

Anne Hutchinson School Handbook

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ANNE HUTCHINSON SCHOOL HANDBOOK

I. CONTACTING THE SCHOOL:

Anne Hutchinson School
60 Mill Road
Eastchester, NY 10709
914-793-6130
FAX # 914-961-7367

Principal – Dr. Annette Keane X 5102
Adm. Asst. – Mrs. AnneMarie Guarniero X 5102
Nurse – Mrs. Linda Scovotti X 5111

II. ARRIVAL AND DISMISSAL

A. Arrival

School begins promptly at 8:33 am. As a courtesy to parents, student supervision begins at 8:15 am. There is **NO** supervision before 8:15am, and the school cannot be held responsible for your child's safety before 8:15am.

- **Before School Activities (Chorus and Band)**

Only those children participating in a co-curricular activity may be dropped off to attend that activity. There is no supervision available other than for those participating in that activity. Please do not drop off other children who are not participating.

- **Drop off procedure**

Busers – students arriving by bus will be dropped off in the front of the traffic circle and monitored upon entry.

Walkers – students arriving by car must be dropped off in the rear of the building near the playground. Drivers must enter the driveway via Mill Road, and proceed straight down the driveway to the back of the school. Follow the traffic cones. At no time may a child arriving by car be dropped at the front of the building until after the designated bus departure time of 9:30am.

B. Dismissal

Students are dismissed at 3:00 pm.

- **Pick up procedure**

Walkers - children will be dismissed in the rear of the building.

Busers - children taking the bus in the afternoon will remain in the auditorium until their bus letter is called over the loud speaker. Children will be monitored upon leaving the school and entering their buses.

- **Alternate Pick up**

Parents wishing to have another adult pick up their child for any reason must send a note to the child's teacher. **NO** child will be released to anyone without written permission from the parent or guardian. It is prohibited for a child to board a bus that is not their assigned bus.

- **Early Dismissal**

If you need to pick up your child before the end of the school day, please adhere to the following procedure:

1. Send a note to your child's teacher on the day of requested early dismissal. Please include the time and reason for the early dismissal. Indicate the name of the person who will pick up your child.
2. Meet your child in the office at the requested dismissal time and sign your child out in the logbook.

Note: If you have been called to the school to pick up your child due to illness or injury, go directly to the nurse's office and sign your child out there.

- In case of emergency see (School Notices) Pg. 13

III. ATTENDANCE/LATENESS

A. Attendance

If your child will not be attending school due to illness, please call in your child's absence to the nurse's office at **(914) 793-6130 x5111** in the morning. Children who are absent for more than 5 days must obtain a doctor's note to be admitted back into school.

B. Lateness

Students arriving at 8:38 a.m. or later are considered "late" and must obtain a late pass from the nurse's office.

School administrators will intervene after a student has been late 5 times or has been absent more than 7 days.

IV. CODE OF CONDUCT

A. Rules for General Conduct

It is expected that students:

- Walk in an orderly fashion throughout the building.
- Listen to all school personnel: administrators, teachers, aides, custodians, cafeteria staff, secretaries, nurses, etc.
- Treat others the way they would like to be treated, no teasing or name-calling.
- Respect school property & grounds; keep our school clean inside and out.
- Respect the property of other people.
- Use proper language in the building and on the playground.
- Speak to an adult if they cannot solve a problem themselves; physical fighting of any kind is not permitted.
- Do not engage in off-campus misconduct that endangers the health and safety of students or substantially disrupts the educational process. Examples of such misconduct include, but not limited to:
 - Cyberbullying (i.e. inflicting willful and repeated harm through the used of electronic text.
 - Threatening or harassing students or school personnel over the phone or other electronic medium.
 - Using message boards or convey threats, derogatory comments or post obscene pictures of students or school personnel.
- Possessing, displaying or threatening to use a weapon.
"Weapon" means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Act. It also means any other gun (or any other weapon, but not limited to BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor,

stiletto, switchblade, knife, gravity knife, brass knuckles, sling shot, metal knuckles knife, box cutter, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray), explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used or intended to cause physical injury or death.

