



# Hazel Park Community Schools

1620 E. Elza, Hazel Park, MI 48030  
(248) 658-5200

Superintendent: Victor Mayo, Ed.D.

Assistant Superintendent: James D. Meisinger

## HAZEL PARK JUNIOR HIGH SCHOOL

22770 Highland  
Hazel Park, MI 48030

Douglas Esler, Principal  
John Barnett, Asst. Principal  
(248) 658-2300

July 10, 2011

Dear Parents:

We hope that this newsletter finds you ready and eager for the school year to begin once again, and that you and your student are looking forward to an educationally productive year at Hazel Park Junior High. This letter contains important information that we feel will be helpful in getting organized for the first day of school. Please read it carefully and share the information with your child. Feel free to call the school if you have any questions.

### SCHEDULES AND OPENING DAY

#### **THURSDAY, SEPTEMBER 1, 2011**

Students may pick up their schedule and locker assignment if they turn in their **Emergency Card. Sixth graders will also need their Technology Use Form.** If these documents are filled out completely, students may pick up their schedule and locker assignment at the designated times. Some students will also need to turn in physical forms or Permission for Prescription/Non-Prescription Medication forms. All of these documents should be turned in when schedules are picked up.

Eight Grade students: 8:30 a.m. - 9:15 a.m.

Seventh Grade students: 9:30 a.m. - 10:15 a.m.

Sixth Grade students: 10:45 a.m. - 11:45 a.m.

**All forms must be completed before schedules and locker assignments will be passed out!**

#### **WEDNESDAY, SEPTEMBER 7, 2011**

School is scheduled to begin on **WEDNESDAY, SEPTEMBER 7, 2011** at 8:15 a.m., and in session only until 11:00 a.m. The students' schedules will be distributed, and a mini-schedule of classes will be conducted. Students will be allowed into the building at approximately 8:00 a.m.

Sixth grade students: Report to the **small gym** at 8:15 a.m. to pick up schedules.

Seventh grade students: Report to the **main gym** at 8:15 a.m. to pick up schedules.

Eighth grade students: Report to the **auditorium** at 8:15 a.m. to pick up schedules.

The first regularly scheduled **full day** of school is **THURSDAY, SEPTEMBER 8, 2011**. Students may enter the building at 7:57 a.m. and classes start at 8:05 a.m.

Please read this entire packet of information. It includes information that will answer many of your questions regarding policies at the Junior High. Also included are many forms that require your attention: emergency card, sports physical, medication authorization (for students taking medication during school hours), and computer usage permission.

It is exciting to begin another year. We hope to see all parents 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 very good year. If you have any questions, please feel free to call us at 248-658-2300.

## **STUDENT SCHEDULES**

Schedules will be passed out on the first half day of school, followed by a mini schedule. Schedule changes will be made at this time for clerical error ONLY. If there is some problem with your student's schedule, your child must see their counselor. Mrs. Kinyon is the counselor for eighth grade students and sixth grade students whose last name begins with A - K. Ms. Langtry is the counselor for seventh grade students and sixth grade students whose last name begins with L - Z. Students are to follow the schedule they have been provided until any problems can be addressed.

## **LOCKERS**

Lockers will be assigned by the office. It is extremely important that students use **only** the locker assigned to them. If there is a problem with that locker, the student must report to the office for help. Sharing lockers with other students is **not** allowed.

## **LOCKS**

Locks will be provided to all students at no cost to be used during the school year. 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.

## **SCHOOL LUNCHESES**

The cafeteria will be open the first full day of school, Thursday, September 8, 2011. Breakfast will be available at 7:40 a.m. For breakfast, students must enter through the front doors. At lunchtime, in addition to hot meals, milk and certain snacks may be purchased separately. **Free and Reduced Breakfast/Lunch Applications** for the 2011/12 school year were mailed to families after July 1st. Only **one** family application is to be submitted per family. Applications that are completed and returned to the Administration building by August 18, 2011 should be processed for the beginning of school. If you did not receive an application, contact the Administration Building at 248-658-5211. Student cost for breakfast is \$1.75, lunch cost is \$3.00. Reduced breakfast cost is .30, reduced lunch cost is .40.

