

Hutchinson School



Hutchinson Elementary School

Together We Can Make a Difference

Student/ Parent Handbook

2018-2019

Dear Hutchinson School Students and Parents,

Our student/ parent handbook has been developed in conjunction with our school's' Site Based Council as a way to provide you with some basic information about our school, as well as outline our school expectations. We hope that this handbook serves as your reference for the entire school year.

We invite all parents to become active members of our school community by volunteering, participating in special events and fundraisers, and becoming involved in the PTA and/or the Site Based Council. Your active partnership will most importantly benefit your child, and also enhance the educational experience for all students.

Students have some very exciting learning ahead of them this year! In addition to learning content in all academic areas, students will also be learning and practicing their social and emotional skills. Students will learn and have opportunities to practice appropriate school behaviors as outlined in our B.E.A.R. Code.

The B.E.A.R. Code defines our expectations for behavior at Hutchinson School. The B.E.A.R. Code will be modeled for students during the first month of school and again throughout the year to help build a positive school climate where students feel safe, a sense of belonging, and willing to take academic risks. The expectations will be posted around the school to help remind students of our school expectations. **Please discuss the B.E.A.R. Code with your child**, and sign the last page to acknowledge your conversation and support of our B.E.A.R. Code.

On behalf of the entire Hutchinson School staff, let me extend a warm welcome to you and your family as we start a new school year. We are looking forward to working together as partners throughout the year in the best interest of your child!

Sincerely,

Trisha Nugent Fitzgerald
Principal

Hutchinson School

Our B.E.A.R Code of Conduct

	PLAYGROUND & RECESS	LUNCH	HALLWAYS & STAIRS	BATHROOMS
<p>B_{e Safe}</p> <p>Control or restraint of oneself actions or feelings. For kids: "I am in control of my body and words"</p>	I control my actions, words and body.	I am seated while eating, talking quietly and walk from one area/place to another.	I am walking silently with hands to myself.	I go to the bathroom, wash my hands, and leave.
<p>E_{mpathize with others}</p> <p>An intellectual identification of feelings, thoughts or attitudes with an understanding of others. For kids: "I think about other people's feelings."</p>	I include others in games, activities, and conversation.	I include others at my table and in conversation.	I am aware learning is happening in all classrooms.	I am aware of privacy and if others need help.
<p>A_{ct Responsibly}</p> <p>Accountable for something within one's power. For kids: "People can trust/ count on me"</p>	I take care of and return equipment and belongings.	I keep and leave my area clean.	I go where I need to go and then come right back.	I keep and leave the bathroom clean.
<p>R_{espect Others}</p> <p>Respect is the experience of being heard and knowing that someone cares. For kids: "I treat others kindly."</p>	I listen to adults.	I use my table manners and am mindful of my personal space.	I am walking silently on the right side of the hallway and stairs.	I wait my turn.

GENERAL INFORMATION

6 Day Cycle

All Pelham schools are on a 6 Day Cycle. The cycle day is noted on the District calendar in the lower corner of each date. (www.pelhamschools.org) Within each 6 Day Cycle, students enjoy the following programs:

	Art	Library	Music	P.E.
Kindergarten	45 minutes	45 minutes	2 classes/ 45 minutes	2 classes/ 45 minutes
1st Grade	2 classes/ 45 minutes	45 minutes	45 minutes	2 classes/ 45 minutes
2 nd Grade	45 minutes	2 classes/ 45 minutes	45 minutes	2 classes/ 45 minutes
3 rd Grade*	45 minutes	2 classes/ 45 minutes	45 minutes	2 classes/ 45 minutes
4 th Grade*	45 minutes	45 minutes	45 minutes General Music 45 minutes Chorus	2 classes/ 45 minutes
5 th Grade*	45 minutes	45 minutes	45 minutes General Music 45 minutes Chorus	2 classes/ 45 minutes

*Additionally 3rd, 4th and 5th graders have the option to participate in the Strings program. 4th and 5th graders can participate in Band.

Absence from School

If your child is absent from school, please phone the office at 914-738-3640 or send an email to Pasqua Perrino, Nurse Wolfenhaut and the classroom teacher. Please provide us with the reason for the absence and how long it will last. Please send a note upon the student's return. Notes should include the following: student's first and last name, teacher and grade, date(s) of absence, reason for absence and name and signature of parent/guardian.

