



*Welcome to the 2007-2008 school year at
Francis Hopkinson Elementary School!*

Our theme for this year is “**Plant a Seed and Watch It Grow!**” We are committed to putting this theme into practice by providing the best learning environment and opportunities for your child. It is our goal to see that each child be provided with ample opportunities to reach their fullest academic, social, and emotional potential. We need your support to ensure this will happen. Join with us as we work hard this year to create meaningful learning memories.

This parent/student handbook will help you become acquainted with policies and procedures important to the operation of Hopkinson School, as well as schedules and events for the 2007-08 school year. Keep it in a handy place so you can refer to it throughout the year. We are proud of the programs we provide and encourage your participation and involvement in the wide variety of opportunities available to you and your child!

COMMUNICABLE DISEASE CONTROL

Parents are urged to adhere to the California Health and Safety Codes. It is the responsibility of the parent to notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of disease. Examples of diseases which should be reported immediately are head lice, chicken pox, and impetigo.

READMISSION FOLLOWING COMMUNICABLE ILLNESS

It is the responsibility of the parent to notify school IMMEDIATELY WHEN A COMMUNICABLE DISEASE IS SUSPECTED OR DIAGNOSED. This is an important step in the control of disease. Examples of communicable diseases are head lice, measles, mumps, chicken pox, impetigo, ring worm, Fifth’s Disease, etc. Children must be cleared by the school office before being allowed to re-enter the classroom.

HEALTH SERVICES

The Health Services Department, for the Los Alamitos Unified School District, is made up of two Registered Nurses, who share responsibility for all students in the district, and part-time health clerks, who are in the individual health offices on a daily basis.

The nurses oversee the operation of the Health Offices at each school site and work to standardize health practices in the district. They serve as consultants to parents, teachers and administrators in regard to the health needs of all students and coordinate or perform the mandated screenings of Hearing, Vision and Scoliosis. The screenings are scheduled periodically throughout the year for designated grade levels.

Health clerks have received training in CPR and first-aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, first-aid will be administered by a qualified person, such as the health clerk or the front office staff, and the parents will be notified. Except for first-aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

CIVIL DEFENSE AND SCHOOL EMERGENCY PLAN

School officials have a legal as well as moral responsibility to plan for the maximum safety and welfare of students and staff during the school hours. The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense authority. Fire and disaster drills are an integral part of the school program.

In the event of a real emergency, children will be kept at school and supervised by school staff until parents or other authorized persons pick them up. If the school site is not safe, the district will evacuate all the students to another site. The local radio station, part of the Emergency Broadcasting System, is KFWB (AM) 98. If there is an earthquake or other emergency that makes the school buildings unsafe, students will gather on the grassy area of the playground behind the office. Students will be checked out at the gate on Argyle Dr. Please do not enter the school grounds to pick up students. All parents (those who work both at home and outside the home) should make arrangements with friends who can pick up and care for their children in the event that the parents are detained or injured in a major disaster and are unable to come for their child. Discuss this plan with your child.

Parents are asked to provide their child with a personal survival kit consisting of a one-gallon zip-lock bag containing a few canned juices, food supplies, tissues, and individually wrapped moist towelettes. These supplies are kept in the classroom and are returned to the child at the end of the school year.

Please devise a home emergency plan and review the information about the school's emergency plan with your child frequently during the school year. Your child needs to know what to do if an emergency, particularly an earthquake, occurs when going to or from school.

Parent/Student Handbook

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ILLNESS AT SCHOOL

Any student feeling ill should inform the teacher and ask for a pass to the

office. Students feeling weak or faint will be accompanied to the office. If it appears that students are going to require longer than a 15 minute rest, the parents will be contacted and asked to come and pick up their child so they can receive proper care at home under adult supervision. No student will be allowed to remain in school with a fever or any contagious disease. Students should not attempt to come to school when not feeling well.

Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. Your child should not be sent to school or will be sent home if the following are present:

1. A temperature of 100° or above (orally) or 99° or above (under the arm) within the last 24 hours.
2. Vomited or had diarrhea in the last 24 hours.
3. Thick, green nasal drainage. A child may return to school when the drainage has cleared up or your child has a note from a doctor indicating that the condition is not contagious or that treatment has begun.
4. Red eyes or eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriated treatment has begun. Some rashes will need to be covered at school even after treatment.

