

2017 - 2018 Handbook for Parents and Students

# Hutchinson Elementary School



*"A great place to start where people are valued and learning is a priority!"*  
12900 W Utah Avenue • Lakewood, CO • 303-982-9561

# Hutchinson Elementary

12900 W Utah Ave.  
Lakewood, CO 80228

Office Number – 303-982-9561 ❖ FAX Number – 303-982-9562

**Principal – Melissa Karp**  
**Principal's Secretary – Kim Domina**  
**Enrollment Secretary – Leigh Anne McKibbin**

## TELEPHONE NUMBERS

**Hutchinson Elementary Bulletin Board.....303-982-9530**

**OPTION 1: ATTENDANCE; to report a student absence and/or tardy**

Before and After School Care – Foothills Parks and Recreation..... 303-409-2511

Direct Line during care hours..... 303-598-5508

| Last Name  | First Name | Title                              | Voice Mail   | E-mail Address                    |
|------------|------------|------------------------------------|--------------|-----------------------------------|
| Archuleta  | Shane      | Paraprofessional Non-Instructional | N/A          | Shane.Archuleta@jeffco.k12.co.us  |
| Babkiewich | Beverly    | Para Educator                      | N/A          | Bev.Babkiewich@jeffco.k12.co.us   |
| Carlson    | Teresa     | Teacher 3rd Grade                  | 303-982-6208 | Teresa.Carlson@jeffco.k12.co.us   |
| Cavaliere  | Daniel     | Teacher Band                       | 303-982-5293 | Daniel.Cavaliere@jeffco.k12.co.us |
| Cerny      | Emily      | Teacher 4th Grade                  | 303-982-9535 | Emily.Cerny@jeffco.k12.co.us      |
| Coates     | Kellie     | Teacher 2nd Grade                  | 303-982-9579 | Kellie.Coates@jeffco.k12.co.us    |
| Culver     | Karen      | Paraprofessional Non-Instructional | N/A          | Karen.Culver@jeffco.k12.co.us     |
| Dawkins    | Linda      | Teacher 3rd Grade                  | 303-982-4122 | Linda.Dawkins@jeffco.k12.co.us    |
| Domina     | Kim        | Principal's Secretary              | 303-982-8436 | Kim.Domina@jeffco.k12.co.us       |
| Durham     | Kinon      | Teacher Art                        | 303-982-2962 | Kinon.Durham@jeffco.k12.co.us     |
| Fink       | Kristin    | Teacher 5th Grade                  | 303-982-3947 | Kristin.Fink@jeffco.k12.co.us     |
| Florez     | Jesse      | Facility Manager                   | 303-982-9543 | Jesse.Florez@jeffco.k12.co.us     |
| Gavin      | Ann        | Health Aide                        | N/A          | Ann.Gavin@jeffco.k12.co.us        |
| Gilbert    | Amie       | Teacher 1st Grade                  | 303-982-9539 | Amie.Gilbert@jeffco.k12.co.us     |
| Godwin     | Carly      | Paraprofessional Instructional     | N/A          | Carly.Godwin@jeffco.k12.co.us     |
| Gorzegno   | Cortni     | Paraprofessional Instructional     | N/A          | Cortni.Gorzegno@jeffco.k12.co.us  |
| Gowins     | Jennifer   | Cafeteria                          | N/A          | Jennifer.Gowins@jeffco.k12.co.us  |
| Gunter     | Jasmyne    | Paraprofessional Instructional     | N/A          | Jasmyne.Gunter@jeffco.k12.co.us   |
| Hammond    | Lisa       | Paraprofessional Health Room       | N/A          | Lisa.Hammond@jeffco.k12.co.us     |
| Hart       | Kaia       | Teacher ESL                        | 303-982-8792 | Kaia.Hart@jeffco.k12.co.us        |
| Hawley     | Carla      | Teacher Orchestra                  | 303-982-9271 | Carla.Hawley@jeffco.k12.co.us     |
| Huntsinger | Kristin    | Teacher KG                         | 303-982-9528 | Kristin.Dagli@jeffco.k12.co.us    |
| Karp       | Melissa    | Principal                          | 303-982-9608 | Melissa.Karp@jeffco.k12.co.us     |
| Kneuer     | Nicole     | Teacher PE                         | 303-982-8120 | Nicole.Kneuer@jeffco.k12.co.us    |
| Leonard    | Bailey     | Teacher 1st Grade                  | 303-982-9559 | Bailey.Leonard@jeffco.k12.co.us   |
| Little     | Patricia   | Teacher 6th Grade                  | 303-982-9558 | Patricia.Little@jeffco.k12.co.us  |