Permissible Penalties

Students who are found to have violated the district’s code of conduct may be subject to the following penalties, either alone or in combination. As a general rule, discipline will be progressive and will be consistent with the student’s age, prior disciplinary record and right to due process. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, guidance counselors, teachers, principal, superintendent
3. Written notification to parent - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal, superintendent
5. Suspension from transportation – director of transportation, principal, superintendent
6. Suspension from social, school events, or extracurricular activities – activity director, principal, superintendent
7. Suspension of other privileges - principal, superintendent
8. In-school suspension - principal, superintendent
9. Removal from classroom by teacher – teachers, principal
10. Short-term (five days or less) suspension from school - principal, superintendent, board of education
11. Long-term (more than five days) suspension from school - principal, superintendent, board of education
12. Permanent suspension from school - superintendent, board of education

Dignity For All Act

The Dignity for All Act addresses issues related to harassment and discrimination in schools. This law takes into account instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others and dignity. The Dignity Act applies to all public schools, BOCES, and charter schools. The Dignity Act applies to incidents on school property (in a school building, athletic playing field, playground, parking lot, school bus). The Dignity Act to public school functions (school extracurricular events or activities).

The Dignity Act requires codes of conduct to include:

- Provisions prohibiting discrimination and harassment against any students by employees or students on school property or at a school function that creates a hostile environment by conduct, with or without physical contact and/or by verbal threat, intimidation or abuse, of such a severe nature that:
 1. Has or would have the effect of substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well being.
 2. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person’s **actual or perceived** race, color, weight, height, national

origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

The Dignity Act promotes a school environment free from discrimination or harassment. It also provides initiatives to raise the awareness and sensitivity of school employees and students to potential acts of discrimination or harassment and how best to prevent and respond to such acts.

Anne Hutchinson KFC exemplifies our school's character education program. The basic tenets of KFC are as follows:

- **K- Kindness**
- **F - Follows**
- **C - Caring**

Any report of a violation(s) to The Dignity Act will be reviewed and investigated and the proper course of action will be taken.

B. Cell Phone/Electronics

Use of cell phones in school is prohibited. If you wish your child to have a cell phone it must remain in his or her locker during the school day. If you need to reach your child during the school day you can call the main office. Electronics of any kind are not permitted in school. The district is not responsible for stolen, lost or damaged personal electronic devices.

C. Dress Code

Students are expected to dress and groom appropriately.

- The attire must not jeopardize the health and safety of self or others.
- The attire must not interfere with the educational process or cause disorder.
- Appropriate footwear is required for health and safety reasons (no shoes with heels or high wedges).
- 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.
- Sunglasses, hats, caps, bandanas, etc., are not permitted to be worn in the classroom.
- 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.

D. Bus Safety

Rules

Students are required to observe the following bus safety rules:

- Remain seated at all times.
- Wear seat belt
- Keep all body parts inside bus windows
- No yelling or fighting
- No throwing objects out windows
- Use proper language at all times

- All students are expected to be respectful of their bus drivers at all times and to listen and follow their instructions/directions. Students should report to the principal any concerns regarding their bus or bus driver.
- **If for any reason your child will not be riding the bus on a particular day, notification to the school must be in writing to the teacher. Without written notification, or an emergency phone call to the school, the child will be placed on the school bus as per his/her usual mode of transportation.**

Violations

The following consequences will be imposed for violations of bus safety rules:

- First Offense: Warning to the student
- Second Offense: Phone call to parent/guardian
- Third Offense: Suspension of bus privileges

V. EMERGENCIES

• Emergency Closings

In the event of any emergency necessitating early school closure, the school principal will implement a call chain. Parents will be contacted at the phone numbers on file, and in the event that a parent or guardian cannot be reached, those listed as emergency contacts will be called. It is the parents responsibility to make sure all emergency contact information is accurate, up to date and on file with the school and class mothers. **NO** child shall be released unless a contact has been made.