If your child complains of feeling ill or seems “not themselves”, please keep them home. You can observe your child and contact your family physician if the symptoms do not subside.

INJURY OR ACCIDENT AT SCHOOL

Every effort is made to provide for your child’s safety and comfort at school. If your child should have an accident or injury at school, first-aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, important that Emergency Cards with current phone numbers are on file in the school office. If parents are unavailable, and in the judgment of the school administrator emergency treatment is needed, paramedics will be called.

SCHOOL HOURS

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REGULAR SCHOOL HOURS

Kindergarten 8:00 A.M.-1:20 P.M. (09/06-06/19)

Grades 1-5 8:00 A.M.-2:20 P.M. (09/06-06/19)

ARRIVAL AND DEPARTURE

The school playground is supervised 15 minutes prior to the beginning of class. Students may not arrive prior to 7:45 A. M. Please see that your child does not leave home earlier than necessary. Students arriving late must check in at the office before being admitted to their classroom.

Once at school, children will not be dismissed early unless a parent or person authorized by the parent comes to the office to check them out. When children are dismissed at the end of the school day, they are to depart for home immediately. Arrangements to ensure prompt pick-up after school must be made.

If you drive your child to school, please drop off at the white curb area reserved for loading and unloading only. If you plan to stop, you must park in a parking stall. If you drive to pick your child up at the end of the day, park your car and meet your child on the sidewalk. Walk with your child across the parking lot. If you must remain in your car, instruct your child to wait for you to pull up to the curb area after the buses have departed. Do not park in front of the school office or along the red or white curbs at arrival or dismissal times. The red curb is reserved for buses and daycare vans only. The white curb is strictly for loading and unloading. There is to be NO parking along the curbs in the school parking lot, please use the assigned parking spaces.



ARRIVAL AND DEPARTURE (continue)

If students are dropped off on Salmon Drive, follow the directions supervising teacher. For the safety of our students, drop off only on the

school side of the street. Do not have students cross Salmon. Also note that the curb is painted for loading and unloading only. No Parking is allowed adjacent to the entrance to school. Please for the sake of our students and neighbors, drive slowly approaching our school!

Please follow the directional arrows indicated on the map below when driving to school. Parents of upper-grade students may park on Gertrude Drive on the school side of the street to wait for students. Students should not cross Gertrude to meet parents in parked cars.

Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. *The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours, and where it is not possible for the parent to administer it to their child.* Consequently, the parent is urged, with the help of the physician, to work out a schedule of giving medication outside school hours.

The school nurse serves all the district schools and is not available every day to administer medication to every child who must receive it. Therefore, the school health clerk, secretary, or principal might be the person to administer it. They cannot be expected to assume this responsibility unless it is absolutely necessary.

In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by your child's physician on the "Physician's Request for Administration of Medication" form which is available at the school or on-line. This request must clearly specify the name of the medication, the reason for the medication, dose to be given, and the time it is to be administered. Whenever the medication, the dosage, or the time to administer is changed, a new form is required. Additionally, a signed agreement from the parent on the reverse side is also required.

You are strongly advised to teach your child to assume responsibility for coming to the health office to receive the medication at the appropriate time. *Medication should be delivered to the school and taken home by the parent or responsible adult.* Medication must be in an original prescription container, properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, and time or administration. You may request two containers from the pharmacist, one for school and one for home. If a child gets more than one type of medication, each type must be in a separately labeled container. We cannot accept envelopes, zip-lock bags or other types of containers. The parent is responsible for cutting pills in half. Children may not carry their own medications on campus. Please do not send pills, cough syrup, or any other medicine in your child's lunch.

CATION POLICIES AND PROCEDURES

The following information related to the administration of medication in the Los Alamitos Unified School District in accordance with California Education Code (Sec. 49423).

ABSENCES

All absences cause a loss of revenue to the school district. Hopkinson only receives money for children who are in school. There are two types

of absences: excused and unexcused. The law defines an excused absence as illness, quarantine by a health official, medical appointment, or attendance at a family funeral. All other absences are considered unexcused. Please do not schedule family vacations or appointments for school days.

REPORTING ABSENCES

When a student is going to be absent, their parent is responsible for calling the absence line and leaving a message stating the reason for the absence. You may call at any hour during the day or night. Please call each day of your child's absence. State the child's name, your name, the child's classroom number or teacher, the reason for the absence, and anticipated length of absence. If you call the absence line, a note regarding the absence is not necessary.