|                  |            |                                 |              |                                     |
|------------------|------------|---------------------------------|--------------|-------------------------------------|
| Marienau         | Jaya       | Instructional Coach             | 303-982-7349 | Jaya.Marienau@jeffco.k12.co.us      |
| McKibbin         | Leigh Anne | Attendance/Enrollment Secretary | 303-982-9542 | Leigh.McKibbin@jeffco.k12.co.us     |
| McNally          | Anne       | Teacher 5th Grade               | 303-982-9644 | Anne.McNally@jeffco.k12.co.us       |
| Mendez           | John       | Teacher Music                   | 303-982-1435 | John.Mendez@jeffco.k12.co.us        |
| Merry            | Jennifer   | SED School Psychologist         | 303-982-9475 | Jennifer.Merry@jeffco.k12.co.us     |
| Morey            | Reba       | Para Educator                   | N/A          | Reba.Morey@jeffco.k12.co.us         |
| Morrell          | Candice    | Teacher 2nd Grade               | 303-982-9537 | Candice.Morrell@jeffco.k12.co.us    |
| Mortvedt         | Mallory    | Teacher KG                      | 303-982-9435 | Mallory.Mortvedt@jeffco.k12.co.us   |
| Piccirilli       | Peggy      | Para Educator                   | N/A          | Peggy.Piccirilli@jeffco.k12.co.us   |
| Pirner           | Kimberly   | Para Educator                   | N/A          | Kimberly.Pirner@jeffco.k12.co.us    |
| Reeves           | Keith      | Custodian                       | N/A          | Keith.Reeves@jeffco.k12.co.us       |
| Reeves           | Kellen     | Custodian                       | N/A          | Kellen.Reeves@jeffco.k12.co.us      |
| Shockey          | Bobbi      | Cafeteria Manager               | 303-982-9544 | Bobbi.Shockey@jeffco.k12.co.us      |
| Shuster          | Jessica    | Paraprofessional Instructional  | N/A          | Jessica.Shuster@jeffco.k12.co.us    |
| Smales           | Paul       | Digital Teacher Librarian       | 303-982-9656 | Paul.Smales@jeffco.k12.co.us        |
| Small            | Molly      | Teacher 6th Grade               | 303-982-9554 | Molly.Small@jeffco.k12.co.us        |
| Smith            | Jan        | Paraprofessional Instructional  | N/A          | Jeannette.Smith@jeffco.k12.co.us    |
| Spindler         | Lori       | Teacher SPED                    | 303-982-9391 | Lori.Spindler@jeffco.k12.co.us      |
| Swanson          | Holli      | Teacher PE                      | 303-982-8303 | Holli.Swanson@jeffco.k12.co.us      |
| Trainor          | Anna       | Teacher SPED                    | 303-982-1755 | Anna.Trainor@jeffco.k12.co.us       |
| Van Fossen       | Julie      | Teacher 4th Grade               | 303-982-9649 | Julie.VanFossen@jeffco.k12.co.us    |
| Van Grondelle    | Anne       | Gen Ed School Psychologist      | 303-982-9481 | Anne.VanGrondelle@jeffco.k12.co.us  |
| Van Wert         | Julianna   | Para Educator                   | N/A          | Julianna.VanWert@jeffco.k12.co.us   |
| Vasquez-McPadden | Elizabeth  | Teacher 6th Grade               | 303-982-9587 | Elizabeth.McPadden@jeffco.k12.co.us |
| Via              | Allison    | Teacher SIED                    | 303-982-9582 | Allison.Via@jeffco.k12.co.us        |
| Wallery          | Melissa    | Teacher SIED                    | 303-982-1151 | Melissa.Wallery@jeffco.k12.co.us    |

## Philosophy Statement

At Hutchinson Elementary School, we believe that education is a partnership involving the school staff, students, and parents. The active involvement of all three members of this partnership provides a positive, healthy learning environment for our students. The Hutchinson staff emphasizes the uniqueness of students through individualized instruction, positive recognition and emphasis on each student's strengths. It is our goal is to help all students reach their full potential academically and socially.

