

# Hutchens Elementary School

## Student-Parent Handbook

2024-2025



**10005 West Lake Road**

**Mobile, AL 36695**

**Phone: 251-221-1420**

**Fax: 251-221-1425**

Mrs. Brittney Owen  
Principal  
[bowen@mcpss.com](mailto:bowen@mcpss.com)

Mrs. Talia Johnson  
Assistant Principal  
[tjohnson@mcpss.com](mailto:tjohnson@mcpss.com)

## Welcome to Hutchens Elementary School, Home of the Cardinals!

This handbook is designed to provide information concerning the operational and educational policies of Hutchens Elementary School. Parents must also review the Board Policy Manual and Student Code of Conduct on the [Mobile County Public School System website](#). Please familiarize yourselves with the contents of these resources and discuss the information with your child. Our school information is regularly updated on our school website at [Hutchens Elementary School](#).

### Our Mission

The mission of Hutchens Elementary School is to grow learners, build character, and empower leaders every day.

### Our Vision

Our vision at Hutchens Elementary School is to be the model for excellence in education. Through building relationships, collaboration, preparation, and differentiated instruction, we strive to create an environment where every child will be successful.

### Our Motto

Every Student Matters. Every Moment Counts.

### Mascot

Cardinal

### School Colors

Red, Navy, White

### Our Beliefs

We value:

- **Culture of Success:** *We believe in a positive and caring school culture that celebrates the character, integrity, and diversity of our students and staff.*
- **Collaboration for Results:** *We believe relationships with parents, colleagues and students are what makes our school unique and special. We believe that we are a family of learners, a team that always depends on each other.*
- **Commitment to Excellence:** *We believe in holding high expectations and supporting ALL students to success.*
- **Community Partnerships:** *We believe that the support and diversity that our community provides enriches our lives and our learning.*
- **Continuous Improvement:** *We believe in the intentional process of continuous improvement in every school and department because it is the standard for excellence.*

# General School Information

BOARD APPROVED on 01/22/2024

MOBILE COUNTY PUBLIC SCHOOLS  
2024-2025 SCHOOL YEAR CALENDAR

176-Students  
187-Teachers

<p><b>4-Independence Day (System wide Holiday)</b></p>	<p><b>July 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td style="background-color: #f08080;">4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>JANUARY 2025</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td style="background-color: #f08080;">1</td><td style="background-color: #f08080;">2</td><td style="background-color: #f08080;">3</td><td style="background-color: #f08080;">4</td></tr> <tr><td style="background-color: #90ee90;">5</td><td style="background-color: #90ee90;">6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: #f08080;">20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>1-New Year's Day System Wide Holiday) 2-Professional Deve. 3-Teacher Work Day 6-3rd QTR. Begins 20-MLK Jr. Day (System wide Holiday) 5-19/ T-21 Days</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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<p><b>20-2nd QTR. Ends (43 Days)</b></p> <p><b>23-31 Christmas Break (School Holiday)</b></p> <p><b>Students -15 Days Teachers-15 Days</b></p>	<p><b>DECEMBER 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td style="background-color: #90ee90;">20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: #f08080;">23</td><td style="background-color: #f08080;">24</td><td style="background-color: #f08080;">25</td><td style="background-color: #f08080;">26</td><td style="background-color: #f08080;">27</td><td>28</td></tr> <tr><td>29</td><td style="background-color: #f08080;">30</td><td style="background-color: #f08080;">31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>JUNE 2025</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td style="background-color: #f08080;">19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>12 Month Employee Holidays 2024-25 July 4-Independence Day Sept.2-Labor Day Nov. 11-Veterans Day Nov.27-29 Thanksgiving Dec. 24-26-Christmas Break Dec.31 &amp; Jan. 1 New Year's Jan.20 MLK Jr. Day March 3-5 Mardi Gras/ Pres. Day May 26- Memorial Day/June19-June15th Day</p>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
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First and Last Day of Quarter
 