ABSENCE LINE – 799-4500 Ext. 71201
Available 24 hours a day

A note verifying your child's absences is required if the absence line has not been called. The student must present the note (with the dates of absence, the reason, and parent's signature) to the teacher upon their return to school. This is mandatory to meet state requirements. If you do not report the absence your child will be marked truant.

If it is known in advance that the child will be absent, the parents can assist by informing the school office of the dates and reason for the absence. If an absence is for at least 5 days, an Independent Study Contract is available which allows the school to collect the \$40 of ADA that is lost during a regular absence.

TARDIES

Getting to school on time is an important responsibility of parents and students. When a student arrives late, important instruction time is lost and becomes difficult to make up. Make sure your child arrives to school on time. If your child arrives late a tardy slip from the office is required.

BICYCLES

Only students in grades four and five may ride their bicycle to school if their parents feel a safe route is available. State Law requires all students to wear a helmet if they are riding a bicycle in the state of California. For all bicycle riders, the following rules of behavior must be observed in order to ensure safety:

- Bicycles must be walked in crosswalks and on the school campus.
- Double or tandem riding is prohibited.
- The wearing of backpacks is encouraged to ensure two-handed riding.
- All Bikes MUST BE LOCKED.

Bicycles are not to be ridden on the school grounds. Students endangering others by doing so will have their bicycles locked up for their parents to claim. Please discuss bicycle safety and responsibility with your child. Remember that it is the child's responsibility to park correctly and to secure the bicycle with a lock.

BUS TRANSPORTATION

All bus riders are expected to exhibit good conduct and courtesy on the bus and at the bus stop. Bus citations are issued to students not following bus rules. A citation is a warning and means that the child has neglected important responsibilities to the point where the situation becomes one of



maintaining order on the bus or at the bus stop. A serious infraction or two citations could result in a suspension of riding privileges. The school principal may suspend riding privileges. Non-bus riders are not allowed to ride on an occasional basis. Children may ride the bus to another home in the attendance area only if they normally ride the bus and there is available space on the bus. A note requesting this transportation arrangement must be brought to the school office. This is a policy of the Transportation Department because of insurance liability.

TRAVELING TO AND FROM SCHOOL

Children should use only the safest route to school, crossing streets within pedestrian crosswalks and at intersections. A crossing guard is stationed at the intersection of Foster Road and Gertrude. **CHILDREN SHOULD BE CAUTIONED AGAINST TALKING TO OR ACCEPTING GIFTS OR RIDES FROM STRANGERS.** Upon dismissal, children are expected to go directly home.

CHILD VISITORS

Only children regularly enrolled may be in school and on campus during school hours. Visitors are permitted only under extreme circumstances with the principal's permission and prior approval.

'TAKE-HOME TUESDAY'

In an effort to coordinate written communications from Hopkinson School, notices to parents will be sent home on Tuesdays in backpacks or by email. Parents need to check their child's backpacks for important notices and newsletters. Remind your child of the importance of bringing notices home from school. Parents may also request to receive their THT by email.

STUDENT TELEPHONE CALLS

The school office telephone is a business telephone and personal calls are not permitted. In an emergency, students may use the telephone, but not to arrange social affairs at home or after school.

responsible for covering and maintaining the condition of the book all year. If textbooks are lost or damaged, students are required to pay for the loss or damage.

STUDENT DRESS CODE

Hopkinson students are expected to come to school dressed in appropriate attire. Children should wear clothing that will allow them to participate in all school activities, including P. E. Clothing should be neat and clean and not distract from the instructional program. It is helpful if girls wear shorts under dresses so that they can participate fully in P. E. and playground activities. For safety and P. E. reasons, it is extremely important that students wear closed shoes. Clothing considered unsuitable for school would be any type of beach wear, halter, short shorts, spaghetti straps, long dresses, open-toed shoes and thong sandals. Additionally any apparel associated with gangs, including but not limited to, the iron cross or Confederate flag or clothing that refers to violence, weapons, alcohol or drugs is not allowed. Good judgment should be the key word! Please label jackets, sweaters, and school sweatshirts. Appropriate hats may be worn outside for sun protection. Daily application of sunscreen is recommended to keep children safe from UV rays and sunburn. Parents are reminded that the kindergarten, first grade, some second grade classrooms, and the Media Center are air-conditioned.