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### JEFFERSON COUNTY PUBLIC SCHOOLS PHONE NUMBERS

|                        |                 |              |
|------------------------|-----------------|--------------|
| Superintendent         | Dr. Jason Glass | 303-982-6800 |
| Achievement Director   | Eric Everding   | 303-982-7772 |
| Central Transportation | Lauren Perry    | 303-982-2324 |
| Food Services          | James Lesley    | 303-982-6740 |

### Green Mountain Area Schools

|                                  |                  |              |
|----------------------------------|------------------|--------------|
| Green Mountain High School       | Colleen Owens    | 303-982-7766 |
| Dunstan Middle School            | Jennifer Kirksey | 303-982-9917 |
| Devinny Elementary School        | Patty DeLorenzo  | 303-982-9200 |
| Foothills Elementary School      | Josh Shapiro     | 303-982-7091 |
| Green Mountain Elementary School | Tom Gardner      | 303-982-1817 |
| Hutchinson Elementary School     | Melissa Karp     | 303-982-9608 |
| Rooney Ranch Elementary School   | Beth Larson      | 303-982-7913 |

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The Jefferson County School District, R-1 does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin or age in its programs and activities. The following person has been designated to handle inquiries regarding all nondiscrimination policies, including sexual harassment policies:

|          |   |
|----------|---|
| Title:   | Executive Director of Employee Relations  |
| Address: | 1829 Denver West Drive, Building #27<br>P. O. Box 4001<br>Golden, CO 80401-0001 |
| Phone:   | 303.982.6544  |

## SCHOOL INFORMATION AND PROCEDURES

**SCHOOL HOURS:** 2017-2018 school hours for grades 1-6 and the full-day kindergarten program are 9:00 AM - 3:35 PM. Half day kindergarten hours are 9:00 AM – 12:30 PM. The first morning bell rings at 8:50 am. Students will enter the building at 8:50 am and go directly to their classrooms. The second bell will ring at 9:00 am. Students arriving after 9:00 am will be marked tardy. Please do not drop off students before 8:50 AM. Staff supervision takes place in the classroom after 8:50 AM. Arrangements for after school activities need to be made before students arrive at school in the morning. There is no staff supervision of students prior to 8:50 AM or after 3:50 PM either inside or outside the school.

**ATTENDANCE:** Regular attendance is a prerequisite for high-level achievement by students. Times will occur when students are ill and should stay home. We ask that you call the school to report when your child will be *absent or tardy*. **Call the attendance line to report an absence – 303-982-9530, option 1.** If no call is received, we will make every attempt to contact parents to confirm the student's absence. **Jefferson County School District** recognizes the following occurrences as **excused absences:**

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
5. A student who is excused by a parent or guardian for observance of religious holidays.
6. Absences resulting from student participation in district-approved activities.

Any absences for reason other than stated above must be excused through prior arrangement with the school office. When prior notification is not received by the school, it is the policy of the district that school personnel notify parents of the student's absence as unexcused.

**LATE ARRIVAL OR EARLY RELEASE FROM SCHOOL:** All students must be signed in and out at the school office when arriving late or leaving early from school during the regular school day. If you plan to walk your child into the school, please walk them to the foyer and part ways there. Parents are not allowed to walk children to their classrooms as this maintains the safety and security of our school. Students must also be signed in and out when leaving for an appointment or for any other reason they will not be in the building for a period of time. Students will only be released to their parents or parties authorized by parents. Our front office becomes very busy at the end of each school day. Please understand that **at times we are unable to accommodate entry into the building and or dismiss students after 3:20 P.M.** Our bell rings at 3:35 P.M. We appreciate your patience and understanding.