 Virtual/Distance Instruction
 

 Teacher Planning/Staff Development/Student Holiday
 

 9-FLEX DAYS
 

 Student/Teacher Holidays



## Nora Mae Hutchens Elementary School 2024-2025 Uniform Policy



Brittney Owen  
Principal

10005 West Lake Road  
Mobile, Alabama 36695

Phone (251) 221-1420  
Fax (251) 221-1425

<b>GIRL UNIFORMS</b>		
<b>PLAID JUMPERS &amp; SKIRTS</b>	French Toast Green Plaid Pleated V-Neck Jumper French Toast Green Plaid 2 Tab Scooter French Toast Green Plaid Pleated Skirt	Zoghby's 178 Attached Belt Tunic Jumper-Plaid 83 Zoghby's 104 Wrap Front Skort- Plaid 83 Zoghby's 134 Kick Pleat Skirt- Plaid 83
<b>BOTTOMS</b>	<p style="text-align: center;">Solid Navy <u>Uniform Type</u></p> <ul style="list-style-type: none"> <li>• Pants</li> <li>• Shorts</li> <li>• Skirt</li> <li>• Skort</li> </ul>	<u>Not Permitted:</u> jeans, jeggings, denim, sweatpants, cargo pants
<b>TOPS</b>	<ul style="list-style-type: none"> <li>• Red or White Short or Long Sleeve with collar</li> <li>• White Short or Long Sleeve Peter Pan Collar Blouse</li> <li>• 2023-2024 or 2024-2025 Spirit Shirt (Worn on Fridays only)</li> </ul>	
<b>BOY UNIFORMS</b>		
<b>BOTTOMS</b>	<p style="text-align: center;">Solid Navy <u>Uniform Type</u></p> <ul style="list-style-type: none"> <li>• Pants</li> <li>• Shorts</li> </ul>	<u>Not Permitted:</u> jeans, jeggings, denim, sweatpants, cargo pants
<b>TOPS</b>	<ul style="list-style-type: none"> <li>• Red or White Short or Long Sleeve with collar</li> <li>• 2023-2024 or 2024-2025 Spirit Shirt (Worn on Fridays only)</li> </ul>	
<b>GIRLS &amp; BOYS</b>		
<b>BELT</b>	Color: SOLID Brown or Black	Pants with belt loops require a belt for girls and boys.
<b>SHOES</b>	<p style="text-align: center;"><u>Athletic/Tennis Shoes ONLY</u></p> <ul style="list-style-type: none"> <li>• Lace up or Velcro only</li> <li>• Solid white, navy, black, or grey are preferred.</li> <li>• Saddle Oxford Tennis shoes are acceptable.</li> </ul>	<u>Not Permitted:</u> lights, wheels, sandals, open-toe, open back, boots, HeyDudes, Crocs, ballerina/baby doll style slippers, slides, or anything deemed inappropriate by administration
<b>SOCKS, TIGHTS &amp; LEGGINGS</b>	<ul style="list-style-type: none"> <li>• Solid White socks</li> <li>• Solid Navy socks</li> <li>• Leggings or tights (solid navy or solid white) <u>may be worn under</u> shorts, skirts, or dresses, but they <u>are not acceptable alone as bottom attire.</u></li> </ul>	
<b>OUTERWEAR</b>	<p>Color: Solid Navy or Red</p> <ul style="list-style-type: none"> <li>• Jacket</li> <li>• Sweater/Sweatshirt</li> <li>• Windbreaker</li> </ul>	<u>Not Permitted:</u> hoods, hats, bandanas
<b>BACKPACKS</b>	<ul style="list-style-type: none"> <li>• No rolling backpacks.</li> </ul>	Field Trips: 23/24 or 24/25 Spirit shirt may be worn with uniform bottoms and tennis shoes.
<b>JEWELRY/HAIR/ACCESSORIES</b>	<p><u>Not permitted:</u> anything deemed by the administration as excessive, distracting, offensive, or interfering with the educational process</p> <p><u>Label all outerwear, lunch boxes and water bottles with first and last name.</u></p>	

## Morning Arrival and Dismissal Procedures

### School Hours:

The front office will open at 7:15 a.m. each day and close at 4:00 p.m. each afternoon.

#### Arrival Times:

Breakfast Begins	7:40 a.m.
Take-In Time	7:40 a.m.
Students enter classroom	7:55 a.m.
Tardy	8:15 a.m.

#### Dismissal Times:

Carline	3:10 p.m.
Buses	3:10 p.m.
Vans	3:10 p.m.
Teachers off Duty	3:25 p.m.

All drivers are asked to follow the directions of teachers on duty and be respectful to those assisting and directing traffic. When pulling into the carlines, please remember to observe all safety regulations. Parents are asked to remain in their cars during drop-off/pick-up. Staff will assist your child in getting in and out of their car. No person is allowed to walk between vehicles. Please utilize the crosswalk at all times.

### Morning Arrival:

- Students are not to unload from their vehicles **until 7:40 a.m.** when teachers are on duty. Supervision is not available until 7:40 a.m., and doors will be locked.
- Car riders, bus riders, and van riders will enter through the main lobby and report directly to the cafeteria for breakfast. At 7:55 a.m., all students are dismissed from the cafeteria/gym to their classroom.

### Afternoon Dismissal:

Afternoon dismissal will begin at 3:10 p.m. For safety purposes and to ensure correct pick-up, drivers will be asked to hang a student identification tag in the rearview mirror. Car tags will be provided at Meet the Teacher. This tag will list the student's assigned number and should be visible at all times during the car line. Please practice carpool numbers with your child daily. This helps the line flow efficiently.

- Car and van riders are dismissed through the front lobby and bus riders are dismissed through the side door by the gym. All students are expected to sit quietly and listen for their car # or bus animal name to be called.

### Late Pick-Up:

Students who are not picked up by 3:25 p.m. will be brought to the office. Parents will have to report to the office and present identification to pick up students. Any student remaining on campus after 4:00 p.m. will be taken to After-School care. Parent/Guardian will be charged a \$15.00 daily fee, due at pick-up.