## **EMERGENCY CARDS**

The enclosed emergency card must be completed by, and signed by a custodial parent/legal guardian. Students must present this card to their new 1st period teacher on Thursday morning during the mini-schedule (see MINI-SCHEDULE on page 1). It is necessary that this emergency information be on file at school for each student as soon as possible, for safety reasons. Students will not be allowed to leave school for any reason, including illness, unless they have a card on file. Please fill it out completely, including all contact names and telephone numbers. It is very important that you list any medical and custodial concerns on the back of the emergency card. Only those students who have turned in emergency cards will be allowed to come to the first Fun Night.

## **STUDENT PLANNER/TEXTBOOK**

A **Student Planner/textbook** will be provided to all students. All students are **required** to carry their planner with them at all times during the school day. The planner outlines school rules, policies, and activities for student and parent review. We feel it is an excellent tool for students to use as a calendar for recording their assignments and activities. It is also the district textbook for the Careers Unit taught in 6th, 7th, and 8th grades. This planner is provided to all students at no cost; but a replacement fee of \$10.00 will be charged if the initial planner is lost.

## **TEXTBOOKS AND SUPPLIES**

Textbooks and/or necessary supplies will be provided to students. Students are then responsible for the materials assigned to them, and are required to pay for lost or damaged books or materials. Students can purchase a Patriot Pencil in the office for \$0.25.

## **BACKPACKS**

Only mesh or clear backpacks may be used during school time. Students may use a mesh or clear backpack to carry their books and supplies between classes. Regular backpacks must be placed in the lockers while school is in session. Inexpensive mesh bags can be purchased from the office for \$5.00.

## **CLOTHING FOR GYM**

Students may wear shorts, sweats, or other appropriate clothing for gym classes as long as it is not the same clothing worn in the regular classroom. Changing for gym class is a required portion of the student's grade. Towels are not provided by the school and must be brought from home.

## **DRESS CODE**

All parents and students are encouraged to consult the Student Code of Dress found in their Student Planner to see what is appropriate dress for school and what is not. Among other things, fish net shirts, bare midriffs, shoulders, sides, backs or cleavage while standing in a normal position, tank tops, caps of any kind, and flip flops are not allowed. Also prohibited are chains and drug, alcohol or other inappropriate related words or symbols on belt buckles or clothing. Shorts or skirts must be worn with length of 4" or less from the top of the knee to the article of clothing and will be checked upon arrival.

## **STUDENT ATTENDANCE**

Regular school attendance is necessary for your student's success. Not only is it necessary, it is required by law. In almost every situation dealing with student failure, an irregular pattern of attendance can be found. Sometimes we give our youngsters permission to stay home or to check out of school when their illness is minor or questionable. Your school district puts a very high emphasis on students being in school every day and has adopted the following district policy: **"When thirty absences have accumulated during the school year, the pupil may be assigned to the same grade the following year."** In those cases in which a verified illness or family emergency prevents a student from meeting these requirements, a meeting of parents, student, principal, or an advisor may be held. We stress the following:

1. Call the school office at 248-658-2300 by 9:00 a.m. if your child will be absent or tardy.
2. Get medical documentation for absences, whenever possible.

## **REPORTING ABSENCES**

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. When we don't hear from you, we make every effort to call the number you have indicated on the emergency card. However, it is not always possible to reach someone. 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.

## **STUDENT INSURANCE**

Again this year, a student accident insurance plan is being provided for all students of the Hazel Park School District by the Board of Education. No fees are assessed to the students, and coverage includes athletic and extra curricular participation. It should be noted that this is a secondary coverage for expenses not covered by your personal health insurance in the event of accidents only.

## **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, that medication must be kept in the Office and dispensed to the student only by the 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 enclosed form we have provided for your convenience. Please retain it for later use, should it become necessary for your child to take medication during school hours sometime during the school year. **Medication includes both prescription and non-prescription substances. There will be no exception to this policy.**

## **REPRODUCTIVE HEALTH**

Please read the enclosed letter concerning the reproductive health instructional program that will be offered as part of each student's physical education class. If you wish to review the materials used in this program, or if you wish to exclude your child from participating in this instruction, this letter will explain to you the procedure to follow.