Hopkinson School t-shirts and sweatshirts can be purchased at the beginning of the school year or by contacting the PTA during the school year. Students wear their Hopkinson shirts on Fridays and for assemblies and field trips.

ATTENDANCE

The School Board is fully committed to California compulsory education laws. Under these laws, parents or guardians have the primary responsibility for keeping their child in regular attendance, recognizing that classroom attendance and punctuality are essential.

5 OF SCHOOL PROPERTY AND TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the equipment. Textbooks belong to the State of California. Upon issuing textbooks, each student is

DISTRICT POLICY ON DISCIPLINE (continued)

I. RESPONSIBILITIES OF STUDENTS

- Respect the rights and property of others.
- Learn to accept consequences for judgments and actions.
- Learn and follow all regulations and policies of the school and community.
- Develop individual abilities, interests, and special aptitudes

to the fullest potential.

II. RESPONSIBILITIES OF PARENTS

- Recognize that the home needs to assume the primary responsibility for the child's development.
- Maintain communication with the school and become actively involved in formulating and supporting school and community expectations and resolving mutual problems.
- Expand the child's awareness of his environment by cooperatively participating in many and varied experiences to assist the child in maintaining optimum physical and mental health.
- Assume responsibility for the propriety of the child's appearance.

III. RESPONSIBILITIES OF THE SCHOOL STAFF

- Accept each child as a unique individual and respect rights and property.
- Establish and maintain open communication between student, parent, and staff in diagnosing, planning, implementing, and evaluating learning experiences to meet each child's needs.
- Establish and maintain an educational program and environment, creating a safe atmosphere conducive to enthusiastic learning.
- Provide a maximum of opportunities for each child to make judgments, assume responsibility, and develop self-discipline.
- Provide supervision to ensure the safety of all students.

LEGAL RESPONSIBILITIES

To insure the rights of all persons, the State Education Code has identified specific student responsibilities:

- Students shall cooperate with school personnel. (Sec. 10602)
- Students shall avoid profanity or vulgarity. (Sec. 10602)
- Students shall not use or possess tobacco. (Sec. 10602)
- Students shall not use or possess narcotics. (Sec. 10603)
- Students shall not use or possess alcohol. (Sec. 25608)
- Students shall respect public and private property. (Sec. 10606)

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PLAN OF INSTRUCTION

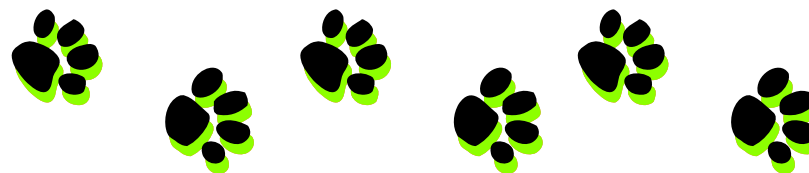
Hopkinson School has a carefully developed, well-rounded program of instruction, extending from kindergarten through fifth grade. It is designed to challenge each child to develop his or her full potential. While our instructional programs focus on high academic standards, each child has opportunities to develop qualities of leadership, initiative, responsibility, creative expression, self-discipline, and positive self-esteem.

SCHOOL IMPROVEMENT PROGRAM

Hopkinson School participates in the state-funded, categorical School Improvement Program. The purpose of this program is to assist schools in providing a balanced curriculum, involving parents in the educational process and improving the school learning environment. A yearly school plan is written and submitted to the state to accomplish objectives. School Improvement funds are used to purchase the services of instructional aides and educational learning materials. The program also relies heavily on parent participation. A classroom teacher serves as the School Improvement Program Coordinator. Parent participation is an important component of this program.

SCHOOL SITE COUNCIL

The School Site Council is composed of five staff members and five parent members who are elected to a two-year term. The purpose of the School Site Council (SSC) is to develop, monitor, and evaluate the School Improvement Plan and facilitate communication between the school and community. School Site Council meetings familiarize participants with curriculum and school issues. All meetings are open to parents, staff, and community members. They are usually held on Wednesday evenings at 7:00 P. M. in the Media Center. Consult the Calendar of Events for scheduled meetings and curricular topics and instruction to be discussed.