- Please exercise patience during the first few weeks of school as everyone becomes acclimated to dismissal routines and procedures.
- It is the expectation that traffic laws are obeyed (i.e., Children buckled appropriately, children not allowed in truck beds, no hanging out of windows/sunroofs, no texting and driving).
- Refrain from texting and talking on cell phones
- Loud music is not allowed in carlines.
- Tobacco products are not allowed on campus.

We reserve the right to report unsafe traffic behaviors to authorities for the safety of our students.

**Bus Information:**

All students who ride a bus will be assigned to a specific bus number and each bus is labeled with a specific animal. (For example, the ladybug bus, the bear bus, the bird bus, the elephant bus, etc.). It is important for students to learn their bus animal name. Appropriate behavior is always expected on the bus. Misconduct on the bus is a safety hazard and may result in revocation of riding privileges or other disciplinary consequences. If a child is referred to administration for a bus infraction, an investigation will take place and the parent will be contacted. After the parent has been contacted, if the misbehavior continues, a bus suspension may occur. Bus suspensions for the 1st offense are five consecutive days. Subsequent bus suspensions may result in a longer period. Should you need another stop for the bus you should utilize the MCPSS website to submit a new stop application. Students are expected to be at the bus stop at least ten minutes before it is scheduled to arrive. Students are to board only at the designated stops where they live. Students are not allowed to ride a different bus home with a friend. We only transport students to and from their own address. The direct number to MCPSS transportation is 251-221-5260.

**Student Conduct to Promote Bus Safety:**

- Do not run to/from a bus stop.
- Be alert for vehicles in driveways and parking lots.
- Do not move toward the bus until the driver has given permission.
- Follow the driver's instructions.
- Hold onto the handrail to prevent a slip or fall.
- Go directly to the seat and sit down.
- Keep books, backpacks, and other belongings out of the aisle.
- Talk quietly and stay seated while the bus is in motion.
- Keep arms and head inside the windows.
- Refrain from horseplay while waiting on the bus.
- Be courteous and respectful of others.
- No loud talking or shouting.
- Do not use profanity or abusive language.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Student/parent/guardians may be responsible for damages.
- Never throw objects inside the bus or out of the window. Student/parent/guardian will be responsible for damages incurred by such action.
  - Do not leave paper or trash on the bus.
  - Move away from the bus as soon as you exit.
  - Do not play in loading/unloading zones.
  - Never bend down near or under the bus.
  - Always stay where you can be seen by the bus driver.

**Before and After School Care:**

A lottery system is used to select students into our before/after school care program. Before school care will run from 6:30 am – 7:40 am and After school care will run from 3:25 pm – 6:00 pm. Please email our coordinator, Michelle Revillosa at mcrevillosa@mcpss.com for more information.

**Dismissal Changes:**

ALL changes in a dismissal routine must be made in writing and sent to your child's teacher the morning of or day before the necessary change. **Changes in dismissal are not taken over the phone, text, or email.** We cannot guarantee that a text/email will be checked prior to dismissal. We understand emergency situations arise, but we will not allow constant day to day changes through the office. Please help us with this policy and plan accordingly.

**Attendance and Truancy Procedures:****Attendance:**

School attendance and punctuality is important for student success. In case of an absence, a dated written excuse including the specific date(s) of absence must be provided to the school within three (3) days of the student's return to school to be counted as an excused absence. After the third day, the absence is unexcused, *regardless* of the reason for the absence. Excused absences include illness, death in the family, inclement weather conditions, legal quarantine, prior permission of the principal and consent of legal guardian, or an emergency condition as determined by the principal.

**Unexcused absences are NOT acceptable!**

If your child has:

- 1 Unexcused absence – Parent/Guardian will receive a phone call or email from the school.
- 2 Unexcused absences – Parent/Guardian will receive a phone call or email from the attendance officer.
- 3 Unexcused absences – Parent/Guardian will receive a phone call or email from the District Attorney's Office stating that this is the last warning before the legal system becomes involved.
- 5 Unexcused absences – Parent/Guardian will receive a letter stating that attendance is mandatory at the Early Warning Truancy Program.
- 7 Unexcused absences – A court petition can be filed on the parent and student.
- 10 Unexcused absences – A referral to the Gulf Coast Family Center (participation is mandatory)
- 15 Unexcused absences – The student's driver permit or driver's license can be suspended

**Early Warning Truancy Program:** Parent/Guardian's attendance is mandatory. If the parent/guardian does not attend the Early Warning Truancy Program or the unexcused absences continue, a legal notice/petition to Juvenile Court will be processed. School staff will continue to monitor the student's attendance.

**Late Arrival/Tardies:** Research has proven a direct correlation between school attendance and student achievement. Please make every effort to have your child at school by 8:15am. Students arriving at school after 8:15am are considered tardy. If a student is tardy, a parent or guardian must walk the student into the building and sign them in at the front office. Please strive to have your student at school, on time, every day for maximum learning. Classroom instruction and routines are disrupted when students are tardy.

