATHER POLICY

During severe weather, the following school policy is in effect:

Tornado Watch: Students normally will not be dismissed early. They will dismiss at their regular time. Weather conditions will be closely monitored. After school activities will be canceled during a tornado watch.

Tornado Warning: Students will not be dismissed during a tornado warning. All students will go to areas designated by the Principal and take cover. If the warning is lifted during school hours, all students will be dismissed at their normal time and bus students will be transported home. All events are canceled until warning is lifted.

Additional Information:

- Feel free to pick up your child(ren) at any time during severe weather. Report to the office to do so.
- Please do not call the school unless an emergency exists so as to keep the phone lines open.

TRANSPORTATION

Notes requesting a change in bus transportation will not be accepted from pre-kindergarten and kindergarten students. Elementary students above kindergarten level shall not be permitted to use any other bus or bus stop unless an emergency arises or for a permanent change. In this case, parents may submit a Bus Pass at <http://bit.ly/gr1-5buspass> to the Transportation Office by 10 a.m. the morning of the change. Parents will be notified by 1 p.m. if the request is approved or denied. Schools will be notified by 2 p.m. Please do not contact the school office for information. If you have questions, direct them to the Transportation Office at 616-669-7757.

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VACATION POLICY

A student who wishes to take part of a planned vacation will be excused if he/she meets the following qualifications:

1. A written form must be completed and returned to the office by the parents or legal guardian of the student.
2. The request for excused vacation time must be made at least five days in advance of the scheduled vacation.

3. The child's teacher will determine the amount of homework assigned.
4. Additional homework may be given to each child upon his/her return to school from vacation. Each teacher will indicate when this additional homework is due.

GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, SECTION 504, THE AGE DISCRIMINATION ACT, AND TITLE II

The grievance procedures for alleging violations under Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Step 1

The grievance must be in writing and must be signed by the person making the complaint.

The grievance must be filed with the personnel director within ten school days.

If the personnel director is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten school days from the date of filing the grievance.

Step 2

If the complainant wishes to appeal the decision of the personnel director, he/she may submit a signed statement of appeal to the superintendent within five school days after the receipt of the personnel director's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten school days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five school days of his/her receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten days of the meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington D.C. 20201.

Hudsonville Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: Human Resource Director, Hudsonville Public Schools, 3886 Van Buren Street, Hudsonville, MI 49426, (616) 669-1740.