## **SPORTS AND PHYSICALS**

Hazel Park Junior High offers a sports program that includes fall and winter sports seasons. Beginning this fall, all athletes will be required to pay \$50.00 per sport to participate. Fees must be paid in full before the first contest. Junior high fall sport fees will be collected the first week of school. The maximum amount for one family per year is \$250.00. Each student that participates in sports **must** have a sports physical form completed and signed by a doctor and a permission slip for each sport they play, kept on file here at school. St. John HP School Based Clinic at Jardon offers physicals for students by appointment throughout the summer and school year. To make an appointment, call (248) 543-4138.

## **STUDENT PICTURES**

Students will have fall pictures taken on Monday, September 12, 2011. 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.

## **TELEPHONE USAGE**

The only telephone available for student use is in the main office. Students are encouraged to call their parent in the event they are staying after school for any reason. However, use of this phone will be very limited and will not be available for personal reasons. Every effort should be made to finalize arrangements before students come to school to limit use of the telephone. Students should make transportation arrangements in advance, and students should come to school prepared with their necessities, such as textbooks, homework papers, the proper clothing, etc. Students **may not** receive personal phone calls and messages at school, except in the event of a real emergency.

## **ADMINISTRATIVE POLICY CONCERNING CELL PHONE USAGE**

1. If a cell phone is visible, the administrator or staff member has the right to take the cell phone away from the student.
2. If a cell phone is being used during school hours, the student will be suspended the next day.  
examples - a cell phone rings during school hours, a student makes or receives a phone call or a text message, there is evidence a student has made or received a phone call or text message, a photograph is taken using a cell phone.
3. If the student refuses to surrender the cell phone, it is considered insubordination.
4. Students should keep their cell phone in their locker.

## **WEAPONS IN SCHOOL**

In 1994 the Michigan Legislature passed a very stiff and inflexible law regarding weapons in schools. Students above fifth grade found violating this law shall be excluded from school for a period of 180 school days. Please be aware, if a student is found violating this law, there is no negotiation regarding the punishment. The legislature has defined a dangerous weapon as a fire arm, dagger, dirk, stiletto, knife with a blade three inches or longer in length, a pocket knife opened by a mechanical device, iron bar or brass knuckles.

## **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 not only must the child be "**lice free**" but also "**nit free.**" 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 pediculosis. This is to protect other students. Early detection and treatment will help to prevent students from missing school.

It is the policy of the Hazel Park School District that no person shall, on the basis of race, color, national origin, sex, age, disability, height, weight, religion or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, or activity, or in employment. All inquiries and complaints should be directed to the District's Civil Rights Coordinator (Director of Curriculum), 1620 E. Elza, Hazel Park, MI 48030. The coordinator may be reached at 248-658-5238.

Listed below are some important dates that have been scheduled that you should mark on your calendar.

**Additional dates of school activities and vacations will be announced after the start of the school year.** However, many dates of activities are tentative and are subject to change. **Always** check the Junior High Newsletter, **The Patriot Press**, which is online at our website [www.hazelpark.k12.mi.us](http://www.hazelpark.k12.mi.us), for current calendar and activity dates.

Thursday	September 1, 2011	Early pick up of schedules and locker assignments
Wednesday	September 7, 2011	Schedule Pickup & Mini Schedule (8:15 - 11:00)
Monday	September 12, 2011	Picture Day
Thursday	September 15, 2011	PTSA Open House (7:00 - 8:30)
Friday	October 21, 2011	End of 1st Marking Period
Thursday	October 27, 2011	Fun Afternoon (3:15 - 5:00)
Tuesday	November 8, 2011	Veterans Day Program (6:00-8:00)
Thursday	November 10, 2011	Parent-Teacher Conference (Early dismissal at 11:00) (1:00-4:00 / 6:00-8:00)
Wednesday	November 23, 2011	PDD (no school for students)
Thursday/Friday	November 24 & 25, 2011	Thanksgiving Break
Friday	December 2, 2011	End of 2nd Marking Period
Thursday	December 15, 2011	Holiday Dance (3:15 - 5:00)
Friday	December 16, 2011	School closes at end of day (3:00) for Holiday Recess
Wednesday	January 4, 2012	School Resumes