**Early Dismissals :**

Parent/guardians of students must present photo identification to school office personnel before a student will be allowed an early dismissal from school. Such persons are not to go directly to classrooms for this purpose. You must complete the sign-out system before a child will be released. Students will not be released to anyone whose name is not listed under emergency contacts. Early dismissals prior to 11:45am will result in a state coded all day absence. No early dismissals will be granted after 2:30 p.m. We must clear the parking lots and traffic lanes for a safe and smooth release of students. It is highly encouraged to make all medical and dental appointments after school hours for students to receive maximum daily instructional time. Students will be allowed no more than 3 early dismissals or tardies to be considered for Perfect Attendance. Excessive absences, tardiness, and early dismissals are also reported to MCPSS Division of Student Services and the District Attorney's Office. *Note: When a "shelter-in-place" is issued, campus doors are locked. School staff and students are relocated, and early dismissals are not possible until the school resumes general operations.*

**Safety & Emergency Procedures:**

In accordance with State and Federal guidelines, Hutchens Elementary School has formulated and implemented a comprehensive safety and crisis plan. The safety of your child is our top priority. To provide and maintain a secure environment for students and staff, we use several different safety measures, including but not limited to locked exterior doors, visitor screening, and the use of surveillance equipment.

**Use of surveillance equipment:** In compliance with state and federal laws pertaining to privacy, the viewing of surveillance video is restricted to Mobile County School System Personnel.

**Safety Plan:** Hutchens Elementary has a safety plan that addresses safety procedures and responsibilities for intruders, weather, locked doors, evacuations, and fire.

**Fire, Lockdown, & Severe Weather Drills:** Emergency drills are held throughout the school year. Students are requested to move in an orderly manner to a shelter in place, as directed. Upon completion of the drill, an all-clear message will be communicated, at which time regular school day activities will resume.

**Tornado Watch:** In the event a tornado watch is issued for areas in which the school is located, the principal or his or her designee shall take actions necessary to promote student safety. When a tornado watch is in effect at the conclusion of the normal school day, students may be released according to regular dismissal and transportation plans.

**Tornado Warning:** In the event a tornado warning is issued for areas in which the school is located, the principal or his or her designee should take all actions necessary to promote student safety as outlined in each school's safety plan. If a tornado warning is in effect, students may not be released pursuant to regular transportation plans. If conditions permit, students may be released during a tornado warning to parent/guardian, provided said parent/guardian reports to the school and assumes custody of their child.



**School Closings:** The Superintendent will close schools when weather conditions are too hazardous for safe operations. Parents will be notified by an automated phone system as well as through postings on the school websites, social media accounts, and local television and/or radio stations.

**Address & Telephone Changes:**

Changes in home address or phone number should be reported to the school office immediately. Changes of address require updated proofs of residency. Accurate information is necessary in the event a parent/guardian must be contacted due to an emergency or student illness.

**Student Contacts:**

The office staff must be notified in writing of any persons that the student should not be released to and provided with copies of legal documents that support the facts.

**School Visitors/Volunteers:**

Student Safety is our top priority. A visitor is anyone who is not employed at Hutchens Elementary School. All visitors should ring the bell at the front entrance, report to the main office, show identification, and state the purpose of the visit. All visitors must be listed on the student's contact information, secure a visitor's pass, and comply with school policies and procedures while on campus. Volunteers coming to assist at the school are also required to sign in and wear an identification tag. Visitors/volunteers who fail to maintain behavior that enriches the educational environment are subject to restriction from all school facilities, activities, and events. All school facilities are smoke/vape free. Use of profanity is also prohibited (verbal, written, or gestures).

**Health Services:**

**Medication Protocol:**

All medications require parents/guardians to complete the Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) forms. New forms must be renewed at the beginning of every school year and any time the doctor makes a change to prescribed medication. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

**Medication Guidelines:**

All medications must be hand delivered by the parent or guardian to the school nurse. This includes all students who "self-administer" and/or "self-carry" medications.

- The school nurse will count all medications in the presence of the parent or guardian.
- The parent/guardian and the nurse will sign a form that indicates the medications were received, counted, and secured by the school.
- Medications are always stored in a locked/secure medication container/cart
- The parent/guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.
- For controlled substances, no more than a 30-day supply of medication should be supplied for the student to take at school.

- The parent/guardian will be responsible for updating the supply monthly.
- All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations in the presence of a witness, as indicated. No medications will be kept at school over the summer.
- Some medications are not to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours.
- The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period.
- The first dose of any new medicine should not be given at school due to the potential for severe side effects or reactions to the medication.
- Mobile County Public School System follows the Alabama State Department of Education and Alabama Board of Nursing guidelines for the administration of medications to students.
- Only school nurses and approved non-licensed medication personnel are legally allowed to administer medications to students.
- Students may not carry medications, including over-the-counter, on their person. Failure to comply with procedures will result in disciplinary action for the student.

If you have any questions, please contact our school nurse, Jessica Maxwell at [jmaxwell@mcpss.com](mailto:jmaxwell@mcpss.com)

**Allergy Guidelines:** If a student has a SEVERE allergy or intolerance, the parent/guardian should indicate this issue on the Health Assessment Form and notify the school nurse by providing appropriate information from their physician. If your child has a known severe allergy, please provide appropriate physician prescribed medications (i.e., Epi-pen, Benadryl, etc.).

