

Hutchison Elementary School

3602 Richmond Parkway, Richmond, TX 77469

Main: 832.223.1700

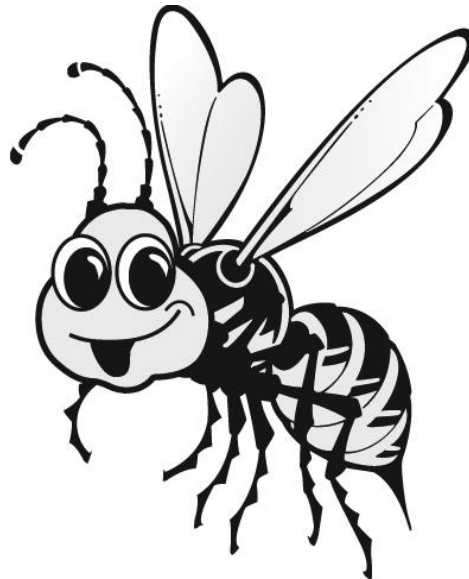
Fax: 832.223.1701

Parent / Student Handbook

Hutchison Elementary Mission Statement

Hornets will Lead, Learn, and Do the right thing even when no one is looking.

Home of the Hornets



This guide has been designed to give you a quick, brief list of answers to questions which may arise concerning Hutchison Elementary School's operational policies. Bulletins will supplement the information herein, but if policy questions are still unanswered, you may refer to the Student Handbook at www.lcisd.org or contact our school to clarify these concerns.

MESSAGE FROM THE PRINCIPAL

Welcome to Irma Dru Hutchison Elementary! We are excited to have the opportunity to be a part of your child's educational experience. The staff at Hutchison is committed to excellence. We will be working diligently to enable your child to meet and exceed the Texas Essential Knowledge and Skills. Please feel free to phone the office for assistance.

SCHOOL HOURS

Doors unlock at 6:45 a.m.

Tardy Bell at 7:15 a.m.

Student hours are 7:15 a.m. to 2:40 p.m.

HUTCHISON ARRIVAL

Students are encouraged to arrive at school by 7:00 to be ready to begin instruction at 7:15. Students not riding a bus or walking should be dropped off in the front circular drive. **Children may NOT be dropped off in the parking lot.** Students should load and unload from the curb with the assistance of a safety patrol member or staff member. Remember to arrive early and be patient as the line may be long. **For your child's safety, all visitors must check in with the office to enter the building.**

HUTCHISON DISMISSAL

Students riding a bus will be escorted to the bus by designated teachers. Students walking and riding bicycles will be escorted to a crossing guard by a staff member. Parents do not pick up students at the bicycle racks. Students who are car riders will sit by grade level and will be notified when their parents arrive. **A Hutchison car rider sign, with your child's name and grade level, must be visible in your front window to pick up a student in the car rider line.** Parents without the official sign will be asked to park, enter the front office, and pick up a sign. **For the safety of our students, parents are not allowed to walk up to the car rider line and pick up a student.**

CHANGE OF TRANSPORTATION

It is necessary for students to bring written requests that are signed by the parent for permission to leave early, go home with another student as a car-rider, or deviate from the regular mode of transportation. This note needs to be submitted to the front office. If you have an emergency and need to telephone the office for a change of transportation, you must do so by **2:00 p.m. After 2:00 p.m., changes of transportation will NOT be accepted.**

SCHOOL BUS

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver and bus assistant directions, exiting the bus and going straight home.

SAFETY CONCERNS

Please notify the office staff or an administrator if you have any on-site or off-site safety concerns that may impact the well-being of our students. Please remind your child(ren) to follow all safety rules. If your child is a walker, discuss the walking route he/she will take. Advise him/her to walk with a friend and to walk straight home. If your child is a bike rider, review all bike safety rules. Remind your child to wear a helmet at all times.

INCLEMENT WEATHER

Parents should instruct their children in advance regarding how they are to get home on rainy days. Rainy days will be called by 2:20 pm. On these days all walkers must be provided an alternative way home.

CLINIC

Sick students should not be sent to school. Children must be free of fever (less than 100.0 degrees) for 24 hours without the use of fever reducing medications (Tylenol/Motrin) before returning to school. Children must be free of diarrhea/vomiting for 24 hours before returning to school and need to be eating and drinking without any problem.