MEDIA CENTER

The Media Center houses the school library and instructional materials. As an extension of the classroom, students learn to gather and use information and to develop research skills. The Media Center is staffed with two instructional assistants who help teachers and children find information. Valuable parent volunteers assist with clerical tasks.

The Media Center program for students consists of:

- group instruction in library and research skills.

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- computer instruction in keyboarding, word processing, electronic encyclopedia, CD instruction, and a variety of software to extend classroom learning.
- story times and book talks to promote appreciation of literature.
- activities in story writing, video production, on-line telecommunication and various dramatic experiences.

PHYSICAL EDUCATION

Students participate in physical education classes. Sessions include a warm-up, an activity, and a cool-down. Instruction is provided by PE aides and classroom teachers. Students are expected to wear appropriate clothing and shoes which will enable them to participate fully in physical education activities. Students who need to be excused from PE, must bring a written note from their parents. If they need to be excused beyond two days, they must have a doctor’s note.

MUSIC AND ART

All 1-5 students participate in a general music program. The music teacher provides a broad variety of music experiences where students sing, dance, read and write music, and play rhythm and tonal instruments. Students perform for parents and each other.

All students in Kinder through fifth grades receive quality art instruction through Meet the Maters and an additional art consultant. Students learn a variety of art techniques and have many opportunities for creativity and self expression in the art lab as well as in the classroom.

SUSPENSIONS

In general, students have a normal desire to be successful, well-liked, and conduct themselves in a proper manner. There are exceptions when an individual is so disruptive that it affects educational opportunities of fellow students. When all efforts fail to reach such an individual, suspension is the only course left to follow. Suspension in itself does not solve the problem, but it does give time for reflection and planning for a new approach to the problem.

The following procedures will be followed in handling suspension:

- An administrator may suspend students for various infractions and misdemeanors for periods from one to five days of school.
- For each suspension, a letter will be sent home and a copy to the Superintendent listing the reason for suspension, period of suspension, and instructions to be followed by the student during suspension, and a request for a conference with the principal.
- The administrator may require the parents or the guardian to return with the student before re-admittance after a suspension.
- A suspended student will make-up all missed assignments or tests during suspension.

EXPULSION

Students who bring any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school are subject to expulsion and must be reported to the Board of Education and the School District Superintendent. Also, causing serious physical injury to a student, robbery, extortion, and sale of any controlled substance are causes for expulsion and must be reported.

DISTRICT POLICY ON DISCIPLINE

The Los Alamitos Unified School District is proud that most of our children fulfill their responsibilities at school. In order to develop high levels of self-discipline, parents, children, and school personnel need to continue to communicate and cooperate effectively.

STUDENT BEHAVIOR AND SCHOOL PROCEDURES

All school discipline and behavioral standards are based upon the district Conflict Management curriculum. This is taught to all students and helps them develop problem-solving skills to become responsible, caring citizens. All school-wide rules, rights, and responsibilities are clearly established, as well as consequences for inappropriate behavior.

SCHOOL DISCIPLINE

A positive attitude toward school and self, and long term improvements in behavior are educational goals for each student at Hopkinson. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Awards, special events,

spirit assemblies, and many opportunities for student recognition for positive achievement help to build school spirit and pride. The Hopkinson staff maintains high expectations for student behavior and utilizes a conflict management curriculum to teach students how to resolve problems and assist students in conflict.

SCHOOL RULES

All students will be informed of school, playground, and classroom standards. Whenever a student is consistently violating any one of the rules which are enforced to assure safety and learning for all students, parents will be notified by phone or note soliciting their cooperation in preventing further violations.

Each staff member establishes classroom rules and consequences which are on file in the office as well as the substitute teacher folder. We utilize a guidance team approach for students with special problems by brainstorming ideas and solutions and referring students to appropriate specialists or programs.

STUDENT CONDUCT

The policy of the Los Alamitos Unified School District is to require good conduct and courtesy of children at school, on the playground, and to and from school. You, as parents, along with the teachers, have the responsibility of impressing this policy upon our students.

All school discipline and behavioral standards are based upon following the steps for conflict resolution using problem-solving strategies. School-wide rules, rights, and responsibilities are clearly established, as well as consequences for inappropriate behavior.

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INTERVENTIONS

Language arts interventions are designed to teach phonics, fluency, decoding and comprehension strategies to students. Various interventions take place during the normal school day and sometimes after school. Teachers and instructional assistants teach these programs.