### **Illness Guidelines:**

Many parents are concerned about when to keep children who have been ill home from school. The following are a few of the most common reasons children should stay home or may be sent home from school:

- **Fever** – A child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 24 hours after the fever has gone without medication.
- **Sore throat** – Sore throats are very common and can be caused by sinus drainage, mouth breathing, viruses (colds), bacteria (Strep), dehydration, and anything that can irritate tissue (such as food, hot liquids, etc.). When a student has a fever with a sore throat, the student should see a health care provider before returning to school. A student who has a sore throat with a fever of 100 degrees or more will be sent home.
- **Vomiting and/or diarrhea** – A student should stay home from school if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever, a child should remain at home. If diarrhea continues for more than 48 hours, a child will need a doctor's written statement to return to school.

- **Cough/nasal drainage** – A cough that is chronic can spread germs and be disruptive in a classroom. Please take this into consideration when deciding to send a student to school. The school nurse may evaluate a student with a cough, and if determined to be excessive, may be sent home. A child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been awake at night with these interruptions, allow the child to recover at home. For a student to have cough medicine at school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent/guardian. The parent/guardian must bring the medication to the school nurse. Students are not permitted to carry the medication.
- **Rash** – There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. Any child who has an undiagnosed rash should not attend school. A child should be taken to his/her physician for evaluation of rashes, especially if there is an association with fever, sore throat, or cough. When a child is sent home from school with a rash, a physician's note is required for the child to return to school.
- **Respiratory Viruses/Illnesses** – including Flu, COVID-19, RSV (Respiratory Syncytial Virus), and other respiratory viruses should be handled in accordance with the Alabama Department of Public Health, Mobile County Health Department, and Alabama State Department of Education. The following precautions and guidelines include:
  - Stay home and away from others.
  - Be fever free for 24 hours without taking fever-reducing medications before returning to school or school-related activities.
  - Follow recommendations from the healthcare provider.
  - Ensure symptoms are improving before returning to school.
  - Practice good hygiene by covering coughs and sneezes.
  - Wash hands frequently.
  - Clean frequently touched surfaces.

### **Mental Health:**

Mental health includes emotional, psychological, and social well-being. Like physical health, everyone has mental health or mental well-being. If you or your student is exhibiting a mental health crisis, we have resources available at the school to help. Please contact a school administrator and/or our school counselor for more information.

### **Health Screening:**

The school nurse may provide screenings or referrals for screenings in vision, hearing, dental, scoliosis, blood pressure, and various other assessments.

- Vision screening is performed in Kindergarten & 2nd-grade students.
- Hearing screening is performed when requested.
- A dentist performs dental screening for 1st grade students.

School nurses also provide screenings for referrals from special education and PST. If a parent/guardian would like to request a vision or hearing screening, the request can be sent to the school nurse. All school screenings can be opted out with a signed permission slip.

**Immunizations:**

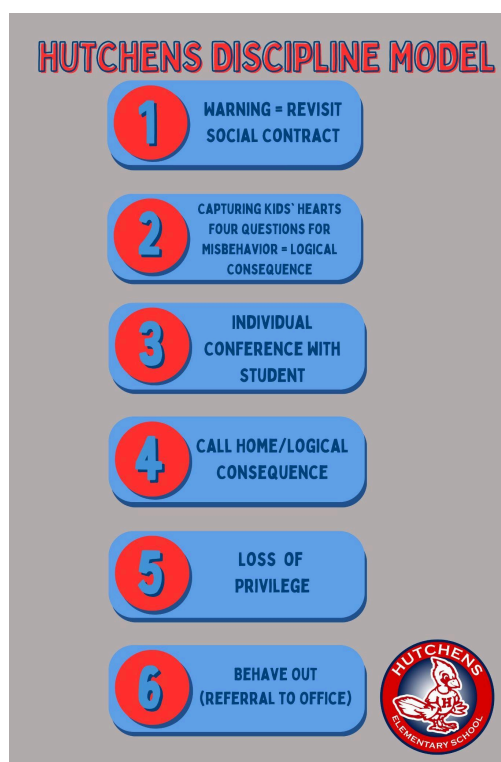
Alabama law requires all students to have a current immunization certificate. This certification is kept on file at the student's school and must be updated per state guidelines. The required certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent/guardian presents a vaccine record from the provider. If you have questions about immunizations, please contact our School Nurse.

**Conduct Expectations and Discipline Standards**

As a Capturing Kids' Hearts school, Hutchens Elementary focuses on building positive relationships and creating a safe and supportive learning environment for all students. Our goal is to create a culture where students feel valued, respected, and connected to their peers and teachers.

**Student Code of Conduct:**

Students and parents must read and follow the guidelines and policies outlined in the MCPSS Student Code of Conduct. You were provided the opportunity to read and discuss the student code of conduct when completing online registration and it is also available on the MCPSS website. Please review school rules and expectations with your child on a regular basis. If you have questions regarding the expectations and policies in the Student Code of Conduct, please contact a school administrator.



