



Hazel Park Junior High School
John Barnett, Principal • Carla Beach, Assistant Principal
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www.hazelparkschools.org

August 21, 2023

Dear HPJH Families,

We hope that this letter finds you ready, eager and recharged for the start of a new school year. We are excited as a staff to provide opportunities for both academic and social emotional growth. We hope that you and your student are looking forward to achieving success both in and outside of the classroom this school year at Hazel Park Junior High. This letter contains important information that we feel will be helpful as you prepare for the first day of school on **Wednesday, August 30th**. Please read it carefully and discuss the information with your child. We are so excited to begin another year. We hope to see all families at our many school activities. Our goal is to continue to involve the entire family in the education of their children. We are looking forward to a great year.

If you have any questions, please feel free to call us at 248-658-2300. You may also email Mr. Barnett, Principal at john.barnett@myhpsd.org or Mrs. Beach, Assistant Principal at carla.beach@myhpsd.org.

FIRST DAY OF SCHOOL

The first day of school Wednesday, August 30th (see schedule below) is a $\frac{1}{2}$ day of school. All students will receive a copy of their schedule and locker assignment with a combination on the first day of school, even if they came to Patriot Pick Up Day. Feel free to bring anything you may want to put in your locker such as school supplies, hand sanitizer, lip balm, tissue and a sweatshirt or light jacket. Remember that the building can be warm in some areas and cool in others so having a light jacket or sweatshirt is highly recommended.

Wednesday, August 3, 2023 12:25 p.m. -2:55 p.m.

The students will be following a mini-schedule of their classes. Students will be allowed into the building at approximately 12:10 and will go directly to the following:

- 6th grade students: Report to the **small gym** at 12:25 p.m. to pick up schedule
- 7th grade students: Report to the **large gym** at 12:25 p.m. to pick up schedule
- 8th grade students: Report to the **auditorium** at 12:25 p.m. to pick up schedule



The first regularly scheduled **full day** of school is **THURSDAY, August 31st, 2023**. Students may enter the building at 7:45 a.m. and classes start at 7:55 a.m. Breakfast will be served beginning at 7:25 a.m. to 7:50 a.m. in the cafeteria. Students are released at 2:55 p.m.

OPEN HOUSE/CURRICULUM NIGHT/MEET THE TEACHER NIGHT will be held on **Wednesday, September 13th from 6:00-7:30 p.m.** Details will be posted in the parent and student newsletter for that week. The district student handbook can be found using this "[student handbook](#)" link and on the Hazel Park website. We have included some important information in this letter. The handbook includes much more detailed information that will answer many of your questions regarding the policies of Hazel Park Schools.

STUDENT SCHEDULES

All students will receive their schedule on the first day of school. Anyone absent on the first day must stop by the office to pick up his/her schedule. Schedule changes will be made for **clerical errors only** such as not receiving band when band was requested or being placed in the wrong grade level course. We will not be making changes for teacher preference. If there is a problem with your student's schedule, your child must sign up to see Mr. Barnett or Mrs. Beach.

LOCKERS & LOCKS

The office has already assigned your student a locker. It is extremely important that students use **only** the locker assigned to them. If there is a problem with that locker or lock, the student must report to the office for help. Sharing lockers with other students is **NOT** allowed and is not a good idea. Locks will be provided. This includes locks for hall lockers, physical education lockers and band lockers. However, in the event that a student loses any lock that has been issued to them, replacement cost is **\$10.00**. No outside locks are allowed. Students must use a lock provided by us.

IMMUNIZATIONS

Please make sure that your child's immunizations are up to date. Those who do not have immunizations up to date can be held out of school.

EMERGENCY INFORMATION

All families must now complete the online registration forms each school year. During this process, all emergency information must be updated. It is extremely important that all the information is correct. We will not release a student to anyone that is not listed in MiStar as an emergency contact and all contacts must provide a valid photo ID in order for a student to be released. We know this may be inconvenient at times, however, our students' safety is always our top priority. Please contact the enrollment office if you have any questions or need assistance with the online registration process at (248) 658-5200.



TEXTBOOKS AND SUPPLIES

Textbooks and/or workbooks will be provided to students as needed. Many of our textbooks are now accessible online but you may request a book for home use at any time. Students are then responsible for any materials assigned to them, and are required to pay for lost or damaged books or materials.

