

HOUGHTON ELEMENTARY SCHOOL GENERAL INFORMATION

www.hpts.us

(906)482-0456

Principal – Cole Klein ext 3000 or email - cklein@hpts.us

Secretary- Shari Tapani ext 3040 or email- stapani@hpts.us

Documents Required for Enrollment:

- Enrollment Packet (from the Elementary office)
- Certified birth certificate
- Immunization Record (see below for State of Michigan requirements)
- Proof of Residency (piece of mail, utility bill, or lease/purchase agreement with your physical address on it)
- Confirmation of Hearing, Vision and Dental Screening, done within the last six months prior to the start of school, for all students entering Kindergarten or Young 5's.
- Guardianship/Custody court papers (only if applicable)

Immunizations:

- Complete series of DTaP/TD (5 doses, with the last dose on or after the 4th birth date)
- Polio (4 doses, with the last dose on or after the 4th birth date)
- HepB (3 doses)
- MMR (2 doses)
- Varicella (2 doses or reliable history of the chickenpox disease)
- Or an Immunizations waiver from the Western UP Health Department

School to Parent Communications:

- * **List Serve:** Principals source to get information to parents. To subscribe and unsubscribe to the elementary school list serve follow these directions: send an email to: esparents+subscribe@houghton.k12.mi.us You will receive an automated reply where you will have to reply to the message or click on the "Join this Group" link in the body of the automated message to confirm your subscription.

Attendance Line:

- The attendance line (906-482-0456 –follow the prompts) is a 24 hour parent phone line to report student absences. For an absence to be excused, parents/guardians must call the evening before or by 3:00pm on the day of the absence. The attendance line may also be used to pre-excuse absences for appointments. **All students that arrive late or leave early must check in/out with the office.**

Student Pick-up/Drop-off:

- The dropping off and picking up of children is done at the main entryway of the elementary school only. **Parking or leaving your vehicle unattended in the Drop-off Lane is not permitted.** The Drop-off Lane is located along the entire curb of the main entryway through the Roundabout to Schoolhouse Lane. We ask that parents stay in their vehicle during pick-up and drop-off unless you have to open the car door for your child. When dropping off and picking up, please pull up to the farthest available spot to allow room for others. Children are not allowed to walk across the parking lot without a parent.

Report Cards:

- Will be sent home with the student(s) on a 9 week marking period. In November we will have Parent/Teacher conferences (see the school calendar). Teachers in grades 2-5 manage their grade book(s) through PowerSchool and both parents and students have login's available. Contact Mrs.Tapani in the school office for PowerSchool assistance.

Use of Cell Phones:

- Cell phones may not be used during school hours. In case of an emergency, students will be permitted to use the telephone in the elementary office.

Hot Lunch/Breakfast:

- Meal prices for breakfast and lunch will be announced prior to the start of each school year. It is the responsibility of the parents to keep track of how much money is in your student's account. Ale carte for 4th and 5th grade students are available at an extra cost during the lunch period. Our meal programs operate on a positive daily balance. If you prefer to pay by check payable to: **HPTS-Food Service** or cash, you can bring it to the elementary office, classroom teacher or the lunchroom (in a clearly marked envelope with student name and lunch ID#). Breakfast is served daily: 7:40 – 8:15 am.
- You can set up an account at <https://houghtonportage.familyportal.cloud> to monitor balances and make payments to the accounts. You will need your child's lunch ID # to set up an account which is available through the school office. We encourage families to fill out the "Free and Reduced Lunch" application as this determines school funding for other programs within the district. You can complete the free and reduced meal application on-line with complete privacy at <https://houghtonportage.familyportal.cloud> or pick up an application from any school office. Both of these links are on the Houghton Schools web site, www.hpts.us, under Food Service. Check with the school office should you need additional help.
- **Menus:** Lunch/breakfast menus will not be sent home, they are available on the school web site and published in the newspaper. You can access the school web site by going to: www.hpts.us, open the School Lunch Menu link in the lower left-hand side.

Tylenol/pain relief medication:

- The school office will not administer pain relief medication unless it is provided by the parents. If you should decide you would like to have this available to your kids, please provide the medication to the office and we will apply the family name on the container and administer as we have done in the past. We will continue to administer first aid as needed. If you have signed the consent form for your child to see the School Nurse then you do not need to supply Tylenol, Ibuprofen, or Benadryl as the nurse has a supply of these medications.

Medication taken during school hours or during a school-related activity is prohibited unless it is necessary for the student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication while under our care, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form". No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is given to the school office. A student may possess an epinephrine auto-injector (EpiPen) and /or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed the Medical Authorization form. Please contact the office with any medication questions.

Inclement Weather Procedures:

- In the event of inclement weather, school may be cancelled, begin at a delayed time, or dismiss early. The announcement will be on our district website – hpts.us, sent out via List Serve(email), text message and broadcasted by the local radio stations 102.3, 93.5, 97.7-kbear102.com and TV 6 news. On delayed starts and early dismissals, our buses will run and we will ask all of our students to follow the "**Unexpected Early Dismissal**" procedures that his/her parent indicated on the Registration review page in August. Please note that all after school activities (including Gremlin Extended Care) will be cancelled and all student(s) will be directed to follow their Early Dismissal plan. Should you need to change your plan please contact the office as soon as possible.

Student Handbook:

- A copy of the student handbook is available on our website hpts.us.

Find us on Social Media - Stay connected!

Facebook: Houghton Elementary School

<https://www.facebook.com/HoughtonElementary/>

Instagram: HES gremlins

https://www.instagram.com/hes_gremlins/

Join the HES PTO group - (Parent-Teacher Organization):

PTO Facebook - [facebook.com/HPTSPTO](https://www.facebook.com/HPTSPTO)

PTO Instagram – [Instagram.com/gremlinspto](https://www.instagram.com/gremlinspto)

PTO website - [gremlinspto.square.site](https://www.gremlinspto.square.site)

Email – gremlinspto@gmail.com

The Houghton Elementary School (HES) Parent Teacher Organization (PTO) is a dedicated, fully volunteer-run 501(c)(3) group led by parents and families of HES students. We strive to enrich each school year by organizing engaging events, supporting teachers and staff, and coordinating school-wide fundraising initiatives. Funds raised support enriching classroom experiences such as field trips, new books, classroom materials, and TEAM prizes. We welcome all parents and families to get involved: attend bi-monthly meetings, volunteer at events, contribute supplies or snacks, join committees, or serve in PTO leadership roles.