Arrival Time

Students may enter the Hutchinson School either through the rear of the school near the portables (off of 5th Street), through the Third Avenue door, or through the front lobby door on Lincoln Avenue at the Greeter Station. The first bell will ring at 8:15 am indicating that it is time for students to enter the building. At 8:20 am the next bell will ring and all students should be lined up outside of their classroom ready to begin their day. Any student arriving at 8:25 am will need to report to the main office for a late pass. Please note that since all doors are locked, students will need to enter through the main lobby door on Lincoln Avenue after 8:25 am. Our instructional day begins promptly at 8:30 am. IMPORTANT- there is no supervision for students prior to 8:15 am, so please refrain from dropping students off as there is no one to assist them in an emergency.

Birthday Parties

Organized birthday parties are not part of the school's instructional day, but arrangements can be made with the child's teacher to provide a healthy snack for the class on his/her birthday. Please bring snacks in individual serving portions as teachers do not have utensils or plates. Snacks are for your child's class only. Please check with your child's teacher regarding any food allergies.

For birthday parties scheduled after school hours, please send the invitations through the mail rather than distributing them via backpacks. If the invitations are brought to school, there must be an invitation for each student in the class.

Breakfast Program

As part of our food services program, we do run a breakfast program. If you are interested in signing your child up for breakfast, please contact the principal, Mrs. Fitzgerald, directly.

Cell Phones

Students can use cell phones before and after school. During school hours, all cell phones must be turned off and stored in the student's backpack. If cell phones are used inappropriately during the school day, the phone will be taken and parents can pick up the phone in the principal's office. The school is not responsible for lost or stolen cell phones.

Child Care

There is an option for before and after school care at Hutchinson School. The Pelham Children's Center offers a fee-based, on-site child care program after school. If you would like more information about the program, please call The Pelham Children's Center at 914-738-3900. www.pelhamchildrenscenter.org

Class Dues & Class Parents

At the beginning of each year, class dues are collected from each family by the class parents. These funds are used to pay for class parties and celebrations during the year.

Class parents help organize class parties, field trips, and special projects. They provide the communication between parents and their class for anything that the teacher may need. We encourage all parents to take an active part in their child's school and to volunteer during the year. Class parents must be members of the PTA.

The Dignity for All Students Act (DASA)

DASA explicitly prohibits discrimination and harassment in schools as follows: No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function. All reports concerning bullying and other violations of The Dignity for All Students Act should be reported immediately to Dr. Elizabeth Belanfante, School Psychologist and Dignity for All Students Coordinator, and Mrs. Trisha Fitzgerald, Principal. These reports will initiate a full investigation following our district protocols.

Dismissal

Students are dismissed promptly at 3:05 pm. Parents, guardians and caregivers must pick up children at 3:05 pm as there is no supervision after this time. Any 4th or 5th grade student who wishes to walk home must have a letter on file in the main office, from a parent or guardian, granting them permission to do so. Please develop a family plan for dismissal so that your child/children know exactly at which door you will greet them. For safety reasons, students will be dismissed from the following areas:

- K-2 Students- Dismissed from the door near the portables and 5th Street entrance only.
- 3-5 Students- Dismissed out the 3rd Avenue door unless meeting a younger sibling at the door near the portables.

Dress Code

Students shall dress appropriately for daily attendance at school. Dress should be neat, clean, and safe. It is suggested that when girls wear dresses or skirts, that they wear a pair of shorts underneath so they can fully enjoy P.E. classes and recess. It is the intent of the Pelham School District that dress should not contradict the purposes of educational programs that foster learning, health and safety. Examples of inappropriate dress may include, but are not limited to:

- Clothing which expose the torso, i.e., tube tops, half skirts, and halters.
- Clothing or buttons which show obscene, violent, alcohol or other drug related slogans, words or pictures or sexually suggestive statements.
- **All shoes must have a heel strap. No flip flops or sandals without heel straps or covered toes.**