- In case of emergency closing, delay or cancellation of an after school activity, the emergency phone chain will be activated, and when appropriate such notices will be broadcast on WFAS (1230 AM and 103.9 FM); on NEWS CHANNEL 12; and on the Districts website at www.eastchester.k12.ny.us. **Please note, it is the parent's responsibility to advise class mothers, as well as classroom teachers, of any changes in emergency contacts and/or telephone numbers to ensure the telephone chain's effectiveness.**

VI. LUNCH/RECESS

A. Cafeteria

Rights

- Children have the right to a leisurely and quiet lunch.
- Children have the right to eat without being bothered or harassed by others.
- Children have the right to purchase lunch if they wish.

Responsibilities

- Children have the responsibility to follow all cafeteria rules and regulations.
- Children are to obey the instructions and directions of the monitors and adults in charge.
- Children are expected to use appropriate table manners at all times.
- Children are responsible for cleaning up their table and floor areas.
- Children are responsible for bringing in the correct amount of lunch and snack money for purchasing food.
- Children are responsible for paying back any/all money loaned to them for the purpose of buying lunch/snack.

Rules

- Enter and exit the cafeteria in a quiet and orderly manner.
- Sit while eating your lunch. Raise your hand if you need something. Always remain seated until you have been given permission to leave your seat.
- Speak quietly to one another during lunchtime. Loud noise and yelling are NOT acceptable behavior.
- Pay attention to the hand signals or the directions given by the monitors.
- Students are NOT to exchange food, due to allergies, etc.
- Throwing food or other objects is unacceptable.

B. Recess

During recess, all students are restricted to supervised areas designated by the monitors.

Playground/Rules

- Students must obey the monitors.
- Rough play is not permitted.
- Fairness and good sportsmanship must be observed.
- Take turns with equipment.
- Never leave the playground without permission.
- For health and safety reasons, students should never pick up any dirty or unusual objects.

Playground Violations

The following consequences can and may be imposed as a result of unacceptable conduct:

- Warning to student
- Telephone call to parents/guardians
- Loss of recess privileges
- In School suspension
- Suspension from school

VII. FIELD TRIPS

Field trips are educational in nature. Students must submit a permission slip signed by their parent/guardian in order to participate in the field trip. Teachers and the principal have the authority to revoke a student's privilege to go on a trip if disciplinary problems exist. The teacher and/or class mother will select chaperones from the pool of interested parents and guardians. There may be costs associated with certain field trips (i.e. admission tickets, transportation). Arrangements will be made for any student who is unable to afford such costs and wishes to participate in the field trip. It is strongly recommended that parents do not follow the buses or appear at the field trip site unless they are official chaperones.

VIII. HOMEWORK POLICY

Homework is an important part of the instructional program. It is designed to reinforce skills taught and develop good study/research skills. All written homework should be neatly done and checked for completion by the parent/guardian. It is the child and parent's joint responsibility to be certain that homework is completed. Each teacher's homework policy will be presented at the Open House in September.

Parents should provide a quiet time and work area for their child to do homework. Study homework is equally as important as written homework.

If a child is not in attendance on a particular day, the parent/guardian may call the school office in the morning to arrange to pick up their child's homework at the end of the day. This gives the teacher time to collect any materials and deliver them to the office. If you have another child or someone else in the school that can pick up the homework, please make these arrangements beforehand.

Vacations should be planned in accordance with the school calendar. If your child is absent due to a vacation we do not provide class work or homework. Class work and homework are directly related to what the teacher teaches in the classroom each day.

IX. LOST AND FOUND

All personal articles such as jackets, hats, backpacks, lunch bags, etc., should be labeled with the student's name. In case such articles are lost in or around school, student/parents may check the lost and found bin located by the school elevator. Personal articles not claimed from the lost and found bin will periodically be discarded or donated to charity. Notices will be placed in the Hutch Happenings advising all of when the lost and found bin will be emptied.