**Signing Students Out of School Early:** In order to align more closely with district security practices and with other Jeffco schools' procedures for picking students up outside of normal school hours, we are implementing the following:

- ALL individuals picking up a student at a time other than the normal school day start and end times will be asked to show ID. Even though we know a lot of you, asking all individuals to show identification ensures safety of our students and equality for all our families.
- We also ask you to be diligent in making sure the Contacts section in Jeffco Connect is always up to date for all your students. You can add and remove people any time you need. Just be sure you check the "Allowed to Pickup" box for anyone you give permission to pick up your student; students will only be released to people listed in Contacts and marked as "Allowed to Pickup."
- Students will be called out of class by office staff **only after** viewing the ID of the person picking up and verifying the pickup permissions in Jeffco Connect. We will no longer call students to the office

ahead of your arrival for pickup during the day. Student classroom learning time cannot be made up and every moment they are present for classroom instruction is imperative to their success.

- If you call the office giving permission for your child to be picked up by someone else, we will ask you questions in order to verify who you are over the phone.

**STUDENT EXPECTATIONS FOR ARRIVAL IN THE MORNING:**

1. Students should not arrive at school before 8:50 AM.
2. Students in grades K-3 will line up and enter the building through the main front entrance and go directly to their classrooms at 8:50 AM.
3. Students in grades 4-6 will line up and enter through the main back entrance and go directly to their classrooms at 8:50 AM.

**STUDENT EXPECTATIONS FOR LEAVING THE BUILDING/GROUNDS:**

1. Students are to leave the building and grounds soon after the bell rings.
2. Students waiting for rides after 3:45 PM should go to the front office to make phone calls or wait for their rides.

**VISITORS TO THE SCHOOL/CLASSROOMS:** Please contact your child's teacher to inform him or her of the visit. All visitors to the building must sign in at the school office and wear a visitor badge while in the school..

**BEFORE AND AFTER SCHOOL DAY CARE:** Hutchinson offers on-site before and after school care provided by Foothills Parks and Recreation. They operate from our cafeteria from 6:30-8:55 AM and 3:35-6:00 PM. Please call their direct line at 303-982-5920 during these times or their main office number at 303-409-2511 for further information.

**PARKING:** There is no long-term (more than 15 minutes) parking directly in front of Hutchinson on either side of W. Utah Ave. Long-term parking is available on W Utah Ave. both above and below the school. The Hug and Go Zone is for pick-up and drop-off only between 9:00-9:25 AM and 3:00-3:45 PM. This zone is for short-term (15 minutes or less) parking at all other times of the day. The parking lot is for staff parking, daycare, and school buses.

**STUDENT INFORMATION/EMERGENCY CONTACT:** Parents and guardians will complete and update their student's contact and emergency information through the **Jeffco Connect** system. You may access Jeffco Connect with your existing Campus Parent Portal username and password, *or* you may create an account if you are new to the system. Go to [http://www.jeffcopublicschools.org/jeffco\\_connect/](http://www.jeffcopublicschools.org/jeffco_connect/) to create your account or to complete and/or make changes to your student's information.

**CLASS LISTS:** Placing students in classes for the next school year is job taken very seriously and involves hours of thoughtful conversation and examination. Classroom assignments are created with a myriad of considerations:

- Learning style - How does the child learn best?
- Special academic/behavioral needs - How much support is needed? Any behavior considerations? Is there an ILP, ALP, IEP, 504, ESL?
- Independence/Responsibility - Is this child able to be independent and responsible?
- Parent Input - What are the child's strengths and struggles? What environment would be most conducive to this child's success?
- Health needs - Are there any specific health needs for this child?
- Other students - Do certain peer relationships positively/negatively influence this child?
- Heterogeneous grouping - Is there a mix of abilities within a room? Is there an instructional group for this child?

- Gender - Is the ratio of boys to girls as balanced as possible?

The process begins with your child's current teacher(s) making an initial placement for next year's class. Over the next several weeks, further "rounds" of examination take place. Special education teachers, specials teachers, the principal and support staff will be consulted. Their input is valuable since these staff members work with children in unique situations unlike those in a typical classroom setting.

Due to the nature of our placement process and the time involved, we believe we have truly made the best placement for every child and, therefore, we do not move students once class lists have been finalized.

In the spring, if you have specific educational concerns regarding the type of classroom environment your child would do best in, a Student Information Form will be available at the front office for you.