Email

All teachers and staff have a district issued email address. Teachers and staff typically check their email daily. There is an easy district wide email system: first letter of the person's first name and then their last name followed by @pelhamschools.org *For example: Principal Trisha Fitzgerald would be tfitzgerald@pelhamschools.org, Secretary Pasqua Perrino: pperrino@pelhamschools.org and Nurse Elizabeth Wolfenhaut: ewolfenhaut@pelhamschools.org*

Emergency School Closings or Delayed Openings Information

Sometimes the start of the school day is delayed or school is closed due to inclement weather. Decisions about school closings are made as early as possible and take into consideration the safety of the students and staff. Families will be informed of changes in the school schedule via a phone blast. **If you do not receive a recorded phone message, please call the office with an updated phone number.** In addition, please check the website at: www.pelhamschools.org for current information or television station: Channel 12 TV or radio stations: WINS (1010am), WVOX (1460 am), WFAS (103.9fm).

Emergency Information

Each student must have on file an emergency contact sheet completed annually so that the school has the names and numbers of several friends or relatives to be called in the event of any emergency. Children will only be released to people you have listed as emergency contacts. Please note any unusual health conditions, including allergies. If your child becomes ill at school, either you or someone on your emergency card will be called to pick him/her up. **It's critical that any changes in your phone, email or address be communicated to the office so the emergency information can be kept current.**

Enrichment Classes

The PTA coordinates a variety of enrichment classes for students. These classes are taught by parents, teachers, and community members on a range of topics of interest to elementary age students, such as: ceramics, bead

making, chess, exercise, science, computers, etc. There are typically two sessions: one that finishes before the holiday break and one that finishes before the spring break. The fee per class changes depending on the class and there are typically 10 students in each class. If you are interested in teaching a class, please check out the PTA website at: hutchinsonpta.com

Field Trips & Chaperones

Field trips are scheduled throughout the year to enrich the curriculum and enhance the learning experience. For some field trips, parents are asked to pay a small entrance fee and/or cost for the bus. Some of the field trips are funded by our PTA dues. We use private bus companies which the district has vetted to provide transportation.

All students MUST have a signed permission slip to go on a field trip. If a student does not have a signed permission slip the morning of the field trip they will be placed in another classroom for the duration of the trip.

If you are signed up to be a chaperone on a field trip, please plan on staying for the entire trip. Students and chaperones must return with the class and not stay at the trip venue. We want everyone to be safe and have a positive experience.

Health & Wellness

In the event that your child is absent from school, you must notify the main office. If your child has a contagious illness, it is appropriate to inform the health office. The below guidelines have been developed in conjunction with our school physician. We hope that you will refer to these guidelines as you determine the timing of your child's school return. Our goal is to insure the health and well being of the entire Hutchinson School community.

- **Non Flu Related Fevers** If your child has a fever of >100.0 degrees or higher, he/she needs to stay home. Children may return to school once their fever is under 100 degrees for 24 hours without the use of fever reducers.
- **Vomiting/Diarrhea** If a child has exhibited these symptoms during the preceding 24 hours, the child needs to stay home.
- **Strep** Your child must be on an antibiotic for 24 hours before returning to school.
- **Flu** Children need to stay home if they have the flu and not return until 48 hours after the fever subsides. Flu related fevers may cease and then return after a day.

Homework

Homework is regularly assigned by classroom teachers to supplement class instruction, provide additional practice, or extend learning of a particular skill or concept. Teachers will use homework as an important factor in determining student grades.

The objective of homework is to: teach students to be independent learners, give them experience on how to follow directions, make judgments and comparisons, raise additional questions for study, develop regular study habits, responsibility, and self-discipline.

Kindergarten	20 min. per day	Grade 3	45-60 min. per day
Grade 1	30 min. per day	Grade 4	60 min. per day
Grade 2	45 min. per day	Grade 5	60-75 min. per day

Approximately half of the time listed should be spent reading.

Lost and Found

The Lost and Found area is next to the school library on the ground floor. Please label everything: coats, sweaters, jackets, gloves, hats, lunch boxes, etc! Check the Lost and Found area regularly. Items left for an extended time will be donated to local charities.