X. PARKING

There is limited visitor parking. All numbered parking spaces are reserved for teachers and staff only. Visitors cannot park in the circular driveway from 8:00 a.m. to 9:00 a.m., and from 2:30 p.m. to 3:30 p.m. During special school events, such as school shows, visitors may park on the front lawn.

XI. PTA –PARENT TEACHER ORGANIZATION

The parent/teacher organization at Anne Hutchinson actively supports both teachers and students through a variety of activities. Applications to join the PTA are sent home each year in your child's backpack and in the Hutch Happenings. There is a minimal fee to join. Several PTA fundraisers are held throughout the year, which provide everyone with the opportunity to get involved with the school. The proceeds from these events are used to fund an extensive Cultural Arts program, defer costs of class field trips and pay for annual "gifts to the school" and other expenses that arise throughout the year. After School Clubs are run as a service of the PTA to provide extra-curricular enrichment for all students whose parents are members of the PTA.

XII. REPORT CARDS / TEACHER CONFERENCES

Report Cards

As part of the District's ongoing effort to find efficiencies in its operations and procedures, while also being mindful of our environment, we will be distributing report cards and interim progress reports electronically using Home Access Center. In his letter to parents, dated June 5, 2014, Dr. Hattar encouraged parents to create accounts in Home Access Center, and introduced some of the features that would be available to provide parents with timely and secure access to school documents such as report cards and interim progress reports.

For parents who do not have internet access, requests for hard copies of report cards and interims can be made in the main office of your child's school.

Report cards are online twice a year, January and June. Interim reports are online in November and April. They are sent in order to call attention to areas of significant success or areas that need improvement.

Teacher Conferences

Communication between parents and teachers is a critical factor in the success of your child's education. We encourage frequent, open communication. Informal conferences may be held at any time during the school year at the request of the parent or the teacher; parents may call the teacher and request an appointment. There are several formal Parent/Teacher Conference dates in the fall, which will be by appointment, as well as two dates in the spring.

XIII. SAFETY

Parking Lot

For the safety of all students, **it is very important** that parking lot traffic rules be obeyed. All vehicles must enter from Mill Road. Speed limit is 5 mph. Please obey all stop signs. Park only in designated visitor parking spaces. Do not park in bus areas, or in designated staff parking spaces (numbered spaces) or no parking zones. Vehicles must exit at Ann Place. If there is no space available for your car, you must exit the lot and either park off campus and walk to meet your child OR drive around the block and re-enter the parking area. **DO NOT BLOCK THE DRIVEWAY OR SCHOOL BUS AREAS.**

Building Safety

All school doors will be locked after 9:00a.m. All visitors must enter the building at the front entrance that is electronically monitored. Once buzzed in, the visitor will proceed to the main office to register and obtain a visitor's pass.

Fire/Lockdown/Evacuation Drills

There are 12 mandated fire drills conducted throughout the school year. There will be several Lockdown drills and an Evacuation Drill. Students are expected to exit the building in an orderly fashion.

Bus Drills

Three (3) bus safety drills are conducted each year in accordance with State Regulations, as follows:

- 1st drill to be held during the first five days of the fall term
- 2nd drill to be between November 1st and December 1st
- 3rd drill to be between March 1st and April 30th

XIV. SPECIALS

All specials meet once a week except for physical education which meets twice a week. Library and Technology meet for two quarters each.

Art

Students should be prepared with a smock (old button down shirts or t-shirt style cover best). Occasionally students will be asked to bring in small items such as zip lock bags. A note will

always be sent home if an item is needed. In the spring a district-wide Arts Festival is held to display student art work.

Physical Education

To participate in physical education class, all students must wear sneakers and appropriate clothing. Platform sneakers with heels, boots or oversized clothing, such as pants below heels are not acceptable. Students who do not wear proper attire will not be permitted to participate in gym class. Wearing the proper attire for physical education class provides a safe environment for all students.

If your child needs to be excused from physical education class, a note must be sent in explaining why and for how long he or she will miss class. A student can be excused for up to 2 consecutive gym periods with a note from home. If the student needs to be excused for a longer period of time a note from a doctor must be sent to school.

