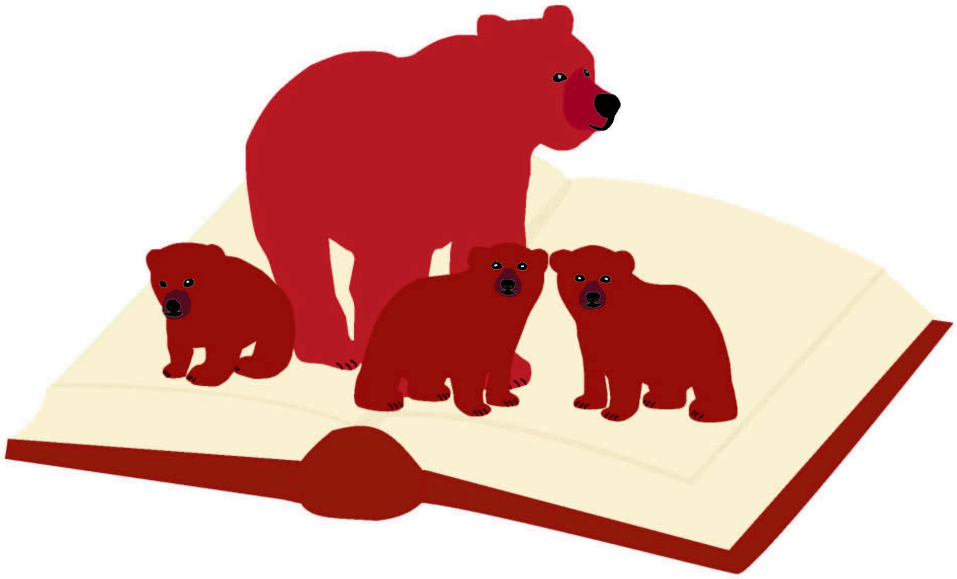
Hutchinson School



Student/ Parent Handbook

Dear Hutchinson School Students and Parents,

Welcome to Hutchinson School!
We're so glad you're here and part of our wonderful school community. The staff and I can't wait to partner with you this year to make it your child's best year yet.

Our **Student & Parent Handbook** was created in collaboration with our Site-Based Council and Hutchinson Cultural Competence Committee as a handy go-to guide for all things Hutchinson. Inside, you'll find details about our daily schedule, school expectations, and ways to get involved through our Parent Teacher Association (PTA). We hope you'll keep it nearby as a helpful reference all year long.

At Hutch, we truly believe that our school is stronger when families are involved. We invite you to join in—whether that's volunteering, attending special events, supporting fundraisers, or participating in the PTA, Site-Based Council, or Cultural Competence Committee. Your engagement not only benefits your own child, but enriches the experience for every student in our school.

This year promises to be full of exciting learning! Along with academic growth in every subject, students will also be building their social and emotional skills. They'll practice kindness, respect, and community—the values at the heart of Hutch—while learning our **B.E.A.R. Code** for positive behavior.

The B.E.A.R. Code will be modeled and reinforced throughout the year to help all students feel safe, connected, and ready to take academic risks. Please take a few minutes to review the B.E.A.R. Code with your child and return the signed acknowledgment page so we know we have your partnership in supporting it.

We can't wait to get started and are looking forward to an amazing year together!

Sincerely,

Jennifer Kean-Thompson
Principal

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Hutchinson School

Our B.E.A.R. Code of Conduct

	PLAYGROUND & RECESS	LUNCH	HALLWAYS & STAIRS	BATHROOMS
Be Safe Control or restraint of oneself actions or feelings. For kids: “I am in control of my body and words”	I control my actions, words and body. I stay in the recess area I am assigned to.	I am seated while eating, talking quietly and walking from one area/place to another.	I am walking silently with my hands to myself. I take one step at a time on the stairs	I go to the bathroom, wash my hands, and leave.
Empathize with others An intellectual identification of feelings, thoughts or attitudes with an understanding of others. For kids: “I think about other people’s feelings.”	I include others in games, activities, and conversation. I notice others’ feelings. I help others when they are upset. I take turns.	I include others at my table and in conversation. I use a calm voice.	I stay quiet so others can learn. I give space and am patient.	I am aware of privacy and if others need help.
Act Responsibly Accountable for something within one’s power. For kids: “People can trust/ count on me”	I take care of and return equipment and belongings. I follow game rules. I encourage teammates.	I keep and leave my area clean. I raise my hand for help or permission.	I go where I need to go and then come right back. I keep my hands and belongings to myself.	I keep and leave the bathroom clean.
Respect Others Respect is the experience of being heard and knowing that someone cares. For kids: “I treat others kindly.”	I listen to adults. I speak kindly. I share equipment.	I use my table manners and am mindful of my personal space. I listen to adults.	I am walking silently on the right side of the hallway and stairs. I listen to adults.	I wait my turn.