School Lunch Program

Hutchinson School has a daily lunch program set up in the gym. Students may purchase either a hot or cold lunch each day. Menus are posted on the school website at the beginning of each month. Lunches may also be brought from home. Free and reduced lunch is available for those who qualify and forms are available in the office. **A new Free and Reduced Application must be completed each year.**

Lunch Time Recess

Our school practice is to have students play outside whenever possible for lunchtime recess, so please provide your child with adequate clothing for the cold weather. When there is snow on the ground, students will be allowed to play in the snow if they are wearing boots, snow pants, coats, hat, and gloves. Any student without these items will need to stay on the blacktop during snowy weather. Snowballs are not allowed during recess.

Newsletter: The Hutchinson Highlights

The Hutchinson Highlights newsletter is sent out electronically each Thursday, so please contact the office if you are not receiving an eHighlights. This newsletter includes a message from the principal, important dates, upcoming events, and PTA news, as well as BOE and community information. Please make a habit of reading the newsletter to stay up to date with school events.

NYS Assessments

Each year our 3rd, 4th and 5th grade students take NY State assessments in ELA and Math. There is also a NYS Science Assessment for students in 4th Grade. The dates of the assessments are on the school calendar, and letters go home to those grades involved. How can students prepare for these tests? Get a good night sleep and eat a nutritious breakfast!

The Hutchinson School Parent Teacher Association (PTA)

The Hutchinson PTA is a volunteer group of parents and staff who work together to promote the education and well being of all children at Hutchinson. The PTA meets regularly throughout the year to discuss issues and to plan activities and events to support students and teachers. These meetings are an excellent way to get involved and stay in touch with what is happening at the school. The PTA goals are to:

- improve the quality of education for Hutchinson's children
- provide a forum to discuss school issues
- support and empower families
- encourage parents to become active in their child's education

School Pictures

The Hutchinson School PTA coordinates for group and individual pictures in the fall of each year. Information regarding ordering pictures will be sent from the PTA. Each student will be in their class picture whether they purchase a package or not. In addition, the 5th grade class photo will also be used for the yearbook, so formal attire is suggested.

Student Academic Progress Reporting To Parents

Progress is shared in the following ways:

- Report cards are sent home with students shortly after the end of each trimester. All dates are noted on the district calendar that is posted on the web site, **www.pelhamschools.org**
- Parent-Teacher Conferences are held twice each year; once in December following the end of the first trimester, and a second time in March after the second trimester.
- Meetings may be arranged at any time by the parent and/or teacher.
- Phone conferences between the teacher and parent are also a good way to stay involved with student progress.
- Parent visits to school can be scheduled with the classroom teacher.

Site Based Council (SBC)

The Site Based Council is an advisory group to the building principal. The Site Based Council at Hutchinson School is composed of three teachers, one classified staff member, three parents, and the principal. The main responsibilities of the Site Based Council are to:

- develop the school plan by identifying projects, programs, and activities that will enhance the regular school program
- monitor the implementation of the school plan and periodically assess its effectiveness
- facilitate communication between school, parents, and the community

Snacks

Please send a healthy snack with your child every day. Snacks should be nutritious (yogurt, cheese, fruit or vegetables) and easy to eat (without utensils). Also, it should be something they can comfortably eat in a short period of time. Soda, chips, candy, and chocolate are highly discouraged.

Tardy Students - IMPORTANT!

It's important to arrive on time every day! **School starts at 8:20 am and students are late at 8:25 am.**

Students who are tardy to school **MUST** check in at the office. Students will not be allowed to enter class without a late pass from the office. We ask your support in helping students arrive on time for school. Tardy students miss out on morning meetings, assignment directions and valuable learning time. When a student arrives late to the classroom, it is disruptive to peers and disrespectful of the class' time.

Traffic Safety at Hutchinson

During the school year, pedestrian and vehicle traffic related problems increase. We are asking for your assistance in making the area around our school as safe as possible when dropping off and picking up your child. Our school has a procedure that allows parents to drop off and pick up students safely. We ask that you use patience and caution when you drop off and pick up your child. There are signs and street markings around the school to assist you. Please read and comply with them and encourage your children to do the same.

Likewise, it is imperative that children only walk on the path when entering and exiting the back of the school.