MEDICATION PROCEDURES

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it necessary for students to receive medication at school. Medication should only be given at school by the nurse. Children are not permitted to carry any medication including cough drops. **ALL MEDICATION must be administered from the clinic.** For the nurse to give medication at school, parents must deliver the medication and medication permit (signed by physician) to the clinic and bring only the necessary amount for school.

1. ALL medication must be in the original container.
2. All prescription medication must be in the original pharmacy container with the child's name, medication date and dosing instructions.
3. Over the counter medication for less than 6 weeks must be accompanied by a note from the parent authorizing administration of the medication, reason and dose, time and amount.

There are no "stock medications" in the clinic such as Tylenol, Motrin, Tums, etc.

Immunizations

Texas Department of Health requires all school age children to be up to date on immunizations. Children are excluded from school until the required immunizations are obtained and a copy is given to the school nurse.

ABSENCES

Each child is expected to be punctual and at school. State Law requires students to attend school. We understand that there are legitimate reasons for occasional absences, such as illness or family emergencies. However, removing students for extended weekends or family vacations is discouraged and the absence is considered unexcused. Please send a note on the day your child returns to school for each absence; include the cause and dates involved. Excuse notes will be accepted up to 10 days after a student return to school. **The attendance committee will determine if an absence is excused or unexcused.** Medical/dental appointments, funeral of a family member, illness, required court appearances, and religious holidays (recognized by the district) are EXCUSED ABSENCES with proper documentation (i.e., note from doctor, obituary, court documentation, or correspondence indicating the observance of a religious holiday). A child who is absent for part of a day for medical reasons will not be counted absent if a doctor's note is given to school when the child returns. In the case of excessive absenteeism, it may be necessary for the social worker to become involved in assisting the school in enforcing attendance.

TARDINESS

Students who are not in the classroom at 7:15 a.m. are tardy. When your child is late, he/she should report to the office with **an adult to be signed in before going to class.** You can prevent this issue by dropping your child off by 7:00 a.m., since instruction begins at 7:15 a.m. Being tardy not only prevents your child from receiving critical instructions, it also interrupts the learning process of other children. Excessive tardiness will be referred to the assistant principal, truancy officer or social worker.

DRESS CODE

Hutchison Elementary follows the district dress code. Details can be found on the school website or in the Elementary Handbook on the Lamar CISD website.

DISCIPLINE

It is our goal for students to learn, lead, and do the right thing even when no one is looking. Students are expected show good character as outlined and taught through Character Counts. Discipline will be maintained through positive behavior interventions and support (PBIS). The student Code of Conduct can be found in the Elementary Student Handbook on pg. 91.

PARTIES/BIRTHDAYS

School parties are allowed twice a year. Invitations to personal parties will not be distributed at school unless the entire class is invited. **Birthdays are celebrated at 2:00 p.m. with prior teacher notice given. Only store-bought cupcakes, cakes, or cookies may be brought. Students are allowed to distribute one of these items and must be provided to all students in the class.**

DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, candy, and playthings to school except by special permission from the teacher. A toy brought from home can be distracting and cause neglect of classroom work. Teachers may take such items from children and hold them for the parent to pick up. Distracting objects such as balloons and flowers are not allowed.

FIELD TRIPS

Grades K-5 will schedule at least one curriculum-based field trip each school year. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable.

LOST AND FOUND

All clothing items will be kept in the "Lost and Found" located in the Cafeteria Lounge and may be picked up there. At the end of each semester, unclaimed items will be donated to Common Threads.

TEXTBOOKS

Textbooks are furnished at all levels. Fines are assessed for lost or damaged textbooks.

PARENT COMMUNICATION

- 1) **CONFERENCES** - Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or emailing the teacher. Each teacher has their own voice mail. Parents may not conference with teachers during class time. If you call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 hours.
- 2) **HORNET FOLDERS** - Hutchison provides a Homet Folder for each student. These folders go home every Tuesday as means of communication between school and home. The Homet Folder will contain graded papers, the weekly info, and other items of school importance. Please ask your child for this folder each Tuesday and sign it so that the teacher will know you have reviewed the information.
- 3) **STUDENT PLANNERS** - Students in grades 1-5 will receive a campus issued planner to teach organizational skills. Parents are asked to review and initial their child's planner nightly, as this is a form of communication between the parent and teacher.
- 4) **CANVAS** - Canvas is the official Learning Management System for the school. Canvas has a messaging app and parents can communicate with teachers through email.
- 5) **WEEKLY BUZZ** - Each teacher will send home a newsletter every Friday that will contain important information and updates on campus and class activities through their weekly Buzz.

