



HUTCHENS ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK
2022-2023



Where Leaders Learn to Spread their Wings

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School Motto: Flying High with Learning on the Wings of Success

School Mascot: Cardinal

School Colors: Navy, Red, White

HUTCHENS ELEMENTARY SCHOOL POLICIES

Enrollment Requirements: Any student entering the Mobile County Public School System, regardless of grade level, must first be enrolled. The parent/guardian is to submit parent/legal guardian photo ID, student's social security card, student's certified birth certificate, an Alabama issued immunization certificate, and two proofs of residence (one proof must be mortgage statement, lease, or deed/property tax, and the second proof must be a utility bill with a current date).

Hutchens Daily Schedule

6:30am	Before School Care Begins
7:40am	Students enter the building Students report to cafeteria for breakfast pick up & proceed to gym Teachers on Duty Before School Care Ends
7:55am	Students enter classroom
8:15am	Tardy Bell
3:10pm	Staggered Dismissal Begins Teachers on Duty
3:30pm	Teachers off duty After School Care Begins
6:00pm	After School Care Ends

LEADER IN ME

As a Lighthouse Leader in Me school, we will:

1. **Be Proactive-** Take responsibility for our choices and behaviors.
2. **Begin with the end in mind-** Plan ahead, think about how we would like something to turn out, set goals.
3. **Put First Things First-** Decide what is most important and take care of that first, set priorities.
4. **Think win-win-** Believe that everyone can win and there are enough good things for everyone.
5. **Seek First to Understand, then to be understood** - Listen to other people's ideas and feelings, try to see things from their viewpoint, listen to others without interrupting. Listen first and talk second.
6. **Synergize-**Work together, value others' strengths and learn from them; It's not your way or my way, but a better way.
7. **Sharpen the Saw-**Take care of my body by eating right, exercising and getting the right amount of sleep.

Arrival & Breakfast: All students will begin entering the building at 7:40am. After the first day of school, parents are not allowed to walk students into the building as this poses a problem for safety and interrupts our daily arrival routine. Due to safety concerns and students being unattended, do NOT drop students off prior to 7:40am. Students will report to the cafeteria for breakfast pick up and proceed to the gym until 7:55am. At 7:55am, students will be escorted in grade level lines to their classrooms. Breakfast will be served from 7:40-8:00am. We encourage all students to be at school by 8:00am as this allows for students to eat breakfast and complete all morning classroom routines before the tardy bell rings at 8:15am.

Tardiness: Students arriving to 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. Any student who is tardy to school eleven (11) or more times will be referred to the Attendance 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.

Dismissal: We will follow a staggered dismissal:

- 3:10 – dismiss van riders
- 3:12 – dismiss bus riders
- 3:15 – dismiss car riders (must be picked up in 1st parking lot), car parkers, and after-school care

Please do not begin lining up for car line prior to 2:50pm. Arriving early can cause a backup of cars attempting to get through to Dawes Intermediate. All parents are expected to remain in their vehicle during dismissal. A staff member will walk your child to their vehicle and load. No cars will move until all children have been loaded. Dismissal tags should be visible in the windshield so that a staff member can easily identify who you are picking up. Please refrain from using a cellular device as this is dangerous for our students, faculty, and staff and may cause an accident and/or delay in our dismissal procedures. Smoking on campus and/or in a vehicle is prohibited as this is an alcohol, drug, and tobacco free campus. It is imperative to follow the directives of the traffic guards and teachers on dismissal duty. Please be patient and cooperative as we work together to ensure a smooth, swift, and orderly dismissal.

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. 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. Excuses are coded as unexcused (U) if a written note is not received within three days. A written note from parent or guardian will excuse absences for up to but not exceeding eight (8) absences.

Early Dismissals: An early dismissal prior to 11:45am is considered an absence. If a student arrives to school after 11:45am he/she is marked absent for the entire day. There will be no early dismissals granted after 2:30pm. Early dismissals will be permitted prior to 2:30pm only to the parent/guardian or person listed as an emergency contact. Parents and listed contacts must always present identification to the office. 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.

Truancy: A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than (3) days following the return of school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent.

The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the Alabama State Department of Education's current School Attendance Manual. Five (5) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Change of Transportation: Transportation changes will not be granted over the phone. Any change in transportation must be in writing and delivered in person to the office or sent in your child's school folder. A written note is also required if your child is to go home with a friend. The note must be dated and specifically state with whom your child is going home with in carpool. Students are not allowed to ride a bus other than their assigned bus; therefore, parents will be expected to arrange for alternate transportation.

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. 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.

Discipline Policy: Hutchens Elementary School observes the discipline policies set forth in the Mobile County Public Schools Student Handbook and 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. Students who display good behavior will receive “Cardinal Coins” from our faculty and staff. Cardinal Coins are redeemed for various prizes throughout the year.

Medication: If your child receives medication at school, the school nurse must receive written permission from the physician stating the dosage and times the medication is to be administered. A medication permission form must be completed, signed by the parent/guardian, and returned to the nurse before any medication can be issued to your child. Medication must be delivered and picked up by the parent/guardian, not the student. Medication must be in its original container labeled by the pharmacy. The student may not have medication in his or her possession while at school. Any time there is a change in medication, the parent must provide the school with a new signed statement and the first dose of medication is required to be taken at home in case of a possible allergic reaction. Please know that school personnel will refuse to administer medication when there is any discrepancy in the label i.e. label different from instructions, label is unclear, or label torn. All requirements apply to any medication given including EPI PEN for allergies.