Library

The library is a place for caring and sharing. In order for everyone to be able to enjoy all of its resources, students must both check out AND return their books in a timely fashion. Doing so will help all of us enjoy the Anne Hutchinson Library to its fullest.

Checking Out Books

- Students in the second and third grades may take out three books a week.
- Students in the fourth and fifth grades may take out four books a week.
- If they finish reading their books before the week is over, their teacher may send them to return the books that they have and check out more books.

Returning Books

- All books are due at their scheduled checkout time.
- Students who do not return all of their books are not allowed to check out other books.
- Students may renew books. Renewed books must be brought to the library class.

Special Note: If students are assigned a book report or class project, all students may check out books for the project, whether or not they have overdue books. Students keep these “assignment books” for the duration of their project. These books are due on the next library class, after their assignment due date.

Lost and Damaged Books

Accidents happen. If students lose or damage books, they must pay for or replace those books.

The library assesses the following charges:

- Paperback Books – The cover price of the book – unless an exact replacement can be procured.
- Hardcover Books – The cover price of the book.

Technology

Our computer lab is a place where children can safely explore various applications, become digitally literate and learn about safety and responsibilities on the internet. Projects are integrated with the classroom curriculum and compliment what the children learn in the classroom. We use Typing Web, an online application so that the students can practice their new skills at home. Like learning any new skill, practice at home is essential.

Children are naturally curious but learning to responsibly use the internet is very important. Starting in second grade we start to teach the children why there are so many ads on the internet

and what to do when you encounter them. What do you do when something is “too good to be true”? These lessons continue right through fifth grade and some skills include super strong password strategies and responsible use of social media. One of the children's favorite part of technology is discussing current technological trends.

Music/Chorus

Students may join chorus in September of the 4th and 5th grade. Chorus practice will be announced. Students and parents will be notified at the beginning of the school year.

Band

Band practice will be announced. Students are eligible to join band in the 4th and 5th grades. Students must provide their own instruments. Most students rent their instruments through local rental agencies. Practice and participation in rehearsals as well as concerts are required. Students are scheduled for lessons on rotating days and times.

Orchestra

Students may join the orchestra program in September of the 4th or 5th grade years. Orchestra practice will be announced. Attendance at the practices before school is mandatory. The 4th and 5th graders practice on Fridays. Students are scheduled for lessons on rotating days and times.

XV. SUPPORT SERVICES

Guidance/Psychologist

Our Guidance Counselor and School Psychologist are available to meet with students and parents about any issues concerning school. They make referrals to community mental health professionals when needed. They can be reached at the following extensions:

Guidance X-5110
Psychologist X-5112

XVI. SPECIAL EVENTS

- **Class Performances**

Each year special grade level shows and concerts are performed. Parents are invited and encouraged to attend these events. Notices will be sent home with the students and published in the Hutch Happenings advising parents of the show dates and times.

- **Cultural Arts Programs**

The PTA funds several cultural arts programs each year. These programs include plays, shows, speakers, hands on learning events and more. These programs are held during the school day.

- **Birthday Parties**

Children are permitted to celebrate their birthday in class with a small treat. Your child's classroom teacher will advise you of the class practice regarding birthday observances and appropriate treats at the beginning of the school year.

XVII. TRANSPORTATION

All students living ½ mile or more from the school are eligible for bus transportation to and from school. Bus schedules are mailed to each eligible student before the start of the school year. Any questions regarding bus schedules, routes, bus stops etc. should be directed to the district's

transportation department. The telephone number is 793-6130 ext.4444. Teachers and/or the PTA will arrange transportation for class field trips and the cost will be explained to the parents. Signed permission slips will be required by all students for each field trip.

XVIII. AFTER SCHOOL ACTIVITIES

Children are offered a variety of after school activities. After School Clubs are run by the PTA.

Due to the popularity of these activities, enrollment is on a first-come, first-serve basis. Please refer to the Hutch Happenings on the web and notices sent home via backpack to review the start date of each program and fee schedule.

Revised 7/26/16