REPORTING STUDENT PROGRESS

Report cards for grades PK-5 will be issued four times per year electronically through Skyward. Report cards reflect your child's academic progress, classroom conduct, and attendance. Parents will be **required** to attend an individual conference after the first nine weeks to discuss student progress.

TELEPHONE USE

Students will not be allowed to use the telephone. In case of emergency or unusual circumstances, an office staff member will contact the parent. **Cell phones and other electronic devices are permitted but must be turned off and put away from the time a student enters school until the time they leave. There is a \$15.00 fine for violating this policy.**

SCHOOL LUNCHES

Placing money in a student's account is available daily in the cafeteria or by placing money in a sealed envelope with child's name addressed to cafeteria. You can do this in any amount and checks are encouraged, as they are secure. To eliminate the possibility of lost money, we suggest prepaying on-line at schoolcafe.com (fee charged). Monthly menus, meal prices and applications for free/reduced meals can be found at www.lcisd.org. Accounts can be designated as lunch only, lunch and breakfast only, or an unlimited account with the child being able to choose selections that complies with FMNV. Breakfast is served each morning at 6:45 a.m. Students who have forgotten or lost lunch money may borrow from the school cafeteria, but there is a charge limit of \$15.

PARENT-TEACHER ASSOCIATION (PTA)

Each family is encouraged to join the Hutchison PTA. It is \$10.00 per family. The PTA is very supportive of the school and very important and beneficial to all students. There will be many opportunities for all parents to become active in the PTA functions throughout the year.

VISITORS

All visitors are required to sign in at the front office and wear a visitor's badge provided by RAPTOR. Valid state/country photo identification is required by all visitors. Classroom visits are limited to 30 minutes in length and must be pre-arranged with the teacher or administrator. Siblings are not permitted to visit classes. Visitation is for observation only. Parent conferences need to be scheduled separately.

VISITORS FOR LUNCH

We welcome our parents and family members to come to school to eat lunch with their students. Please follow all school procedures and sign in at the office for a visitor's badge. Please eat lunch with your student in the designated area within the cafeteria.

VOLUNTEERS

A key part of Hutchison's success is community involvement. Volunteers are needed in the classroom to help make instructional materials, mentor students, and help throughout the school. To register as a volunteer please visit www.lcisd.org and click on the Students and Parents tab, and then go to Volunteer to sign up.

MOVING

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of zone, you will be visited by the district truancy officer.

WITHDRAWALS / TRANSFERS

Should your family find it necessary to move out of Hutchison's zone, notify the school at least two days prior to your child's last day of school. Also, return all textbooks and library books, and pay any fines or loans, including cafeteria transactions. On your child's last day, pick up the necessary paperwork from the school office.

STUDENT / TEACHER CALENDAR

August 14	First Day of School
September 4	Labor Day – Staff/Student Holiday
September 29	Fort Bend Fair Day – Staff/Student Holiday
October 6-9	Fall Break–Staff/Student Holiday
October 27	Staff Development/Student Holiday
November 17	Early Release (11:15 am)
November 20-24	Thanksgiving Holiday – Student/Staff Holiday
December 15	Early Release (11:15 am)
December 18 - January 1	Winter Break – Student/Staff Holiday
January 2	Staff Development/Student Holiday
January 3	School Resumes
January 15	Martin L. King Day – Student/Staff Holiday
February 19	Staff Development/Student Holiday
March 8	Early Release (11:15 am)
March 11-15	Spring Break – Student/Staff Holiday
March 29	Student Holiday, Staff Development/Teacher DMA Day
April 1	Student/Staff Holiday/Bad Weather Make Up Day
May 23	Last Day of School/Early Release (11:15 am)
May 24	Staff Development/Student Holiday
May 27	Memorial Day--Staff Holiday

STAFF

Rachel Patterson	Principal	832 223-1700
Shannon Simon	Assistant Principal	832 223-1700
Brenda Trammell	Secretary	832 223-1703
Sarah Manna	Front Office Clerk	832-223-1700
Monica Farrell	Counselor	832 223-1705
Breann Lancaster	Nurse	832 223-1706
Rosemary Bowen	Cafeteria Manager	832 223-1708