

Anne Hutchinson School



ANNE HUTCHINSON STUDENT HANDBOOK

Dear Student:

As a student at the Anne Hutchinson School, it is important to understand student responsibilities and KFC. We all want to be as successful here as we have been, so here are some tips:

KFC – “Kindness follows Caring” is our school motto. Be kind and treat others the way you want to be treated.

- Always do your best and never give up.
- Listen - pay attention (Don't fool around and distract others.)
- Follow directions.
- Do your homework.
- Depend upon yourself.
- Have a positive attitude.
- Ask for help if you don't understand.
- Help others.
- Respect your teachers and your classmates.

We hope you will use these suggestions every day at the Anne Hutchinson School.

Sincerely,

The Student Council

OFF CAMPUS/AFTER SCHOOL

After school misconduct that endangers the health and safety of students within the school or disrupts the educational process during the school day will not be tolerated. Some examples are:

- Cyberbullying (inflicting willful and repeated harm through the use of electronic text)
- Threatening or harassing another student over the phone or other electronic medium. (Internet, IM, video chats)
- Using message boards to convey threats, derogatory comments or post pictures of students.

Consequences for off campus/after school misconduct may result in detention, in-school suspension or out of school suspension.

CONTRACT

I HAVE READ THE SCHOOL HANDBOOK WITH A PARENT AND/OR TEACHER. I WILL FOLLOW THE RULES IN THE HANDBOOK TO THE BEST OF MY ABILITY.

STUDENTS SIGNATURE

ANNE HUTCHINSON STUDENT HANDBOOK

This handbook was developed by members of the Anne Hutchinson School Compact Team.

The handbook is intended to help and inform our students about our school, its routines, rules and procedures.

We all think that Anne Hutchinson is a terrific school and hope you will think so too.

Our school motto is: Kindness Follows Caring or KFC.
Please remember to practice KFC at all times.

Dr. Annette Keane
Anne Hutchinson School Faculty
And
Members of the Student Council

Name: _____

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DISMISSAL

Students who are walking or getting picked up will be dismissed in the back of the building.

All students who are taking the bus will be called when their bus arrives.

BUS RULES

Sit in a seat and fasten seatbelt.

Talk in a low voice.

Keep hands, feet, and objects to yourself.

WHAT TO DO IF YOU MISS THE BUS

Tell the monitor who is on bus duty.

Go to the office.

Call home.

Tell the school secretary what plans you have made for getting home.

ELECTRONIC DEVICES

The district (or school) is not responsible for stolen, lost or damaged personal electronic devices. Display or use of electronic devices such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

FORGETFUL?

If you forgot your lunch, homework, musical instrument, or anything else that is necessary for the school day, your parents must bring it to the Front Desk with your name and class on it.

NEED TO USE THE TELEPHONE?

Cell phones are not permitted in school. You may use the telephone in the office to call home with your teacher's permission.

LOST SOMETHING?

If you can't find something that belongs to you look in the "Lost and Found." It is located in the room next to the school office.

***PLEASE PUT YOUR NAME ON ALL OF YOUR BELONGINGS.**

HOMEWORK

Homework helps to develop your sense of responsibility. Homework helps you become organized, develop good work habits and improve your skills.

Homework is usually assigned Monday through Thursday. General guidelines for the amount of time you will need to complete your homework are as follows:

Second Grade	20 – 30 minutes.
Third Grade	30 -- 45 minutes.
Fourth Grade	45 – 60 minutes.
Fifth Grade	45 – 60 minutes.

ARRIVAL

Welcome to Anne Hutchinson School. Our school day begins at 8:33AM. Students should come to school between 8:15AM and 8:33AM. Students are to be dropped off in the back of the building only, along the curb if they are being driven to school. The front of the building is reserved for Buses Only.

Monitors will line up students according to grade levels and classes.

On rainy mornings, all students who arrive before school begins should follow the directions of the monitors at the doorway of the cafeteria.

WHAT TO DO IF YOU ARE LATE

If you arrive at school after 8:38 AM go to the front desk for a late pass.

GENERAL RULES CODE OF CONDUCT

1. Be polite to everyone in the school.
2. Always use proper language.
3. Obey the teachers and the monitors.
4. No fighting.
5. Walk quietly in the building.
6. Treat property with care.
7. No one is allowed to bully or make fun of anyone because of the race, color, religion or gender.
8. Never bring, show, or threaten anyone with weapons of any kind (fake or real) in school, on school grounds, or on the bus.

CHORUS

Students in grades 4-5 are encouraged to join the Anne Hutchinson Chorus. Chorus rehearsals will be announced at the beginning of the school year.

AFTER SCHOOL CLUBS

During the fall and spring the PTA offers After School Clubs. A flyer will be sent home explaining the program.

FREQUENTLY ASKED QUESTIONS

BEHAVIOR

Anne Hutchinson students are expected to behave appropriately at all times. We are respectful of each other, our principal, our teachers and teaching assistants, our monitors, our custodians, and our food service employees.

There are consequences for students who are disrespectful or break our school rules.

DRESS CODE

When you get dressed for school, remember to follow the rules and always look your best.