**Positive Behavior Reinforcement:**

Each month, classroom teachers select one student who represents that month's Leadworthy Character Trait (empathy, responsibility, courage, self-direct, respect, perseverance, teamwork, kindness, or integrity). Students are recognized and celebrated at our monthly character breakfast. Staff members also submit positive office referrals and students receive a positive phone call home by an administrator. Students who display good behavior also receive "Cardinal Coins" from our faculty and staff. Cardinal Coins are redeemed for various prizes throughout the year.

**Electronic Devices/Cell Phones:**

Electronic devices are not allowed during the school day. Students should avoid disrupting classroom activities by not displaying, using, or activating wireless communication devices during the school day. Cell phone usage by students during the school day causes a major disruption to the learning environment. Cell phones have become a distraction to student learning and are the cause of many disciplinary infractions, ranging from bullying to cheating. Should a student bring a cell phone to school, the phone will be securely locked away in a collection box and returned to the student at the end of the school day.

**Child Nutrition Program .****Breakfast & Lunch:**

The MCPSS Child Nutrition Program will continue to provide breakfast and lunch to all students at no charge through the USDA Community Eligibility Provision during the 2024-2025 school year. Students will eat breakfast and lunch in the cafeteria. If your child has an allergy or needs for a specific diet, please complete a diet prescription form with the school cafeteria and nurse. Please make note that according to federal guidelines, fast food is not allowed in school cafeterias. As a result, bags, cups, or food containers that display fast food establishments are not permitted in the cafeteria.

*Parties are not permitted during mealtimes. Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. Treats should meet healthy snack alternative standards.*

**Peanut-Aware**

Parents, staff, and students are strongly encouraged to refrain from bringing peanut or any tree nut products to school. Often students will eat in their classrooms and the cafeteria, and the peanut-aware precautions will ensure the safety of all students. Some classrooms will be marked "Allergen-Free" for the safety of students in the room.

**Snack:**

Chips, crackers, and juice/water will be sold each day for \$1.00. Students are also allowed to bring their own snack and water bottle from home. Please be mindful of the type of snack you provide for your child. We recommend that you send only healthy snacks with your child. Snacks should be something that your child can manage on his or her own without causing a mess or distraction.

**Ice Cream Tuesdays:** Ice cream will be sold every Tuesday for \$2.00.

### **Educational Field Trips/Excursions:**

Field trips and excursions are extensions of classroom instruction and provide quality learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers adhere to district procedures to ensure student safety is a priority on all trips off campus.

The following are minimal procedures for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students must submit to school officials a parental permission form, completed and signed by their parent/guardian, prior to departing on each school sponsored field trip. Students not submitting a signed permission form will not participate in the activity.
- Guidelines for parental participation for each activity will be provided by school administration.

**Supervision:** Primary supervision for students participating in educational excursions is rendered by professional employees of the Mobile County Public School System. It is recommended that one adult accompany each group of 5 students in grades Pre K-grade 1; and one adult accompany each group of 10 students in grades 2 - 5 to assist in supervision. Chaperones are adults who accompany teachers and students with the understanding that the teacher holds the leadership position and is responsible for all decisions.

- Principals may determine that a chaperone be excluded from an educational excursion for the following reasons:
  - Parents exhibiting inappropriate behavior (Use of profanity, smoking, etc)
  - Parents who are unable to stay for the duration of the excursion
  - Parents who wish to include other small children and babies. NOTICE: No siblings may attend field trips /excursions.

**Transportation:** Any educational excursion must require transportation by bus only. The Mobile County Public School System does not have insurance for vehicles that are not system owned; therefore, the use of private vehicles is PROHIBITED.

**Code of Conduct:** Supervising teachers are expected to discuss Codes of Conduct and appropriate rules of safety prior to each educational excursion with students and parents before the trip and to adhere to the established safety procedures throughout the trip. All system and local school Codes of Conduct will be enforced.

**Student Exclusion:** We desire for all students to have the opportunity to attend educational excursions; however, principals may determine that a student be excluded from educational excursion due to prior misbehaviors and refusal to follow school rules and procedures.

## **Academics**

### **Schoology Parent Access:**

Parents are encouraged to check student grades and attendance through Schoology. Each student is provided a parent login and password. To request assistance with the site or app, please contact Mrs. Trish Byrd, our school registrar, at [plbyrd@mcpss.com](mailto:plbyrd@mcpss.com).

### **Student Promotion and Retention:**

Grades 1-2 – Students must pass reading and mathematics with a yearly average of 60 (D) or higher. After considering a variety of factors pertaining to kindergarten students (i.e., age, maturity, motor coordination, capacity for learning, and academic progress), the principal may make the decision to promote or retain a kindergarten student.

### **Formative Assessments:**

Formative assessments are used throughout the year to provide feedback to teachers and students regarding student mastery of course of study objectives. Information gained through formative assessments provides opportunities for teachers to adjust the ways in which they deliver instruction. For example, they may reteach a concept, use alternative instructional approaches, or offer more opportunities for practice and reinforcement. These activities can lead to improved student success. Teachers in MCPSS utilize a variety of formative assessments including but not limited to unit assessments, literacy and numeracy screeners, and iReady. Classroom teachers and school administrators can provide additional information about specific formative assessments utilized by each grade level.

