



Dickinson West Elementary
Bulldogs



Hamtramck High School
Horizon High School
Cosmos



Kosciuszko Middle School
Cougars



Dickinson East Elementary
Dolphins



Early Childhood Elementary
Cubs



Holbrook Elementary
Hawks

Engage-Elevate-Empower

Dear Parents and Students,

We thank you for your interest in Hamtramck Public Schools and look forward to welcoming you and your child. All the information you need to know, starting with the application and enrollment process is right here. Also, this packet provides families with the valuable information and resources that would help their students adjust to new school, culture, and procedures.

To enroll your child to Hamtramck Public Schools, please visit **LOCATION:**

Hamtramck Public Schools

Department of Pupil Services

3201 Roosevelt Street

Hamtramck 48212

REQUIREMENTS FOR REGISTRATION:

Parents/guardian's current Michigan driver's license or Michigan state ID

If you are acting as the student's guardian, you must provide proof of guardianship.

- Two of the following **current** proofs (within past 30 days) with your name and address:
 - Gas, electric, phone, water, cable and/or property tax bill
 - Rent receipt
 - Formal signed lease/rental agreement
 - Verification of tenants through management of rental unit
 - Closing statement of the domicile (home)
 - Mortgage payment book or monthly mortgage statement
 - Home/renters insurance statement
 - Paycheck indicating home address
 - Official letter from DHS/Social Security verifying home address
- Birth certificate (must be translated into English), passport, visa or green card
- Up-to-date immunization records
- Most recent report card
- Transcript for grades 10-12
- Recent IEP, if applicable

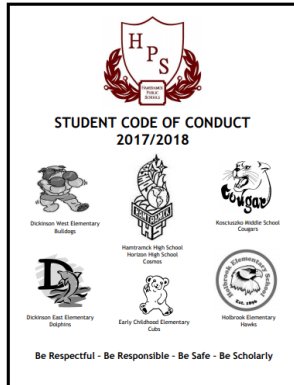
For additional information, call **(313) 872-2036**

New Student Enrollment:

8:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m.



STUDENT CODE OF CONDUCT



Student Code of Conduct contains all the important information pertaining to school attendance, student health, rights, discipline, prohibited acts, dress policy, etc. Please, be sure to read your copy of the Hamtramck Public Schools Student Code of Conduct. Pay particular attention to all behavior policies.

<https://www.hamtramckschools.org/domain/38>

Schedule

Before starting on the first day of school, each student must ensure that he/she has a course schedule. A student might have more than one teacher and more than one classroom. Also, if a student's schedule contains the courses that were requested or includes alternate courses which were selected, there is nothing additional that the student has to do! Students should not request a change of schedule unless the schedule meets one of the criteria below.

Criteria for Schedule Changes:

- Enrolling in a course to meet graduation requirements
- Adjusting a schedule to accommodate placement into Co-Op, Vocational Class, Dual Enrollment, etc.
- Enrolled in a previously failed course with the instructor who issued the failing grade
- Computer error - (two classes the same hour or incomplete schedule)

Students should email their counselor with schedule concerns.

All requests for schedule adjustment **MUST** be accompanied with a signed note by the parent or guardian approving the change. This note must be in the student's possession at the time of the appointment with the counselor.

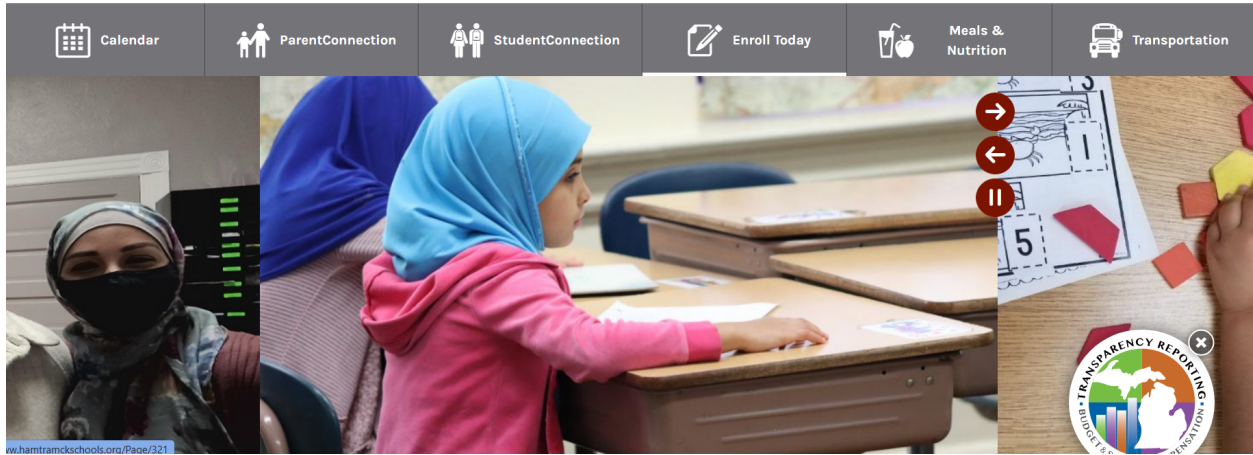
All schedule adjustments are subject to approval by the counselor and the building principal.