For parent to read and explain:

Students are expected to dress and groom appropriately.

1. The attire must not jeopardize the health and safety of self or others.
2. The attire must not interfere with the educational process or cause disorder.
3. Appropriate footwear is required for health and safety reasons (no shoes with heels or high wedges).
4. Midriff blouses, halter tops, tank tops, muscle shirts, or undergarments worn as outer garments are not permitted. Shorts should be of an appropriate style and length.
5. Sunglasses, hats, caps, bandannas, etc., are not permitted to be worn in the classroom.
6. Cell phones and electronics of any kind are not permitted.
7. Clothing which reflects controlled substances, alcoholic beverages or suggestive and/or offensive language or illustrations is not permitted.

Any form of attire is subject to evaluation on an individual basis. Any students not in compliance with the dress code will not be admitted to class and parents will be called to bring a change of clothing.

NOT STAYING FOR ACTIVITY?

You must bring a note for your teacher explaining why you are NOT staying after school for your activity.

SICK IN SCHOOL?

If you get sick while you are in school, your teacher will send you to the school nurse.

If you are sick enough to go home, the nurse will call your parent.

If you feel sick during lunch or recess, please tell one of the monitors. The monitor will send you to the nurse.

SICK AND NEED TO STAY HOME?

You will be missed. Have your parents call the nurse if you are going to be absent. When you return you must bring a written note from home telling the reason for your absence.

Get well soon.

NEED TO LEAVE SCHOOL EARLY?

If you need to leave school early, your parent (or the person who picks you up) must come into the school to sign you out. Your parent should send a note to your teacher in the morning.

LIBRARY BOOKS

Children in grades 2 – 5 may borrow library books each week during the Library quarter. If you forget to return your library books, you may not take out additional books until the overdue books are returned.

Library books should be kept in a special place at home so that they are not lost or misplaced. You must pay the replacement cost of a lost library book.

SCHOOL SUPPLIES

Every June the teachers decide what general school supplies you will need for the next school year. This list is online. A copy of that list is also available in the office.

SAFETY ON SCHOOL GROUNDS

Bicycles, skateboards, rollerblades, heelies or other similar items are not permitted on school property.

PHYSICAL EDUCATION

ALL students must wear sneakers in the gym.

If you need to be excused from gym your parent must write a note.

INSTRUMENTAL MUSIC

Students in grades 4 – 5 may learn to play a musical instrument.

Small group lessons provided to interested students.

Students in grades 4 – 5 may participate in either band or orchestra. The band practices will be announced at the beginning of the year.

*If you are interested in playing a musical instrument, you may get more information from the band or orchestra teacher.

HALLS

Walk quietly on the right side of the halls. No running ever.

Push bathroom doors open slowly so no one gets bumped.

Do not crowd around the drinking fountain.

Be careful and considerate of other.

FIRE DRILLS

At Anne Hutchinson School we have twelve fire drills each year. Directions for exiting the building are posted near the door in each classroom.

When we have a fire drill and you are with your class, follow your teacher's directions.

If we have a fire drill and you are in the hallway or bathroom, go to the nearest adult and ask for help finding your class.

RECESS

We go outside for recess most days.

Dress appropriately!

Put your name on your jacket, sweater, hats and mittens.

(Label your lunchbox and book bag, too.)

Remember: You can't say, "You can't play".

OUTSIDE RULES

No fighting.

Do not “pick on” the little kids.

Children should not play near parked or moving cars.

Students must remain on school property during school hours.

Tackle football or any other tackling type activities are not allowed.

Students may not play with or throw snowballs, rocks, or sticks.

Ice is slippery and dangerous. Keep off.

Baseball, lacrosse, hockey games, and rollerblading are not allowed during school hours.

Treat our trees, shrubs and flowers with respect. Do not climb on them or pull their branches.

Students may not play the game called “Butts Up”. “Wall Ball” is allowed only in the rear of the building.

Any child who is hurt/injured should inform the monitor on duty. If necessary the monitor will send the child to the nurse accompanied by another child. If the nurse is not available the child should go to the office.

RULES FOR USING THE FENCED PLAYGROUND

1. Children may not damage the green turf on the playground floor in any way.
2. Children must walk and not run in the playground area.
3. Children may only go down the slides.
4. Children must go in one direction on the rings and horizontal ladder.
5. Children should walk around and not under the rings when they are being used.
6. Children may not stand or sit on top of the rings.
7. Children should not jump off any high platforms.

USE GOOD JUDGMENT AND KEEP SAFETY IN MIND WHEN YOU ARE PLAYING

LUNCH

You may bring lunch from home or buy lunch in school.

Monthly menus are online.

Please bring correct change whenever possible.

LUNCH ROOM RULES

1. Follow directions the first time given.
2. Walk to the lunch line.
3. Talk quietly.
4. Eat your lunch; don't play with it.
5. Keep hands, feet, and objects to yourself.
6. Clean your own eating space.
7. Do not ask any student for money or to share their lunch or snack.

TIME-OUT

Students at Anne Hutchinson School may spend their lunch/recess period in “Time-Out” if they break rules or behave inappropriately during lunch or recess.

If inappropriate behavior continues, other consequences will follow.