**DELIVERIES TO CLASSROOMS:** To avoid disruption during instruction time, flowers, gifts, balloons, etc., will **not** be delivered to classrooms. Students will be notified in their classrooms at the end of the day so they may pick up their items in the main office. Messages are sent from the office to the classrooms 45 minutes prior to the end of school. If you must bring a forgotten item, write the student and teacher name on them, bring it to the office, and it will be delivered to your student internally. Deliveries will be made during your student's AMP time, reducing class interruption. The exception to this is instruments. It will be the student's responsibility to come to the office to check for and pick up delivered band or orchestra instruments.

**ADMINISTRATOR MEETINGS:** We understand sometimes issues arise at school. Our children benefit when these problems and mistakes are corrected through the cooperative effort of the parents and school personnel. When you have a question or problem, our first policy is to bring ANY problem to the attention of the teacher. If your concern is with a teacher, you must first discuss the issue with the teacher directly. If you would like to meet with the administrator regarding a teacher matter, please call or email to schedule a meeting.

**COMMUNICATIONS FROM THE SCHOOL:** We will use email and our school website for communications with our students and their families. You can find most anything you need on our site: contact information, forms, calendars, lunch menus, etc. Please keep your email contact information up-to-date using Jeffco Connect.

**LOST AND FOUND:** The lost and found area is located off the main hallway near the staff lounge and music room. Items such as coats, hats, articles of clothing, shoes, lunch boxes, water bottles, etc. are kept here. Small and/or valuable items such as keys, money, jewelry, glasses, etc. are kept in the office. Unclaimed articles are donated to charity at the end of each trimester.

**SNOW DAYS/SCHOOL CLOSING:** If any of the schools in Jefferson County are to be closed due to storms or road conditions, a recorded message and email will automatically be sent from the School Messenger system. In addition, closures will be broadcast on many of the metro Denver radio and television stations. Information regarding closures are posted around 6:00 AM.

**HOMEWORK POLICY:** The teachers and staff at Hutchinson Elementary believe that developing strong skills is an integral part of a successful education. We believe that students in kindergarten through sixth grade should read a minimum of 20 minutes per night, either independently or with a family member. We strongly believe that students benefit from spending time with friends and family exploring the world around them and gaining tools and knowledge. Therefore, other types of homework will be kept to a minimum.

### **TYPES OF HOMEWORK:**

1. Any assignment not finished in class might be sent home for homework.
2. Other assignments can include those used to strengthen skills, such as working on math facts or studying spelling words. Many of these assignments involve memorization and repetitive practice and are conducive to parents working one on one with their child.
3. Some assignments are given to enrich or extend a lesson. An example might be a book report or building a structure for science. These assignments may need more parent support at home. They are not one-night assignments but require work over several nights and/or weekends. Please check the student planner for specific due dates.

**HOMEWORK PROCEDURES:** Each grade level has developed a method for students to receive their assignments from the teacher. This procedure will be explained to parents at Curriculum Night. We want parents to be aware of their child's classroom procedures for homework. If at any time you have questions about assignments or homework requirements, please contact your child's teacher. When a child has been absent from school, make-up work will be given when he/she returns to school. Many activities require prior instruction for the children to be successful which limit the teachers' ability to send home advance make-up work. Students will have two days to turn in make-up work for each day they were absent. For example, if a child was sick for one day, they will be given their assignments when they return to school and will have two days to complete them and return them to the teacher.

## **STUDENT HEALTH INFORMATION**

**MEDICATION:** All medications to be taken at school must be accompanied by the district Medication Agreement Form (available in the office and the school website). This form must be completed and signed by a parent or guardian. This includes *all* medications, prescription and over-the-counter, including acetaminophen (Tylenol). The school does not provide medication of *any type* for administration. School district policy requires that all medication must be sent to the school in the original packaging or pharmacy container. No expired medication will be administered. Pharmacy containers must state the doctor's name, child's name, date prescribed, dosage and directions. Children are not permitted to have medicine in their possession while in class. Medication scheduled to be taken during school hours will be kept in the clinic.