Bell schedule

Each school in Hamtramck Public Schools districts follows **its own bell schedule**.

The following schools shall have **approximate** starting and quitting times:

Early Childhood Elementary	8:00 am-2:59 pm
Dickinson East	8:15 am-3:14 pm
Dickinson West	8:00 am-2:59 pm
Holbrook Elementary/ Middle	8:00 am-2:59 pm
Tau Beta School	8:00 am-2:59 pm
Kosciuszko Middle	8:00 am-2:58 pm
High School:	7:51 am-2:50pm
Horizon High School and Alternative Ed	8:50am-2:40 pm



School websites

Each school has its own website with information specific to that school. Make sure to check these websites often, since pages are updated frequently to reflect the newest information:

Check out **Schools** on:
<https://www.hamtramckschools.org/>

Food Service

Lunch menus are updated monthly on Hamtramck Public Schools web page

<https://hamtramckschools.nutrislice.com/menu/>
Subsidized lunch applications (free or reduced plan lunch) can be obtained from the main office in each building.



Physical layout of the school

The map of a physical layout of the school can be obtained from the building secretary. Also, you can find the map of all the schools attached to this packet.

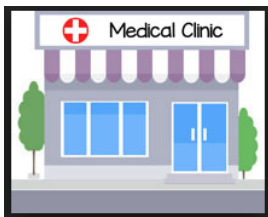


Homework policy and purpose

Each high school teacher will share his course specific information in the **syllabus**. Syllabus will include grading policy, homework, and discipline policy, as well as a course description.

Adhering to these policies will boost the student’s achievement and success.
For elementary and middle school, teachers usually send newsletters home, so make sure to check your student’s backpack on a daily basis for any important information (field trips, permission slips, homework, report cards, etc.).

Homework prepares students for classroom instruction and acts as a stimulus for new learning. It enhances classroom instruction through the practice, application, and reinforcement of learning in order to extend knowledge and skills. It also assists students in understanding and reviewing classwork, improves the understanding of key curricular skills and concepts, and assesses if these skills and concepts have been mastered. Completion of assignments helps students to develop good study skills, work habits, and research skills by promoting personal responsibility, time management, and independent thinking. It develops critical thinking skills, enables higher levels of thinking, and fosters creativity. Homework also provides opportunities for parents to become an integral part of their child's daily learning and promotes communication between the school and home.



[Health Center](#)

The Hamtramck School-Based Health Center is a Children's Hospital of Michigan clinic that provides healthcare services to **all** Hamtramck Public School students **FREE OF CHARGE**.

<https://www.hamtramckschools.org/domain/34>

Bus Transportation

Transportation is available to many HPS students to and from school.

Riding a school bus:

BUS STOP TIMES: Your child's route will be assigned an approximate pick up and drop off time. This time may change. The first week times vary quite a bit, after the first two weeks things settle down into a routine. Be aware that weather, road construction, and traffic can alter times.

BUS STOP: Show your child where the bus stop is and how to walk home from the bus stop. Show them from all possible directions. Students often become confused when they approach a stop from a different direction.

WRONG BUS: Teach your child to tell the bus driver if they believe they are on the wrong bus. Teach the student what to do if they get off at the wrong stop or if someone is not home when they arrive. Students should never attempt to walk to another area. Make sure your student knows they should walk directly home. We get many calls about missing children who simply stop to play at a neighbor's house on their way home from the bus stop.

Parents, please review the following rules with your children. They are important for our students' safety and for maintaining bus-riding privileges.

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage the bus or equipment.



8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.



Parent Portal is a feature of the MISTAR Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records in an effort to facilitate and improve communication between home and school. <https://sis.resa.net/hamtramck/ParentPortal/>

Ask for the form at the main office and apply for the Parent Portal with the valid email. You will need a valid email that you use often in order to access all the information. The form is attached to this packet for your convenience.