### **Alabama Comprehensive Assessment Program (ACAP) (Grades 2-8):**

To measure annual reading and math progress, all 2nd-8th grade students participate in the ACAP Summative. Second grade students take the ACAP with scores used to measure growth in the 3rd grade year.

**ACCESS for ELLs 2.0** – ACCESS is administered annually to Alabama students in Grades K-12 identified as an English language learner. The assessment monitors students' progress in acquiring academic English within the school context, as well as language associated with language arts, mathematics, science, and social studies across four domains of Speaking, Listening, Reading, and Writing. For more information, email Ms. Jessica Calametti, English Learner Teacher, [jcalametti@mcpss.com](mailto:jcalametti@mcpss.com)

### **Alternate Alabama Comprehensive Assessment Program (ACAP):**

The Alternate ACAP Assessment is a criterion-referenced state assessment administered as an alternative to general education state assessments. The Alternate ACAP is administered to students with significant cognitive disabilities working to achieve the Alabama Extended Standards.

### **Alabama Literacy Act- 3rd Grade Retention**

The Alabama Legislature passed the Alabama Literacy Act intending to improve student reading skills in Alabama. The Alabama Literacy Act became law on June 10, 2019. This legislation requires educators to systematically improve all public school students' early literacy reading skills so that every student reads at or above grade level by the end of third grade. Beginning with the 2023-2024 school year, third-grade students must read at grade level to be promoted to fourth grade. For additional information on the Alabama Literacy Act and how it is being implemented at our school, please email our ARI Reading Specialist, Mrs. Stephanie Jones, at [sajones@mcpss.com](mailto:sajones@mcpss.com)

### **Alabama Numeracy Act**

On April 5, 2022, Governor Ivey signed the Alabama Numeracy Act. The Numeracy Act is a strategic approach to improving mathematics achievement and eliminates Common Core from Alabama mathematical standards. It also increased the amount of time required for mathematics instruction. Students will spend at least 60 minutes daily on mathematics instruction during the school year. For more information on how our school implements the Alabama Numeracy Act, please email our building math coach, Mrs. Alison Townsend, at [atownsend@mcpss.com](mailto:atownsend@mcpss.com).

### **Criteria for Honor Roll/Honors Day Recognition:**

Each quarter special recognition is given to those students earning A Honor Roll, A/B Honor Roll, Perfect Attendance, and "On a roll" for growth in reading and/or math.

Recognition criteria for academic honors in grades K-2 are as follows:

A honor roll – all A's in all subjects as well as all S's in Citizenship, Work-study, and PE

A/B honor roll – A's or B's in all subjects as well as all S's in Citizenship, Work-study, and PE

Perfect Attendance: According to state guidelines, if a student leaves school prior to being in attendance at least one half of the day (11:45 am), they are considered absent. A perfect attendance award will be granted to students who have attended school every day based on documentation of the attendance record. Perfect attendance awards are awarded each quarter of school. Students who are tardy or who have checked in tardy three (3) or more times per quarter are not eligible for the Perfect Attendance Award. Students who have checked out early three (3) or more times per quarter may not be eligible for the Perfect Attendance Award.

### **Homework**

Students will be provided opportunities to reinforce their learning through appropriate homework assignments. Homework is not allowed to be counted as a grade.

### **Progress Reports:**

All students are provided a mid-quarter progress report. Parents may check grades at any time using the Schoology grading portal.



**Report Cards:**

Report cards will be issued at the end of each quarter. Report cards for the 1st-3rd quarter will be sent home with the student. The final report card will denote a pass or retain status and final grades. It will be mailed to the student's address. Parents may check grades at any time during the school year using the Schoology grading portal.

**Student Privacy:**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. Hutchens Elementary School abides by all FERPA regulations. To read more in-depth about the act, please visit [Family Educational Rights and Privacy Act \(FERPA\)](#).

**MULTI-TIERED SYSTEM OF SUPPORT SYSTEM (MTSS), RESPONSE TO INSTRUCTION (RtI), AND PROBLEM-SOLVING TEAMS**

MTSS is a team approach designed to remove barriers, provide opportunities, and promote the success of all students from a comprehensive perspective that may include academic, behavioral, physical, and mental health, as well as social-emotional support. Response to Instruction (RtI) integrates classroom instruction, assessment, and interventions to promote student achievement and reduce behavior problems. The RtI process is used to identify and monitor students who are at risk of failure. Problem solving teams monitor student progress and adjust intervention based on student need. These teams make decisions to support all students, especially those at risk of failing to achieve state performance standards. Parents who have concerns about their child needing support should contact a school administrator.

**Counseling Services:**

We have a full-time school counselor on staff who serves students in all grades in large group (class size), small group, and individual counseling lessons. For more information about available services, please email our school counselor, Mrs. Paityn Colee at [pcolee@mcpss.com](mailto:pcolee@mcpss.com).

**Parental Involvement:**

Parental involvement is imperative for a student's success. We encourage all parents and guardians to learn about the educational programs, goals, objectives, and activities offered at Hutchens Elementary School.