BACKPACKS AND PURSES

Students MUST keep their backpacks/bags in their lockers. Students are allowed to access their locker between classes, if needed, but backpack/bags are not necessary during the day. Please note that backpacks with wheels do not fit into our lockers. **Purses and mini-backpacks that are no bigger than the size of a sheet of notebook paper may be carried.**

DRESS CODE

All parents and students are encouraged to consult the Student Dress Code found in the [Student Handbook](#) to see what is appropriate dress for school and what is not. Among other things, students may not wear: bandanas, fishnet shirts, bare midriffs, tank tops (unless the straps are at least 2 inches or 3 fingers wide), shirts that show cleavage, stomachs, backs or sides at all, or caps of any kind except for religious reasons. Athletic/sweatbands must be worn in the hair and not on the forehead. Also prohibited are chains and drug, alcohol or other inappropriate related words or symbols on any clothing. Shorts or skirts must be worn with a length of 5" or less from the top of the knee to the article of clothing. Pants that have holes are allowable as long as the holes are located below the acceptable length of a skirt or shorts. As a general rule of thumb, shorts, skirts and pants with holes must be AT LEAST the length of the longest finger when arms are placed naturally at the side.

STUDENT ATTENDANCE/REPORTING ABSENCES

Regular school attendance is necessary for your student's success. Not only is it necessary, but also law requires it. In almost every situation dealing with student failure, an irregular pattern of attendance can be found. Your complete cooperation is necessary, and very much appreciated, in accounting for your child's absences in order to assure his/her safety. When your child is going to be absent or tardy, it is most helpful that you call the school office at (248) 658-2300 as soon as possible on that morning, but preferably before 7:55 a.m. We stress the following:

1. Call the school office at (248) 658-2300 by 7:55 a.m. if your child will be absent or tardy.
2. Get medical documentation for absences, whenever possible and especially for multiple days.

When we don't hear from you, our automatic calling system will contact you via phone and/or email to inform you of the absence and/or tardy. Therefore, your call to us assures us that your child is safe, and that you are aware of the absence. If you know ahead of time that your student will be absent, please inform us.

REPRODUCTIVE HEALTH

If you wish to review the materials used in this program, or if you wish to exclude your child from participating in this instruction, you can contact Mrs. Blair at (248) 658-5550.



DISPENSING MEDICINE

Most students taking regular medications can take these medications at home and not during school hours. However, we realize it is sometimes necessary for students to take medication during school. When this is necessary, in compliance with Michigan State Law, that medication must be kept in the Office and dispensed to the student only by a designated staff member. It must be kept in the **original, prescription** container. In addition, there **must** be on file written authorization from both the parent and physician, along with the dosage and instructions. This information is to be included on the medical form that can be picked up in the office (or on our website). **Medication includes both prescription and non-prescription substances. There will be no exception to this policy.**

SPORTS AND PHYSICALS

Hazel Park Junior High offers a sports program that includes fall, winter and spring sports seasons. Each student that participates in sports **MUST** have a sports physical form completed and signed by a doctor. A permission slip for each sport played must also be on file here at the school. Students may not try out or practice without a current physical on file. If you have any questions regarding sports or physicals, please contact our Athletic Director, Thomas Oestrike at (248) 658-5167.

STUDENT PICTURES AND ID's

Students will have fall pictures taken on **Monday, September 11th, 2023**. Order forms with the necessary information will be distributed to students prior to that date. All students should have their picture taken, even those students not interested in purchasing a package, in order for their picture to be in the yearbook. Yearbook order forms will be distributed later in the year. Student ID's will be given on picture day to all students free of charge. Student ID's are required in the lunchroom. The cost to replace an ID is **\$5.00**. Students who enroll after 9/11 or were absent on picture day will have their picture taken on October 22nd. Only students who were absent, not enrolled or who purchased a package and are requesting a retake will have their picture taken on Oct. 27th. Those who are requesting a retake must return the entire package on Oct. 22nd to have their picture retaken. New ID's will not be issued for those retaking their photo unless authorized by the administration.