Parent-Teacher Conferences

During the academic year, most schools in the U.S. invite parents to come in for regular parent-teacher conferences. If you have received a note advising you that your child's teacher wants to schedule a meeting with you, don't panic. This is a standard part of the school's efforts to build a strong partnership between parents and teachers. Whether your child is having a positive or negative experience in school, parent-teacher conferences will help you and your child's teacher find ways to work together to ensure your child's success.



Parents, please attend all the important events at your children's schools. There is a correlation between parent involvement and students' success. Make sure to attend Back to School Night, Orientations, parent-teachers conferences and all other important events at school. We need your support!



After-school clubs and sports options

All schools provide various opportunities to participate in various clubs and sports. These offerings differ from school to school. Please make sure to visit your school's web site or contact the main office at your school to find information on the most recent clubs and sports offerings.

Special Services

The Hamtramck Department of Special Services is responsible for providing services to children with disabilities ages 0-26 years of age. If appropriate, interventions and support can occur as early as birth and last throughout a child's educational career. For more information about the program eligibility, please refer to the following resource. It is also attached to this packet for your convenience.

Summer school

The **Newcomer Summer Program** runs from June 23rd-August 5th. **All** eligible newcomers are encouraged to apply. The classes are conducted four days a week, M-Th 8:30-1:00. The program is specifically designed for **recent immigrant students** with limited English language proficiency. It provides intensive instruction in a special academic environment.



The role of guidance counselors

School Counselors strive to make each student feel that there is someone in the school who knows and cares about them. Above all else school counselors are advocates for students. School Counselors achieve these goals by providing a variety of services to the students; these services include, but are not limited to the following:

- Emotional, social, developmental and behavioral services to students and families.
- Academic guidance and support services, including the monitoring of academic performance, scheduling classes, facilitating communication between school and home.
- Career awareness, exploration and planning services, including goal setting and decision making assistance for students.
- School crisis and intervention referral services.
- Individual Counseling, Small Group Counseling, Social Groups
- Teacher/Parent Consultation
- Referral Assistance

Counselors work closely with both students and their families. Parents are encouraged to contact counselors with questions, concerns, or to gather feedback on their child's progress at school.

Using a locker

Students are to keep their personal belongings in the lockers which are assigned to them. Valuables should not be kept in lockers. Students are responsible for safeguarding their personal property. The school cannot be responsible for replacing lost or stolen property. Every student

who uses a locker must have a combination lock on it provided by the school. Combinations and lockers should not be shared with anyone other than the assigned locker partner. Students found using/sharing a locker other than the one assigned to them will be subject to disciplinary action. All locks should be registered with the seminar teacher. Any unregistered locks will be removed.



Using a school provided planner

The planner serves as a communication tool for students, parents and teachers. As students, you should use this book daily to write down all assignments, messages, projects, etc. As parents, you should review your child's planner daily to become familiar with his/her academic work and to help your child monitor daily and future assignments.

Preparing for field trips

Are you excited about the upcoming field trip? Make sure that your parents signed the permission slip. Only your parents and legal guardians can sign their names on it. Return a permission slip to your teacher. There are due dates that must be honored. If you return your slip too late, you might not be allowed to go because everything is already planned ahead (number of students on the bus, chaperones, food, etc.).

Field Trip Permission Slip



Dear Parents,

Our class will be going on a field trip to _____ on _____.

We will be leaving our school at _____ so please be sure your child is at school on time that day. We will return to the school at _____. If you are interested in being a chaperone for this trip please fill out the information below. Chaperones will be chosen on a first come, first serve basis. The price for this trip is \$_____ for both students and chaperones.

Please fill out the bottom half of this page and return to your child's homeroom teacher by _____. If the slip and money do not get turned in your child will not be able to attend this field trip.

Thank you ☺

Student's Name _____

My child has permission to attend this field trip and \$_____ is included with this slip.

My child is unable to attend the field trip

I am interested in chaperoning this field trip

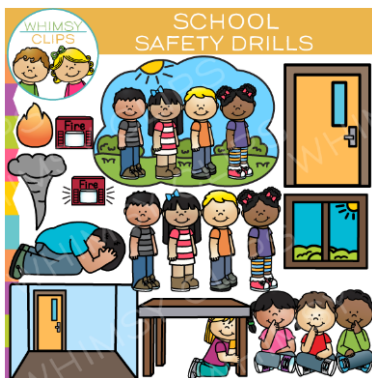
Name _____ Phone# _____

Email _____

Emergency contact:

Name _____ Phone# _____

Parent Signature _____



What to do in emergency drills

All Michigan public schools are required to conduct safety drills throughout the school year to ensure students and staff are well-prepared in the event of an emergency. During an emergency drill, a student must follow the school's procedures and remain respectful, quiet, and obedient to teachers commands while evacuating/relocating to the designated outside stations.