**For answers to questions, please keep the following telephone numbers for future reference:**

Main Office..... 248-658-2300  
 Attendance..... 248-658-2300  
 Mr. Esler, Principal..... 248-658-2300  
 Mr. Barnett, Asst. Principal..... 248-658-2300

Counselors:  
 Mrs. Kinyon (8th grade and 6th; A - K).....248-658-2317  
 Ms. Langtry (7th grade and 6th; L - Z).....248-658-2315

Special Education/Psychologists:  
 Ms. Tylenda.....248-658-2316

Learning Resource Center:  
 Mrs. Henisse (7th grade)..... 248-658-2365  
 Ms. Krentz (8th grade).....248-658-2373  
 Mrs. Surovec (6th grade).....248-658-2385

Band:  
 Mr. Ross.....248-658-2391  
 Mr. Hill.....248-658-2390

Athletics.....248-658-2300

Lunches & PTSA:  
 Mrs. Shirkey..... 248-658-2319

## PARENT/FAMILY INVOLVEMENT POLICY

### Hazel Park Junior High School Hazel Park Community Schools

Hazel Park Junior High School parents/guardians are encouraged to participate in all aspects of the school by working with the Parent-Teacher Association, attending Parent-Teacher Conferences, voicing concerns, giving input to our administration and staff, visiting classes and communicating with the teachers, counselors and other staff as often as necessary.

### STUDENT/HOME/SCHOOL COMPACT

The Hazel Park Junior High School Family (students, parents/guardians, and staff) have agreed to the following compact:

#### The Student:

1. The Hazel Park Junior High School student will attend school every day unless he/she has an excused absence.
2. The Hazel Park Junior High School student will go to class on time with necessary materials and be prepared to learn.
3. The Hazel Park Junior High School student will actively participate and complete all assignments and homework to the best of his/her ability.
4. The Hazel Park Junior High School student will ask his/her teacher questions when he/she doesn't understand the work.
5. The Hazel Park Junior High School student will seek help from the teachers and counselors when having difficulties in academic areas.
6. The Hazel Park Junior High School student will respect teachers, students, and their property.
7. The Hazel Park Junior High School student will follow the Student Code of Conduct.

#### The Home:

1. Parents/Guardians at Hazel Park Junior High will send their children to school on time, appropriately dressed, and prepared to learn.
2. Parents/Guardians at Hazel Park Junior High will talk to their children about their school activities every day.
3. Parents/Guardians at Hazel Park Junior High will attend conferences with teachers.
4. Parents/Guardians at Hazel Park Junior High will encourage good study habits at home and at school and assist their children with homework.
5. Parents/Guardians at Hazel Park Junior High will encourage student study groups and interaction with other students regarding homework.
6. Parents/Guardians at Hazel Park Junior High will encourage their children to seek help from teachers and counselors when needed.
7. Parents/Guardians at Hazel Park Junior High are expected to actively participate in their children's educational process by making school visitations, volunteering at school, participating in Parent-Teacher-Student activities, and seeking help for their child when needed from school personnel.
8. Parents/Guardians at Hazel Park Junior High will reinforce the Student Code of Conduct.
9. Parents/Guardians will keep contact numbers up-to-date.

#### The School:

1. The Hazel Park Junior High School staff will provide a well-rounded program that will meet the academic, social, and behavioral needs of students.
2. The Hazel Park Junior High School staff will communicate with families regarding the student's academic progress.
3. The Hazel Park Junior High School staff will involve parents/guardians in activities, programs, projects, the School Improvement Team, and the Parent-Teacher-Student Organization.
4. The Hazel Park Junior High School staff will explain its grading system and homework policy.
5. The Hazel Park Junior High School staff will provide extra help when requested.
6. The Hazel Park Junior High School staff will explain the Student Code of Conduct to students.

PLEASE SIGN AND RETURN THE BOTTOM PORTION ONLY TO YOUR CHILD'S 3RD HOUR TEACHER

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I acknowledge that I have read and understand this compact.

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Student Name

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Parent/Guardian Signature

PLEASE KEEP THIS SHEET FOR  
FUTURE REFERENCE!