**Parent Teacher Association: PTA**

Hutchens Elementary is more than a school for children; it is a community for families. We encourage parents, family members, and community stakeholders to become members of PTA. The mission of the Hutchens PTA is to provide support and assistance to the teachers, staff, and administration in order to maximize the quality of education our children receive. Annual membership is \$15.00 per family. Through the involvement of many, the quality of the programs at the school is greatly enhanced. There are many ways to get involved at Hutchens. We encourage parents and community members to attend parent informational sessions, sign-up to be a classroom volunteer, and serve as volunteers during special events. Volunteering for the school is a great way to get to know the faculty and staff and be a part of the wonderful things going on at Hutchens Elementary.

**Partners in Education:**

We are very fortunate to have business partners and community supporters who play a vital role in the operation of our school. We look forward to continuing these partnerships and would like to extend an invitation for more business partners and community supporters to join our Hutchens family!

**School Reminders and Updates:**

School news and information can be found on the school website- <https://www.hutchenselementary.org/> or the school social media account on Facebook- Hutchens Elementary School @Hutchenselem.

**Teacher Conferences:**

Parental Involvement has a direct positive impact on a child's learning success. Teachers are required to have a minimum of two (2) parent conferences per school year regarding academics. Quarterly conferences are encouraged, and parents are encouraged to schedule additional conferences through written notes, emails, or by calling the office. Instructional time will not be interrupted to hold a parent/teacher conference. Teachers are teaching with the exception of their planning period and are sometimes involved in meetings during their planning. Please understand they may not be available to respond to emails or phone calls immediately. Teachers are not expected to respond to communications outside of their workday. Please be respectful of their time and allow ample opportunity for them to respond during work hours.

- Should you need to speak with a teacher, please leave a message with the school office so your call can be returned during the teacher's planning period. Depending upon your child's teacher's schedule, a teacher may conference before school, after school, or during their planning time (30 minute maximum to ensure instructional time is not lost), but a conference must be prearranged.
- Please do not attempt to conference with a teacher during morning or afternoon duty. Teachers are expected to be fully attentive to their assigned duty to ensure a safe arrival and dismissal for all students.
- Be sure to check your child's folder daily for written communication sent home by the teacher or office.
- Please do not text or use social media for parent/teacher or admin communication. Utilize email or leave phone messages out of professional courtesy. Homeroom teachers may also provide a Class Dojo or Remind account for individual information and photo sharing.

**Administrator Conferences:**

Administrator conferences must be scheduled. Following the teacher/parent conference, should the need arise for an administrative conference, please email the principal ([bowen@mcpss.com](mailto:bowen@mcpss.com)) or call the office to schedule a conference.

## **Extracurricular Opportunities**

### **Project Outreach:**

Project Outreach is a service club that connects students with disabilities with their typical peers to benefit both groups.

### **Peer Helpers:**

Peer Helpers are students trained to be the best possible helper to their peers. The Peer Helpers spend the year learning about the best forms of communicating with their peers, including peer mediation and conflict resolution. They also perform various service projects to encourage and uplift the student body.

### **Clubs:**

Students participate in a club of choice that caters to their interests and talents. Clubs meet monthly and create a sense of belonging and enthusiasm among our students.

### **Specials:**

Students participate in rotations of music/art class, counseling, STEM lab, library, and technology classes. Grade-level events held throughout the year provide additional options for extracurricular activities.

## **Additional School Information:**

### **Media Center/Library Books:**

Library Media Center programs support the school's instructional program for student learning and achievement. Students are provided access to quality print and electronic resources. Visit school webpages or contact your school media specialist about access to eBooks. Students are responsible for the care and safe return of all assigned books or materials. The student, parent, or guardian must pay for lost or damaged books.

**MCPSS Issued Computer-Technology:** We are privileged to be a 1:1 school district. Students will have their school-issued device to collaborate, research, and complete tasks assigned by their teacher. Parents will sign a contract of responsible use through the online registration portal. Students must take responsibility for the correct use of the device.

### **Personal Property:**

Personal property (i.e., money, clothing, jewelry, etc.) is the responsibility of each student. These articles should always be kept in the student's possession. Students should not bring large sums of money or valuable personal property to school. Please label all outerwear, lunchboxes, and water bottles with first and last name.

**Student Birthdays:**

We love to celebrate our students and our office staff and classroom teachers will acknowledge students' birthdays in various ways. Classroom birthday parties are not allowed; however, parents may send a "pre-packaged snack" (not homemade), if it has been prearranged with the child's teacher. Snacks must be arranged to avoid multiple snacks being sent on the same day and to assure students with allergies can eat the snack provided. Birthday party invitations may be exchanged on campus IF ALL students in your child's homeroom receive an invitation.

**Class Parties:**

There are two (2) annual planned parties (Christmas and End of Year) for each class. Specific guidance will be distributed by the classroom teacher or school administration. All party plans or special snacks require teacher or school administration approval.

**Concluding Remarks**

We look forward to a wonderful year of growth at Hutchens Elementary School! If you have further questions, feel free to contact the school office at (251) 221-1420.

**It's GREAT to be a CARDINAL!**