GIFTED AND TALENTED EDUCATION (GATE)

Students in 4th and 5th grades are eligible for this program based on committee recommendation of the psychologist, administrator, and teachers at school. The child is then given the OLSAT test. Students meeting the percentile criteria on one or more standardized tests are considered by the placement committee. Gifted and high achieving students are provided with opportunities to develop skills in inquiry and

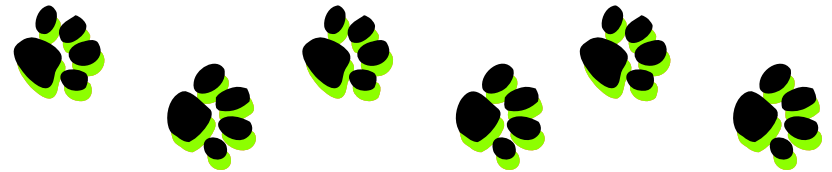
creative expression as well as to develop basic skills at a rate and extent appropriate to their abilities. Students plan with their teachers to develop goals and parents also provide input during conferences.

SPEECH/LANGUAGE PROGRAM

The speech therapist screens children based on teacher and parent referrals. Mrs. Harrison, Hopkinson's speech therapist, is on campus five days each week. Children selected for the program have individualized programs for speech improvement and language development.

SCHOOL PSYCHOLOGICAL SERVICES

The services of a school psychologist are provided one day each week. Teachers request psychological services if a child is having learning difficulties that might be alleviated through insight gained from such services. Parental approval is required for any in-depth counseling or psychological testing.



HOME TEACHING PROGRAM

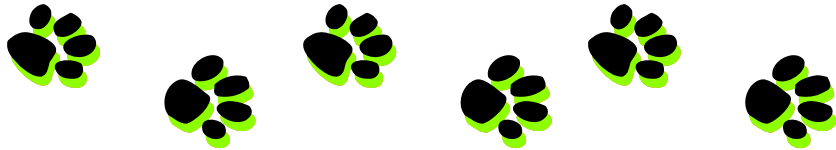
Home teaching is available for students who are incapacitated and unable to attend school for an extended period of time. Please contact the school immediately if a need for home teaching should arise.

KIDS' KORNER

Before and after school care for students is provided at Hopkinson School from 6:30 A. M. to 6:00 P. M. through Kids' Korner. For information about registration and availability, call Mrs. Nicole Cowan at (562)799-4500 ext. 212.

STUDENT RECORDS

The schools of the Los Alamitos Unified School District maintain cumulative records for each pupil as are required by law, and any additional records that would be helpful in providing maximum educational opportunities. These records are available for parents to review. You must call the school office to set up an appointment with the principal if you desire to review your child's cumulative record.



PTA

Hopkinson Elementary School has a very active and dedicated Parent-Teacher Association under the direction of President Dawn Lucero and her Board. All parents and interested citizens are encouraged and invited to join and support the Hopkinson PTA Association. This group is committed to promote the welfare of children; to develop between educators and the general public, a united effort that allows every child the highest advantages in physical, mental, social, and emotional education.

In addition to serving our schools in many ways, day and evening events are scheduled to provide an opportunity for parents and teachers to become acquainted. Monthly newsletters and notices of meetings are sent home to provide information on school activities and events sponsored by the PTA.

The Hopkinson School PTA has an important place reserved for YOU!!! For further information as to how you can become involved, give Jennifer a call.

ALS AT SCHOOL

9 ting pets from following children to school will reduce hazards for both the animal and children. Animals loose on the school grounds are turned over to the proper authorities. Dogs are not allowed on campus.

TOYS, SKATEBOARDS, AND ROLLERBLADES

Skateboards and roller blades are not to be brought to school for any reason as they create a safety hazard for other students. The School Board policy, clearly posted at entrances to the school, does not permit skateboards, roller blades, bicycles, golf equipment, etc. on campus. No sports equipment may be brought from home to school.