Hutchinson School Staff 2025-2026

PRINCIPAL Ms. Kean-Thompson	**SCHOOL SECRETARY** Ms. Galarza	**NURSE** Ms Jaime	**HEAD CUSTODIAN** Mr. Valencia
KINDERGARTEN Mrs. Gristina Mrs. Viggiano **KINDERGARTEN ICT** Mrs. Pearlroth Ms. Ulto	**1st GRADE** Mrs. DeVico Mrs. Ritacco Mrs. Yuen/Ms. Powers	**2nd GRADE** Ms. DeRaffele Mrs. Gentile Mrs. Hattar **SECOND GRADE ICT** Mrs. Lanza Ms. Tuchman Ms. Tibbats, TA	**K-2 SPECIALCLASS** Mrs. Badzo Mrs. Nezaj, TA **K-2 SPECIAL CLASS** Ms. Sgobbo Mrs. Spagnuolo, TA **3-5 SPECIAL CLASS** Ms. Buzin Mrs. Guiseppi, TA
3rd GRADE Mrs. Ragosta Mrs. Ruprich Mrs. Violino	**4th GRADE** Mrs. Reali Ms. Schepis Mr. Zweig	**5th GRADE ELA** Ms. Soccodato **5th GRADE MATH** Mrs. Hertwig **5TH GRADE SCIENCE/SS** Mrs. Ruffolo	**GREETER**
SPECIAL AREA TEACHERS Mrs. Bean, Strings Mrs. Corelli, FLES Mrs. DelMastro, Technology Mr. Dolgon, Band Ms. Lavin, FLES Mr. Ritacco, Library TA Mrs. Sullivan, Library Ms. Levi, Art Mr. Thompson, PE Mr. Vamos, Music	**ACADEMIC SUPPORT TEACHERS** Ms. Cipollone, ESL Ms. Bamford, ESL Mrs. Caraccio, Intervention Mrs. Ciolino, Intervention Mrs. Magiet, Intervention Mrs. Montano, Reading Specialist	**SPECIAL EDUCATION SUPPORT STAFF** Dr. Anderson, Psychologist Ms. Weaver, Psychologist Ms. Restaino, Physical Therapist Mrs. Caricati, Resource Room Mrs. O'Hare, Speech & Language Mrs. Szoke- Occupational Therapist	**PROFESSIONAL DEVELOPMENT** Mrs. DelMastro Mrs. Finkelstein Mrs. Alix

DAILY SCHOOL INFORMATION

6 Day Cycle

All Pelham schools run 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	FLES	P.E.
Kindergarten	45 minutes	2 classes/ 45 minutes	45 minutes	N/A	2 classes/ 45 minutes
1st Grade	45 minutes	2 classes/ 45 minutes	45 minutes	N/A	2 classes/ 45 minutes
2nd Grade	45 minutes	N/A	45 minutes	2 classes/ 45 minutes	2 classes/ 45 minutes
3rd Grade*	45 minutes	N/A	45 minutes	2 classes/ 45 minutes	2 classes/ 45 minutes
4th Grade*	45 minutes	N/A	45 minutes	2 classes/ 45 minutes	2 classes/ 45 minutes
5th Grade*	40 minutes	N/A	45 minutes	2 classes/ 45 minutes	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 do the following:

1. Phone the office at 914-738-3640 or send an email to the school nurse, and the classroom teacher. Please provide us with the reason for the absence and how long it will last.
2. Please send a note upon the student's return. Notes should include the following:
    a. student's first and last name
    b. teacher and grade
    c. date(s) of absence
    d. reason for absence
    e. name and signature of parent/guardian.

Arrival Time

Doors open for student arrival at 8:15 am and students should be in their classroom by 8:20 am. Any student arriving after 8:25 am is late and will need to report to the greeter for a late pass. Please note that since all doors are locked, students will need to enter through the main entrance door after 8:25 am, as our instructional day has begun. IMPORTANT- there is no supervision for students prior to 8:15 am, so please refrain from dropping students off before this time, as there is no one to assist them in an emergency.

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 complete **this form** to register or email Ms. Kean-Thompson directly.

Devices

As part of New York State's new "phone-free schools" law, students may not use personal digital devices during the school day. This includes cell phones, smart watches, tablets, headphones, e-readers, and handheld gaming devices. Unless a device has been approved by the district for medical or instructional purposes, it must remain turned off and stored in a backpack from arrival until dismissal. If your child brings a device for before- or after-school communication, please remind them that it must stay in their backpack during the day. Please note that backpacks are not supervised during school hours, and the school cannot be responsible for lost or missing items.