**SICK STUDENT:** If your child becomes ill at school or has a temperature of 100° or more, parents will be phoned and asked to take the child home. Please keep all phone numbers current on **Jeffco Connect** so you can be contacted in case of illness or emergency. Please notify the clinic if your child has a communicable illness (strep throat, flu, etc.) so that we may take proper precautions.

## **STUDENT DISCIPLINE AND CONDUCT**

**DISCIPLINE PLAN:** The goal of Hutchinson Elementary is to create a safe and positive learning environment and provide the equitable and consistent treatment of all students. Our aim is for all students to become caring, concerned, and responsible individuals who contribute in a productive way towards creating a positive educational atmosphere. In order to create an atmosphere that will enhance the ultimate learning of all students, certain learning behaviors must be promoted. Procedures and consequences will take into account the developmental stages of the student.

**RESTORATIVE JUSTICE:** Restorative Justice is a collaborative process that provides students and teachers with a voice when conflicts or issues arise in the school. It is a way of repairing the harm that was done within the community without using exclusionary practices. It is a facilitated conversation where a protocol is used that addresses what happened, as well as what the effects were. This helps the parties



develop a plan to move forward in a positive manner. At Hutchinson, we plan to use Restorative Justice practices during the discipline process and in situations where bullying is a concern.

**COMMUNICATION OF THE DISCIPLINE PLAN & JEFFCO CODE OF CONDUCT BOOK:**

Jefferson County Code of Conduct Book and the Hutchinson Handbook containing the Hutchinson Discipline Plan are both available for viewing on the Hutchinson Elementary Web Site.

**PBIS:** We will have a copy of the PBIS Manual at the main office and online on our [Hutchinson Website](#) for more information.

|                                      | <b>P</b>   | <b>A</b>   | <b>W</b>  | <b>S</b>   |
|--------------------------------------|--|--|---|--|
|                                      | <b>Positive Attitude</b>   | <b>Achievement</b>   | <b>Work Together</b>  | <b>Safety</b>  |
| <b>Classroom<br/>Library<br/>AMP</b> | <ul style="list-style-type: none"> <li>• Always work to meet or exceed the standards.</li> <li>• Actively participate in your learning.</li> </ul>   | <ul style="list-style-type: none"> <li>• Learn from others.</li> <li>• Continue to make yourself a better student.</li> </ul>                              | <ul style="list-style-type: none"> <li>• T.H.I.N.K.<br/>Is it True?<br/>Is it Helpful?<br/>Is it Inspiring?<br/>Is it Necessary?<br/>Is it Kind?</li> <li>• Stay on task during group work.</li> </ul>  | <ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to yourself.</li> <li>• Follow directions.</li> </ul>   |
| <b>Cafeteria</b>                     | <ul style="list-style-type: none"> <li>• Say “Please” and “Thank You”.</li> <li>• Be a friend and include others.</li> </ul>   | <ul style="list-style-type: none"> <li>• Finish your lunch in a timely manner.</li> <li>• Use good manners.</li> <li>• Clean up after yourself.</li> </ul> | <ul style="list-style-type: none"> <li>• Voice Level=2</li> <li>• Respect others.</li> </ul>  | <ul style="list-style-type: none"> <li>• Raise your hand for help, to clean-up, and to be dismissed.</li> <li>• Voice Level=0, when the lights are off</li> </ul>  |
| <b>Playground</b>                    | <ul style="list-style-type: none"> <li>• Show good sportsmanship.</li> <li>• Be a positive role model for others.</li> <li>• Use kind words and actions.</li> <li>• Follow directions given by an adult quickly and respectfully.</li> </ul> | <ul style="list-style-type: none"> <li>• Play different games with different people.</li> <li>• Use and return equipment properly.</li> </ul>              | <ul style="list-style-type: none"> <li>• Share all equipment.</li> <li>• Follow the rules of the game, take turns and problem-solve.</li> <li>• Line up when the horn blows. Face forward with hands at your side and Voice Level=0.</li> </ul> | <ul style="list-style-type: none"> <li>• Stop, look, and listen when the whistle blows.</li> <li>• Keep rocks and snow on the ground.</li> <li>• Follow the rules when on play structures and swings.</li> </ul> |
| <b>Hallways</b>                      | <ul style="list-style-type: none"> <li>• Walk with pride, hands at your side.</li> </ul>   | <ul style="list-style-type: none"> <li>• Be a hallway hero, use Voice Level=0.</li> </ul>  | <ul style="list-style-type: none"> <li>• Walk, don’t talk.</li> </ul>   | <ul style="list-style-type: none"> <li>• Single file, with a smile.</li> <li>• If not with class, have a pass.</li> </ul>  |