LUNCH

Hopkinson School has a program which allows students to purchase lunch

(which includes milk) for \$2.25. It is a well-balanced meal and the menu is changed daily. Milk may be purchased separately for 30¢ or orange juice for 40¢. Lunch tickets may be purchased in the school office any morning at a cost of \$22.50 for 10 lunches or \$45.00 for 20 lunches. Please consider purchasing lunch tickets rather than sending cash on a daily basis. If students lose part or all of their money or leave their lunch at home, they may call home to request that lunch or money be brought to them. If no one is available to bring lunch money, they can have a cheese sandwich from the cafeteria. Reminders are generally given to students as a courtesy when their lunch tickets are about to run out; however, it is the parents responsibility to keep track of when the tickets will run out. Parents may have lunch with their child on special days such as Birthdays and holidays but are not allowed on the playground during recess times. If a parent takes their child off campus for lunch, they must first sign them out in the office. Check your student's lunch account online at www.losalUSD.k12.ca.us/food/index.htm

The lunch schedule is as follows:

REGULAR LUNCH SCHEDULE	
Kindergarten & 1st grade	11:10 – 11:55
2nd grade & 3rd grade	11:40 – 12:25
4th grade & 5th grade	12:00 – 12:45
MINIMUM DAY LUNCH SCHEDULE	
Kindergarten & 1st grade	11:00 – 11:30
2nd grade & 3rd grade	11:30 – 12:00
4th grade & 5th grade	11:55 – 12:25

SCH

Parents are encouraged to sign into the office whenever you visit our campus. Formal tours of the school are scheduled several times a year by the principal. Everyone is invited and encouraged to attend the school tours. Watch for dates published throughout the school year. Individual classroom visitations are limited to 20 minutes in order to ensure continuity of instruction and to limit classroom disruptions. Prior to a school visitation, please speak to the classroom teacher to schedule your visit. On the day of your visit, please check in at the office before you enter the classroom and pick up a visitor badge. Your input and thoughts are appreciated. We welcome your suggestions and questions regarding any of our programs.

HOMEWORK

Appropriate homework shall be assigned to students at the discretion of

the teacher. The purpose of homework is to provide practice of a skill or strategy which has been taught in the instructional program. The assignment should be meaningful and adequately explained to the student.

HOMEWORK POLICY

• TIMES MAY BE LONGER/SHORTER DEPENDING IF STUDENT NEEDS TIME TO COMPLETE WORK NOT FINISHED IN THE ALLOTTED TIME DURING CLASS.

- K-1 homework should average 15-20 minutes per day and consist of 3 to 4 assignments per week
- 2-3 homework should average 20-30 minutes per day and should consist of 4 to 5 assignments per week
- 4-5 homework should average 45 minutes per day

ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN THE HOPKINSON READING INCENTIVE PROGRAM

CLASS PARTIES

Board policy permits each class two parties during the school year. These are scheduled for the day before winter vacation and the last day of school. The Board desires that the school day is used for instruction and asks parents to cooperate by not bringing food to school for unscheduled events such as birthdays, special holidays, etc. Surprise parties planned by students are against school policy.

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AND FOUND

Lost clothing is stored and displayed in the lunch area. In Dec., March, and June all unclaimed articles are sent to an organization for the needy. Parents are requested to mark names on all sweaters, jackets, backpacks, lunch pails and sacks, and to urge their children to check the lost and found area periodically. It is particularly important to mark names on school shirts.



“FRIENDS OF HOPKINSON”

In addition to PTA, Hopkinson School has a booster club which sponsors fundraising events. We have two major fundraisers, one in the Fall and one in the Spring. In the Fall we sell gift wrap. Look for upcoming information in Take Home Tuesday. Our Spring fundraiser, Hopkinson’s Hukilau will be held in the Spring. It is an adult evening of dinner, dancing and lots of bidding. Our annual auction, dinner dance has been

very successful the past couple of years. Another key is the ongoing sale of E-SCRIP. E-SCRIP is a fundraising program that allows families, who shop at selected supermarkets to buy what they usually buy, never pay one penny extra, and receive free educational money for our children. For each dollar spent on E-SCRIP, you get an equal amount of E-SCRIP to spend at the market and our school gets 4 – 5%.

Last year, over \$150,000 was raised by the efforts of “Friends.” This money is used by our school to provide and support programs for the direct benefit of our children.

“HELPING HANDS” PARENT VOLUNTEER PROGRAM

Volunteers are very important to the Hopkinson School Program. The parent volunteer program at Hopkinson includes volunteers working as instructional aides, tutors, and clerical aides, as well as assisting in the preparation of instructional materials. Volunteers work in classrooms with students individually or in small groups under the direction of the teacher. Volunteers work in the Media Center, as chaperones on field trips, and in various special capacities.