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 Anderson, School Psychologist and Dignity for All Students Coordinator, and Ms. Jennifer Kean-Thompson, Principal. These reports will initiate a full investigation following our district protocols.

Dismissal

Students are dismissed promptly at 3:05 pm. Please keep in mind the following:

- Kindergarten Students will be dismissed at 3:00 pm and will exit out the door on the front left side of the building. Students will be accompanied by their teacher.
- 1st & 2nd Grade Students will be dismissed at 3:05 pm and will exit out the door on the front left side of the building. Students will be accompanied by their teacher.
- 3rd, 4th and 5th Grade Students will be dismissed at 3:05 pm and will exit out the door on the front right side of the building. Students will be accompanied by their teacher.
- Students who have been given permission to walk home from school will exit the school with their class and then continue on their journey home. Walker forms for this school year are available in the main office. Please contact Ms. Galarza (mgalarza@pelhamschools.org) for a copy. If your child was a walker last year, you still need to complete a new form for this school year.

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 one factor in better understanding student mastery and challenges of current curriculum content. The purpose 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.

The Board of Education Homework Policy outlines the following homework guidelines, and approximately half of the time listed should be spent reading.

GRADE LEVEL	MINUTES of HOMEWORK per DAY
Kindergarten	20 min. per day
1st Grade	30 min. per day
2nd Grade	45 min. per day
3rd Grade	45-60 min. per day
4th Grade	60 min. per day
5th Grade	60-75 min. per day

Lunch Program

The Hutchinson School hosts a daily lunch program, with monthly menus posted on the district website at the beginning of each month. Students are also welcome to bring a nut-free lunch from home. Beginning in the 2025–2026 school year, all public school students in New York State will receive free breakfast and lunch each day as part of the new Universal Free School Meals Program. Funded through the state's 2025 budget, this initiative aims to support student success, promote equity, and address food insecurity. If your child would like a second lunch, it can be purchased using MySchoolBucks.

Recess

Our school practice is to have students play outside as long as the "feels like" temperature is above 25 degrees, it is not heavily precipitating, and conditions are safe. Please ensure your child is dressed appropriately for the weather with items such as a warm coat, hat, gloves, and boots. Students may play in the snow only if they are wearing boots, snow pants, coats, hats, and gloves; those without these items will need to remain on the blacktop during snowy weather. For safety reasons, snowball throwing is not allowed during recess. On particularly cold days, students will be allowed to warm up in the nurse's office for up to five minutes before returning outside.

Snacks

Please send a **nut-free snack** with your child every day, as we are a nut-free school. Snacks should be nutritious (e.g., yogurt, cheese, fruit, or vegetables) to help students maintain their energy levels for learning. It is also helpful if the snack is easy to eat (without too many utensils) and something students can comfortably finish in a short period of time. **Healthy snacks** are strongly encouraged.

Tardy Students

It's important to arrive on time every day!

- **The school doors open at 8:15 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. If your child will be late due to a planned appointment, please email your child's teacher and Ms.Galarza (mgalarza@pelhamschools.org) to let them know.

GENERAL SCHOOL INFORMATION

Birthdays

Birthdays are very special and exciting days for many of us! It is a time to celebrate with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to our District Wellness Policy, student medical issues, and our school and district commitment to equity and access and creating a community of inclusiveness. Therefore, all elementary schools will be replacing edible treats with non-food celebrations. Students, teachers, and parents will collaborate to choose an appropriate celebration option for each child.

Your child's teacher will provide a list of ideas for celebrating, and you may suggest one as well. We look forward to honoring each of our children on their special day. But most of all, we will do so in an environment that focuses on the child, on the inclusion of all, and on the joy that the day brings. As always, thank you for your support and understanding.

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.

Code of Conduct

While we focus primarily on our B.E.A.R. Code of Conduct with our elementary students, it is important to note that the District has outlined a Code of Conduct for all the Pelham Schools. This Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. Our Code of Conduct can be found on our district website.

Communication

There are two forms of weekly communication that families receive digitally. These include:

- Parent Square Message from the Principal- this is sent every Sunday and includes information regarding the week ahead.
- Hutchinson Highlights- this is sent every Thursday by the PTA and includes PTA and related community events.

If you do NOT receive these two important pieces of communication, please reach out to Jennifer Kean-Thompson, jkeanthompson@pelhamschools.org to ensure that we have your correct email address on file.