TELEPHONE USAGE

A telephone is available for student use in the main office. There is no reason for a student to use his/her cell phone during the school day and doing so is a direct violation of our PCD (Personal Communication Device) policy. Students are encouraged to call their parent **AT LUNCH** in the event they are staying after school for any reason. Every effort should be made to finalize arrangements before students come to school to limit use of the telephone. Whenever possible, families should make transportation arrangements in advance, and students should come to school prepared with their necessities, such as writing materials, textbooks, homework papers, PE attire, and school appropriate clothing, etc. Students **may not** receive personal phone calls and messages at school. In the event of an emergency, the administration or district designee will contact the student directly. Because instructional time is valued, we will **NOT** interrupt learning for messages from parents regarding after school arrangements, rides, etc. We **WILL** deliver messages to students with the necessary information at lunch or at the end of the day. Please do not ask the office



staff to call classrooms. They have been instructed NOT to interrupt learning unless there is an EMERGENCY which, as stated above, will be handled by the administrator or the district designee! You can certainly send a text message or leave a voicemail on your child's cell phone (if they have one), however, please note that students may NOT use their cell phones until they have exited the building.

ADMINISTRATIVE POLICY CONCERNING CELL PHONE AND OTHER PERSONAL COMMUNICATION DEVICES (PCDs) USAGE

1. If a PCD is visible or in use, school personnel will request the student surrender the PCD. A parent or guardian listed on MiStar will be contacted and must pick up the PCD by presenting photo identification during school office hours which are 7:30 a.m. until 3:55 p.m. Examples of usage include, but are not limited to; a student is witnessed making or receiving a phone call or a text message, taking a photo, using social media or accessing the internet OR there is evidence a student has done any of the following during school hours.
3. If the student refuses to surrender the cell phone, it is considered insubordination and additional disciplinary action will be taken. The exact procedure and policy can be found in the HP [Student Handbook](#).
4. Students must keep their PCDs powered off and away during the school day. We STRONGLY SUGGEST that if devices must be brought to school that they are kept in the student's locker. The school is NOT responsible for lost, stolen and/or damaged PCDs.

PEDICULOSIS (Head Lice)

Upon returning from summer vacation, we are sometimes confronted with students with head lice. It can happen to anyone, for a variety of reasons. Please take precautions by checking for this problem prior to the start of school. School board policy states that the child must be "lice free" to return to school. Combing the nits out does not remove them totally--they must be pulled out individually. While it will never be our desire to exclude students from attending classes, it is necessary to exclude students showing any evidence of lice to protect other students. Early detection and treatment will help to prevent students from missing school.

Half Day Dates:

During the 2023/2024 school year, students will be released from school at **11:05 a.m.** on the following dates: Aug. 28, Oct. 31, Nov. 9, Dec. 22, Jan. 19, Jan. 22, Feb. 16, March 8, March 22, April 9, June 6, and June 7, 2024.

Marking Period Dates

- 1st Marking Period: August 31st, 2023 - November 3, 2023
- 2nd Marking Period: November 6, 2023 - January 19, 2024
- 3rd Marking Period: January 22, 2024 - April 5, 2024
- 4th Marking Period: April 8, 2024 - June 7, 2024

Remember that you may check grades online 24/7 using MiStar. Call (248) 658-5555 if you have lost or forgotten the username or password given during enrollment.



Parent/ Teacher Conferences:

- Thursday, November 9, 2023 12:30-3:00 p.m. and 4:30-7:00 p.m.
- Thursday, April 20, 2024 4:30-7:00 p.m.

Please check our website for a full calendar including vacations and other events happening at HPJH!!
www.hazelparkschools.org



HAZEL PARK JUNIOR HIGH



PARENTS: The following list of supplies is recommended for all students. HPJH does provide basic supplies, however, most often students find it more convenient having their own personal supplies.

ITEM	QUANTITY	FOR USE IN
BACKPACK/BAG	1	To carry personal items and work to and from school each day. *Must be kept in locker- <u>cannot</u> be carried throughout the day to classes.
PENCILS (#2 or MECHANICAL)	40+	ALL CLASSES
PENS (BLACK OR BLUE)	30+	ALL CLASSES
MANUAL PENCIL SHARPENER	1+	ALL CLASSES
COLORED PENCILS	2	SOCIAL STUDIES AND SCIENCE
HIGHLIGHTERS	4-pack	ALL CLASSES
ZIPPERED PENCIL POUCH OR PENCIL SUPPLY BOX	1	ALL CLASSES
3X5 INDEX CARDS (100 pk)	5	SCIENCE
COMPOSITION NOTEBOOKS	4-5	ALL CLASSES
HEADPHONES/EARBUDS *only used when directed by staff	1+	ALL CLASSES
Tissues Hand Sanitizer Disinfectant Wipes	Unlimited	Donations items are appreciated all year in all classes



HAZEL PARK
SCHOOLS