Parents willing to serve as school volunteers in any area will be asked to complete a “Helping Hands” Survey and return it to school. Watch for information about ways you can become involved. A strong volunteer program will ensure an even stronger program for students as well as afford you the opportunity to give and experience personal growth.

COMMUNICATION WITH SCHOOL PERSONNEL

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Parents and staff members are encouraged to keep communication lines open. We welcome the opportunity to confer with parents and offer our services at any time. The suggested ways to communicate with teachers or the principal are:

- Telephone the school office and request the teacher’s voice mail. Teachers are available to return calls usually before or after classroom hours.
- When you wish to discuss a matter personally with Dr. Stewart, call the school office and an appointment will be scheduled.

In order to avoid disappointment, it is suggested that parents do not drop in unexpectedly for conferences.

While class is in session, the teacher is required to attend to the

instructional duties. Teachers are frequently expected to attend after-school meetings and therefore are not always available. An appointment assures a satisfactory meeting for both parents and teachers.

If you need to confer with the principal about a classroom situation, please speak first with the teacher. The teacher has first-hand knowledge of the child's behavior and ability.

Please call us directly for correct information about school issues. This prevents misinformation being communicated through rumors.

In order to preserve the continuity of instruction, classrooms may not be disturbed for personal messages to students unless there is an **emergency**. If your child needs instructions for after school, please discuss those arrangements in the morning before school.

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R PORTING TO PARENTS

Reporting is effective as it communicates to parents accurate student progress. Parents receive three official reports regarding their child's school progress throughout the school year. Two will combine a parent/teacher conference with a report card. At the end of the school year, only a report card will be issued. Our student progress cards report to parents their child's developmental progress over time, showing strengths and areas to focus.

Parent/Teacher Conferences

Period 1 – Conferences

Minimum Days – November 30th, Dec. 3rd, 4th, 6th, and 7th.
Please note Wed. Dec. 5th is a modified day.

Period 2 – Conferences

Minimum Days – March 10th - 11th - 13th - 14th
Please note Wed. March 12th is a modified day.

Period 3

BACK-TO-SCHOOL NIGHT

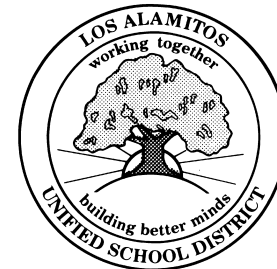
On Thursday, September 6th, Kindergarten will host a Back-to-School Night for the Kindergarten parents at 6:30pm. On Thursday Sept 27th, Back-to-School Night will be held for parents of students in grades 1 - 5. It will begin at 7:00 P. M. This is an opportunity for teachers to present an overview of their general program, homework procedures, and classroom standards. Attendance at this evening meeting will help you to better monitor your child's progress throughout the year. Please come to meet your child's teacher, parents of your child's classmates, and other staff members.

OPEN HOUSE

On Thursday, May 22nd, parents are invited to visit school with their children to see samples of their work done throughout the year. Open House is from 6:30 - 8:00 P. M. This is a terrific opportunity for your child to share what they have done in school with parents, grandparents, and other friends and relatives.

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Los Alamitos Unified School District
10293 Bloomfield St.
Los Alamitos, CA 90720
(562)799-4700



The mission of the Los Alamitos Unified School District is to educate all students to their highest level of achievement in all areas of learning so that they become responsible, productive citizens who engage in the pursuit of lifelong learning and

practice democratic values.

Administration

Gregory Franklin, Ed.D., Superintendent

Karen Lovelace, Assist. Sup. of Human Resources and Instruction

Patty Meyer, Assistant Superintendent of Business Service

Sherry Kropp, Assistant Superintendent of Curric. And Instruction

Joanne Foland, Assistant Superintendent of Educational Services

Jim Elsasser , Director of Classified Personnel and Special Projects

Jim Poper, Director of Facilities

Board of Education

Karen Russell, President

Megan Cutili, Clerk

David Boyer, Member

Joseph Ribal, Member

Jeffery Barke, Member

Plant a Seed and Watch It Grow

The Board of Education meets the second and fourth Monday of each month. The public is invited to attend.

Hopkinson