Dress Code

In order to create an atmosphere conducive to teaching and learning, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Staff members and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. Without limiting the foregoing, and by way of example, each student shall at all times during the school day:

- Recognize that extremely brief or revealing garments are not appropriate
- Ensure that underwear is covered by outer clothing
- Wear shirts and footwear at all times, provided that footwear that is a safety hazard shall not be allowed
- Not include the wearing of hats in the Elementary and Middle School buildings except for a medical or religious purpose or for designated special events.
- Not wear items containing words or insignia that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability
- Not wear items that promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

Individuals who violate the dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Email

All teachers and staff have a district issued email address. Teachers and staff typically check their email daily. The district wide email system determines a staff member's email address as: first letter of the person's first name and then their last name followed by @pelhamschools.org *For example: Principal Jennifer Kean-Thompson: jkeanthompson@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 stations: 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.**

Emergency Drills and Preparedness

As part of our commitment to the safety and well-being of our students and staff, the school is required by New York State to conduct regular emergency drills. These drills are essential to ensure that, in the event of a sudden emergency, everyone is able to respond appropriately, efficiently, and without confusion or panic. Drills are designed to familiarize students and staff with emergency procedures, allowing for a safe and organized response should the need arise. Families will receive at least one week's notice prior to a scheduled drill, providing an opportunity to discuss the importance of these practices with your child. We appreciate your cooperation in supporting our efforts to maintain a secure and prepared school environment.

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 the entrance fee and/or cost for the bus. Some of the field trips are funded by our PTA. 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, please notify the main office, your child's classroom teacher, and the school nurse. 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.

- **COVID** Children who test positive for COVID must stay home from school. Please contact our school nurse for information regarding CDC and/ or the Westchester Department of Health's current recommendations.

Integrated Co-Taught Classrooms (ICT)

What is co-teaching?

- Integrated Co-Teaching is a classroom in which a general education and a special education teacher jointly provide instruction to a class that has students with and without disabilities.
- The General Education and Special Education teacher meet to co-plan and prepare lessons, activities and projects that are multi-sensory and differentiated. Together, both teachers deliver instruction to ALL students employing a range of teaching strategies.
- This benefits not only the students with disabilities but all students in the class.
- Co-teaching is the most common method of delivering specially designed instruction to students with disabilities in the least-restrictive environment.

Lost and Found

Please label everything: coats, sweaters, jackets, gloves, hats, lunch boxes, etc! If your child's name is labeled on the item, we will do our best to reunite your child with the item. Periodically we will place all lost and found items outside at dismissal to help items return to their owners. Items left for an extended time will be donated to local charities.

New York State Assessments

Each year our 3rd, 4th and 5th grade students take New York State assessments in ELA and Math. 5th grade students will also participate in the NYS Science Assessment. 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's sleep and eat a nutritious breakfast!

Site Based Council

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

Spirit Days

Every Friday, students are encouraged to show their school spirit by wearing their Hutchinson School or Pelham gear! While our dress code does not permit the wearing of hats in school, on Friday, students are welcome to wear a hat that shows their Hutchinson or Pelham school spirit.

Student Academic Progress Reporting To Parents

Progress is shared in the following ways:

- Report cards are available on Infinite Campus three times a year (fall, spring, summer). If you have difficulty accessing Infinite Campus, you should submit a Help Desk Ticket.

- Parent-teacher conferences are held twice a year, once in the fall and once in the spring. Families will be notified through ParentSquare with detailed instructions on how to sign up for a time slot that best fits their schedule.
- 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.

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.

Before and after school, crossing guards are stationed at the intersections of Lincoln Ave. and Fifth Ave., Lincoln Ave. and Fourth Ave., Lincoln Ave. and Third Ave., and 5th St. and Second Ave. Always use the designated crosswalks at these intersections and follow the instructions of the crossing guards to ensure everyone's safety. Families are encouraged to teach children the importance of crossing safely by looking both ways before stepping into the crosswalk, making eye contact with drivers when possible, and staying alert by avoiding distractions such as phones or headphones. These habits will help children stay safe not only on their way to and from school but in all pedestrian situations.

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 at school on time at 8:15am daily.
- Ensure that homework is completed.
- Monitor the 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.

PTA INFORMATION/ RESOURCES

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, teachers and families. These meetings are an excellent way to get involved and stay in touch with what is happening at the school. The PTA also sends out a weekly communication called the Hutchinson Highlights to help capture school and community events. The PTA goals are to:

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

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 are organized by our PTA for each class as a point of communication between the PTA, the classroom teacher and the families within the class. 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.

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

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, therefore, formal attire is suggested.

FAMILY RESOURCES

Child Care

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

Emailing Hutchinson School Staff

All teachers and staff have a district issued email address. Teachers and staff typically check their email daily. However, since teachers are teaching during the school day, if you email a teacher with important information they need prior to dismissal, please call the main office to ensure they receive the information. The district wide email system determines a staff member's email address as: first letter of the person's first name and then their last name followed by @pelhamschools.org *For example: Principal Jennifer Kean-Thompson would be jkeanthompson@pelhamschools.org*

Thank you for reading!

When you have read through this handbook, please go over the B.E.A.R. guidelines with your child and complete this form.

Together We Make A Difference