## STUDENT CODE OF DRESS

In striving to provide quality education at the Junior High, it is our feeling that we must continually attempt to maintain a certain standard of dress. Students who do not dress in a neat or clean manner, or wear clothing that draws undue attention to them, are frequently disruptive to the educational process. If deemed inappropriate by the Principal, parents will be contacted to make arrangements for a change of clothing. We ask the parent for their cooperation in seeing to it that every student's apparel conforms to the following regulations:

1. Clothes should be clean, safe, appropriate and non –disruptive.
2. Clothes shall be of appropriate material and length.
3. No bare midriiffs, shoulders, sides, backs or cleavage while standing in a normal position.
4. No bra-lee outfits or see-through clothing without proper and adequate underclothing.
5. No spaghetti strap tops.
6. Tank top shirt straps must be at least 2” in width.
7. Shoes must be worn at all times and they should be safe. No flips, sandals or slippers.
8. No drug, gang, tobacco, or alcohol related words or symbols on belt buckles or clothing.
9. No obscene words or suggestive expressions on clothing.
- 10.No head wear.
- 11.No sunglasses.
- 12.No outside coats or jackets in the classroom.
- 13.No pajama or scrub pants.
- 14.No chains.
- 15.Shorts and skirts must be 4” inches or less from the top of the knee.

# STUDENT CODE OF DRESS

## Responsibility for Student Conduct

Many people share the responsibility for student conduct. Each student is primarily accountable for his or her own conduct, and this obligation increases, as each one grows older. Discipline within the school is the responsibility of the school staff in accordance with the policies of the board of education. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly and conducive to study.

## Categories of Misconduct

Misconduct shall be regarded as those actions which do, or may, interfere substantially with the operation of school or any of its classes and functions, by endangering the health and safety of any person; by unduly infringing upon the rights of others; by causing loss or destruction of facilities; and actions which are otherwise in violation of laws, school policies and regulations, and school or classroom rules. Students will be disciplined and/or prosecuted under law for engaging in, but not limited to, such actions as the following:

1. Setting fire to school property or willfully causing the school fire alarm system to be set off.
2. Engaging in acts of violence or threatening others with violence.
3. Breaking and entering, or stealing of school or personal property of students or school personnel.
4. Possessing or using explosives, or threatening to use explosives.
5. Extorting or coercing others to obtain money or property, or compelling someone to do something against his will by force or threat of force.
6. Possessing, threatening to use, or using firearms, knives and other dangerous weapons or objects.
7. Defacing or willfully damaging school property or another individual's personal property.
8. Selling, consuming or possessing alcoholic beverages.
9. Being present in an unauthorized place and refusing to leave when so ordered.
10. Using, possessing or selling any and all narcotics, drugs or substances which may, or do, interfere with the normal thought processes, or result in erratic, disorderly, abnormal and/or irresponsible behavior. Action consistent with the Hazel Park Schools will be effected.
11. Using profane, indecent, or immoral language or ethnic and racial slurs.
12. Selling, using or possessing tobacco.
13. Willfully making false statements to accuse or defend others, or falsifying documents.
14. Harassment: Disturbing persistently, tormenting either verbally (using racial slurs, epithets, etc.) or physically (including the use of sexually suggestive behavior).

Any of the preceding may be of a nature as to necessitate the involvement of the police and/or courts.

## Computer Lab Rules

1. NO instant messaging, chat rooms, or e-mails, unless it is a specific assignment given by the teacher.
2. NO downloading images, games or programs from web sites to save on the computer.
3. NO downloading music from the Internet.
4. NO playing your own CD to listen to during computer use.
5. ALWAYS login with your name and password and logout when you are finished using the computer.
6. ALWAYS sign the computer log before using the computer.
7. You may ONLY go to web sites that have been approved by your teacher.

Failure to comply with any of these rules may result in the permanent suspension of computer usage rights.

## Hazel Park Junior High Cell Phone Usage Policy

1. If a cell phone is visible or if the cell phone is on or with a student, the administrator or staff member has the right to take the cell phone away from the student. All cell phones must be kept in the locker.
2. If a cell phone is being used during school hours or before the student exits the building, the phone will be confiscated and the student will be suspended on the next day. Examples: a cell phone rings during school hours, student makes or receives a phone call or text message, there is evidence a student has made or received a phone call or a text message, a photograph is taken using a cell phone.
3. If the student refused to surrender the cell phone, it is considered insubordination and additional disciplinary action will take place.