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 2022-2023 school year. Let’s eat! We will return to eating 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, outside food (fast food bags, boxes, etc.) are not to be brought into the cafeteria.*

Snack: Snacks (chips and 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.

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

Friday Spirit Days: Every Friday will be Spirit Day at Hutchens Elementary. Students may wear any Hutchens issued spirit gear.

Before and After School Care: A lottery system is used to select students into the program. Before school care will run from 6:30am – 7:40am and After school care will run from 3:15pm-6:00pm. Please email mcrevillosa@mcps.com for more information.

Parental Involvement – 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. Dependent upon your child's teacher's schedule, a teacher may conference before school, after school, or during their planning time, but a conference must be scheduled in advance. Following the teacher/parent conference, should the need arise for an administrative conference, please email the principal or call the office. Instructional time will not be interrupted to hold a parent/teacher conference. 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.

PTA: Parents are strongly encouraged to take an active part in their child's education and join the PTA (Parent Teacher Association). The monies that are generated by the PTA are used to enhance the school's programs. Please be sure to join PTA!

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!

Report Cards/Student Progress: Report cards are issued four (4) times throughout the school year. Parents may check grades at any time using the Schoology grading portal.

School Visitors: ALL visitors must report directly to the main office, present a driver's license, be listed as a contact on the student's contact information, and obtain a visitor's pass. A visitor is anyone who is not employed at Hutchens Elementary. Volunteers are also required to sign in and wear an identification tag. **IN NO INSTANCE SHOULD ANY UNAUTHORIZED PERSON BE IN THE HALLS OR IN THE CLASSROOMS.** We must work consistently and

cooperatively to protect the safety of all student and staff members. Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to comply with the directive or creates any disturbance, the principal has the authority to request assistance from a Law Enforcement Agency.

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

School Closing: If weather conditions become hazardous during the school day and the decision is made for an early dismissal, an announcement will be made on local radio/television stations, MCPSS & Hutchens social media platforms (facebook, twitter, website, etc.), and an email will be sent to parents. We ask that you do not call the school in the event of a school closing/early dismissal. Please be sure you have an email on file and your phone number is correct in the system so we may contact you via phone messenger.

Lost and Found: Please label ALL clothing and personal items (lunch box, money envelopes, etc). Belongings with names can easily be returned to the owner. We cannot assume responsibility for lost money or items.

Emergency Health Information: When students are ill or injured, we must know how to contact you. Please make sure you list all possible means of contacting you and all persons you list as being available to handle emergencies involving your child. Every parent must provide at least one emergency telephone number. The health and welfare of our children IS our top priority. Should you be contacted to pick your child up from school, you are expected to pick him or her up in a timely manner. If your home phone, cell, or work number changes during the school year, please notify us immediately.

Library Books:

Students are expected to treat library books with care. Library books are checked out for two weeks. No books are checked out to students who have overdue books. Lost or damaged books must be paid for.

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.

Classroom Parties: Two (2) classroom parties are allowed during the school year. These celebrations are scheduled at the end of first semester and end of the school year. Activities are planned by the classroom teacher and room mom.

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" 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 receives an invitation.

Awards/Recognitions: Each quarter special recognition is given to those students earning A Honor Roll, A/B Honor Roll, Perfect Attendance, Accelerated Reader, and showing the most growth in reading and math.

- **Academic Achievement Requirements:**
 - A Honor Roll: Student must earn an A in all content areas and receive satisfactory in conduct and work study
 - A/B Honor Roll: Student must earn an A or B in all content areas and receive satisfactory in conduct and work study
- **On a Roll:** One student per classroom who showed the most growth in reading and one student who showed the most growth in math
- **Perfect Attendance:**
Student must be present all days during the quarter with 0-3 tardies or early dismissals. According to state guidelines, if a student leaves school prior to being in attendance at least one half of the day, they are considered absent.
- **Accelerated Reader Award:** Each student who meets his or her AR goal for the quarter will be recognized at the Honors Assembly.

Educational Field Trips/Excursions:

Field trips or excursions are defined as educational experiences conducted during school hours and planned by a teacher to correlate with the regular classroom instructional program. Field trips should be an integral part of classroom instruction. The experiences gained during field trips should give relevance and meaning to knowledge.

- **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.

SCHOOL PICTURES:

School pictures are taken several times during the year by Bill Miller Photography.

Picture Dates:

August 4, 2022	1 st day of School for Kindergarten ONLY
September 8, 2022	Fall/Yearbook (must be in full uniform)
October 6, 2022	Make-up Fall pictures
November 18, 2022	Santa Pictures (out of uniform)
January 18, 2023	Class Pictures
February 3, 2023	Club Pictures (wear club t-shirt)
March 10, 2023	Spring Pictures (out of uniform)

*In the event a change in date must occur, you will be notified by the school.
Thanks in advance for your understanding.