Links

[Hamtramck Recreation Department](#)

Hamtramck Public Library

<https://hamtramck.lib.mi.us/index.php/calendar/>

Literacy and Other Resources

- ❑ **Hamtramck Public Library**
<https://hamtramck.lib.mi.us/index.php/calendar/>

- ❑ **Michigan eLibrary**
<https://elibrary.mel.org/>
<https://mel.org/kids>

- ❑ **ABCmouse.com Early Learning Academy**, an online learning resource for children 2–8+, is FREE for all public libraries! ... Award winning: ABCmouse has won numerous awards from national education, parent, and media organizations
[.https://www.abcmouse.com/abt/homepage](https://www.abcmouse.com/abt/homepage)

- ❑ **Preschool Express** is a free online educational activity resource for parents, teachers and grandparents of toddler (1-3) and preschool (3-5) children.
<http://www.preschoolexpress.com/>

- ❑ **Sesame Workshop** is the nonprofit educational organization behind Sesame Street and so much more. Sesame Workshop is combining a curriculum that addresses children’s critical developmental needs with the sophisticated use of media and a large dose of fun.
<https://www.sesamestreet.org/home?id=169#>

- ❑ **Starfall** has been teaching children to read with phonics for well over a decade. Starfall’s systematic approach, in conjunction with audiovisual interactivity, is perfect for preschool, kindergarten, first grade, second grade, special education, homeschool, and English language development (ELD, ELL, ESL). Starfall is an educational alternative to other entertainment choices for children.
<https://www.starfall.com/>

- ❑ At **Unite for Literacy**, all children have access to an abundance of books that celebrate their languages and cultures and cultivate a lifelong love of reading.
www.uniteforliteracy.com

- ❑ The ICDL Foundation's goal is to build a collection of books that represents outstanding historical and contemporary books from throughout the world. Ultimately, the Foundation aspires to have every culture and language represented so that every child can know and appreciate the riches of children's literature from the world community.

<http://en.childrenslibrary.org>

❑ [Britannica School](#)

Resources at the four learning and skill levels including primary sources in subjects such as people, countries, science, animals, current events, and biographies.

❑ [Early World of Learning](#)

Follow Trek and Taffy the cat around the world learning about colors, numbers and other fun things. Strengthen reading foundations with stories, activities and videos. Includes materials for educators.

❑ [eBook K-8 Collection](#)

Fiction and nonfiction books you can read online - for school and for fun. Search for what you want. Picture books, homework topics, languages learning. Online help available too.

❑ Leveled readers with native language & audio support (free international digital libraries)

<https://www.commonlit.org/texts>

<http://en.childrenslibrary.org>

www.loyalbooks.com

Other resources:

❑ **Metro Parent** <https://www.metroparent.com/>

MetroParent.com is an online parenting community offering expert advice, stories on parenting trends and issues, and numerous ways for parents to enrich their experience raising the next generation.

❑ "Check out" Michigan <http://www.plymouthrockets.com/michiganactivitypass/>

The Michigan Activity Pass was renewed for another year on May 24, 2021! Beginning May 1, 2021 MAP passes are available for 13 Metroparks locations! Enjoy a free day of fun at Delhi, Dexter-Huron, Hudson Mills, Huron Meadows, Indian Springs, Kensington, Lake Erie, Lake St. Clair, Lower Huron, Oakwoods, Stony Creek, Willow, or Wolcott Mill Metroparks! WE ENCOURAGE YOU TO USE A MOBILE VS. A PRINTED PASS, to abide by any restrictions our MAP partner destinations have in place, and to ALWAYS CHECK THE PARTNER DESTINATION'S WEBSITE AND/OR FACEBOOK PAGE for the latest information before visiting. WELCOME BACK TO MAP!

Did you know that your library card can be your best travel companion? Discover hundreds of Michigan's cultural destinations and natural attractions with your Michigan library card! You can "check out" **FREE** or discounted admission passes (or other exclusive offers) to hundreds of Michigan state parks, campgrounds, museums, trails, arts & cultural destinations, and more.