|                              |  |   |   |  |
|------------------------------|--|---|---|--|
| <b>Arrival and Dismissal</b> | <ul style="list-style-type: none"> <li>• Show respect for people and property.</li> <li>• Follow adult directions.</li> </ul>                                | <ul style="list-style-type: none"> <li>• Line up with your class.</li> <li>• Walk while on school grounds.</li> <li>• Voice Level=2, when in line.</li> </ul> | <ul style="list-style-type: none"> <li>• Line up outside quietly and calmly.</li> <li>• Leave quietly through assigned door.</li> </ul> | <ul style="list-style-type: none"> <li>• Be in charge of your own things.</li> <li>• Keep your hands and feet to yourself.</li> <li>• Cross the street only at the crosswalk.</li> </ul> |
| <b>Restrooms</b>             | <ul style="list-style-type: none"> <li>• Show respect for people and property in the bathroom.</li> <li>• Leave the restroom and sink area clean.</li> </ul> | <ul style="list-style-type: none"> <li>• Properly use the toilet and sinks.</li> <li>• Voice Level=0</li> </ul>   | <ul style="list-style-type: none"> <li>• Flush.</li> <li>• Remember others may be waiting.</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Let an adult know if something is wrong or needs attention.</li> <li>• Wash your hands with soap and water. Dry your hands.</li> </ul>          |
| <b>Assemblies</b>            | <ul style="list-style-type: none"> <li>• Respond appropriately (listen, clap, smile, laugh).</li> </ul>  | <ul style="list-style-type: none"> <li>• Listen respectfully, Voice Level=0.</li> <li>• Sit with your legs crossed, bottom on the floor.</li> </ul>           | <ul style="list-style-type: none"> <li>• Respect the personal space of others.</li> </ul>   | <ul style="list-style-type: none"> <li>• Enter and exit with Voice Level=0.</li> <li>• Look to your teacher for exit directions.</li> </ul>  |

### **STUDENT CONDUCT EXPECTATIONS:**

1. No gum chewing.
2. Hats, bandanas, or other head gear will not be worn in the school building, except on special occasions.
3. NO toys except on special occasions. No trading cards, skateboards, walkman/CD players, MP3 players, iPods, handheld video games, in-line skates, scooters, roller shoes, etc. Students will receive 1 warning if an item is brought to school; the 2<sup>nd</sup> time the item becomes an issue, it will be given to the principal. A parent will need to pick the item up from the principal.
4. Cell phones – students must keep cell phones turned off and in their backpacks during the school day. Students may not use their cell phones inside or outside the building during school hours. Once school is dismissed, students may use their cell phones outside the building. The school takes no responsibility for lost, damaged or stolen cell phones.
5. No clothing that is distracting or a safety hazard is allowed. Please see the Dress Code Guidelines below.
6. Students may ride their bikes, with a helmet, to school. Locking your bike is encouraged. The school takes no responsibility for lost, damaged or stolen bicycles or property left with the bicycles.
7. Students are expected to obey local laws and the District Policies and Procedures as stated in the Conduct Code Book.

### **DRESS CODE GUIDELINES:**

- No hats, head scarves or bandanas
- No bare midriffs (the shirt, if in question, must be able to be tucked in and stay tucked in)
- Straps on tank tops must be 2 inches wide
- No clothing that reveals a student's underwear
- No pajama tops, bottoms or slippers except on designated days
- No pants that sag excessively; if the pants cannot be kept up, parents will be called
- No cut-offs, ragged, or full-of-holes jeans

- No excessively short skirts or shorts; the rule of thumb is that the student's fingertips must touch the hem of the skirt/shorts while standing
- No see-through clothing
- No clothing with suggestive or inappropriate words, logos, pictures or advertisements for drugs, alcohol or tobacco
- No clothing that is distracting; examples are clothing that is too tight or revealing, or contains inappropriate slogans or pictures
- No gang type and/or related insignia or clothing
- No chains of any size will be allowed; chains securing wallets to pants must be tucked into the pocket

## **LUNCH/BREAKFAST PROGRAM**

Food and Nutrition Services is committed to providing all Jeffco students with high quality meals that are produced from healthful, sustainably produced and regionally sourced food.