Our staff parking lot is a live lot and cars are constantly arriving and leaving, making it unsafe for anyone walking through the parking lot. We respectfully request that you use the path when entering from 5th Street.

It's important that children use the crosswalk and the path only. Before and after school, there are crossing guards at the intersections of: Lincoln Ave. and Fifth Ave., Lincoln Ave. and Fourth Ave., Lincoln Ave. and Third Ave., and Fifth St. and Second Ave. **Always use the crosswalk!**

Title I Information: Parent Compact

The Hutchinson School is a Title I school and therefore receives funds from the federal government. According to the *Every Child Succeed Act of 2015* (formerly the No Child Left Behind Act of 2001), schools are required to ensure that teachers in core academic subjects are highly qualified to teach in their assignment area. Parents also have the right to request other information regarding the qualifications of their child's teachers such as the degrees and certifications they hold.

In addition, research shows that parent/ guardian involvement improves academic achievement and school performance. This can be accomplished through classroom communication, homework help and volunteering. The following section outlines the roles and responsibilities we all have to ensure a quality education for your child.

SCHOOL RESPONSIBILITIES:

At the Hutchinson School, the staff and teachers agree to:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet New York State's student academic achievement standards as follows:
 - Believe that each student can learn and encourage and support each student's learning.
 - Maintain and foster high standards of academic achievement.
 - Have high expectations for students and be committed to continuous growth.
 - Follow the Hutchinson School Code of Conduct that promotes positive behavior and provides for a safe, challenging, interesting and respectful school environment that is conducive to learning.
 - Respectfully and accurately inform parents of their child's progress.
 - Respect cultural differences of students, their families and other staff members.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - Conferences will be held twice yearly. The Hutchinson School calendar is posted on the website with the fall and spring conference dates listed. Information about how to schedule a conference will be sent home.
 - Conferences can be arranged at a mutually agreed upon time with the teacher and parent/guardian.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Interim progress reports with trimester goals will be mailed to parents/guardians approximately half-way through each trimester as needed.
 - Report cards are distributed to parents/guardians at the end of each marking period in December, March and June before parent-teacher conferences.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parents may email or call the teacher at any time. A staff contact list is available on our website or in the office.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:
 - Parents are welcome to come in during a pre-arranged time to take part in their child's education.
 - Parents are encouraged to volunteer to help with field trips, classroom activities, PTA and school wide events.

6. Hold an annual meeting to inform parents of the school's participation in the Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time for parents and will offer a flexible number of additional parental meetings so that as many parents as possible can attend. The school will invite all parents of children participating in Title I, Part A and will encourage them to attend PTA and Site Based Council meetings.

7. Provide information to parents of participating students in an understandable and uniform format, including, to the extent practicable, in a language that parents can understand.

PARENT RESPONSIBILITIES:

We, as parents, will support our children's learning in the following ways:

- Monitor attendance and be sure children arrive to school on time at 8:15am daily.
- Ensure that homework is completed.
- Monitor amount of television, computer and video game activity on a daily basis and be sure they get a good night's sleep.
- Volunteer in our children's classroom.
- Participate, as appropriate, in decisions relating to our children's education.
- Stay informed about our children's education. Communicate with the school by promptly reading all notices from the school or the school district either received by our children, by mail or electronically and respond as appropriate.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's Site Based Council, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

STUDENT RESPONSIBILITIES:

As a Hutchinson School student, I will share the responsibility to improve academically and to achieve New York State's high standards. Specifically, I will:

- Do my homework every day and ask for help when needed.
- Attend school regularly and be on time every day.
- Always do my best in my work and in my behavior.
- Treat other students, teachers, and my parents with respect.
- Follow the Hutchinson School Code of Conduct.
- Take pride in my school and school work.
- Believe that I can and will learn.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

This Hutchinson School-Parent Compact is in effect for the 2018-2019 school year.

Please sign and return this page to your child's classroom teacher. Thank You!

Date: _____

We have discussed the Hutchinson School B.E.A.R. Code of Conduct with our child. We understand the importance of having consistent rules school wide. We will work with our child to take responsibility for his/her actions and practice the school rules.

Parent Signature

Student Signature