Jefferson County Schools maintains a hot lunch program. Students in the all-day kindergarten program and in grades 1-6 may purchase hot lunches, including milk, for \$2.85 each. Parents may pay for hot lunches in two ways:

1. Cash or check (payable to Hutchinson Elementary) in a sealed envelope with student's name and ID number, teacher's name, and amount enclosed.
2. Via MyPaymentsPlus online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or by phone at 1-866-609-0949. You will need your student's ID number. MyPaymentsPlus charges a \$2 fee for each transaction.

Students can bring sack lunches. The price of milk is \$0.85.

For current pricing, please see the [Jeffco Schools](#) or [Hutchinson Elementary](#) websites.

Students at the Elementary level may charge meals **up to a total dollar amount of \$7.50**, which includes Breakfast and Lunch. The \$7.50 loan limit applies regardless of student eligibility status.

These Lunch Loans are to be repaid immediately by the student or the student's parents. Food Services will not be able to extend further credit to any student beyond the \$7.50 loan. Parents will be advised of the student loans via notice sent home with the child, from Food Services. Once loans have been repaid in full **to the School Cafeteria Manager** the student will again be eligible for a lunch loan if needed, keeping in mind the \$7.50 loan limit.

To assure that no student goes through the day without food, any student who has reached the \$7.50 loan limit will be provided with a full sack lunch including cheese sandwich, fruit, veggie, and milk at no charge.

## **PARENT TEACHER ORGANIZATION (PTO)**

**MISSION:** Hutchinson PTO's mission is to support the teachers and staff in providing a learning environment that enhances the academic experience of our children and strengthens the community in which we teach, learn and live.

**ACADEMICS:** PTO supports our student and faculty by raising money needed to meet current and future academic needs. The money PTO raises is used to purchase education supplies such as mobile computer labs, textbooks, science consumables, maps, gloves, items for art, music and gym... and more!

**COMMUNITY OUTREACH:** PTO strives to build a stronger community with our teachers and staff, students and their families and the neighborhoods in which we live. We can all help enrich our community by volunteering, helping others, having fun together and supporting our school's concept of respect. We plan events throughout the year that promote these concepts. Our Sunshine Committee, Teacher Appreciation and Family Fun Nights are a few examples.

**MEETINGS:** PTO meetings are open to all parents and legal guardians of Hutchinson Elementary students. Meetings are a way for parents to have fun together, meet new people, share experiences and talk about issues related to our children's education. If you would like to address a particular issue, please contact our PTO President, and it will be addressed at our next meeting.

**Meetings:  
3<sup>rd</sup> Wednesday of Each Month  
6:30-8:00 PM**

**VOLUNTEERS:** Dedicated parents and teachers make PTO successful. PTO relies on volunteers to contribute, large and small, to our community. All contributions matter and are truly appreciated. Please complete the Parent Volunteer Opportunities list in your check-in packet or contact any of our officers.

**We look forward to working with our community and getting to know all of you!**



**When it's  
our children ...  
SAFETY FIRST!**

**PARKING:**

There is no long-term (more than 15 minutes) parking directly in front of Hutchinson on either side of W. Utah Ave.

Long-term parking is available on W Utah Ave. both above and below the school.

The Hug and Go Zone is for pick-up and drop-off only between 9:00-9:25 a.m. and 3:00-3:45 p.m. This zone is for short-term (15 minutes or less) parking at all other times of the day.

There is no student pick-up or drop-off in the parking lot. The parking lot is for staff parking and school buses.



Remember to be courteous of our neighboring residents. Many have or have had children here as well!

**Parking on City Streets in Lakewood**



The City of Lakewood has numerous traffic and parking rules and regulations (laws and ordinances) that are described in the City of Lakewood Municipal Code. A great many of these laws are considered to be common sense or courtesy. They are things that most drivers learn early in their driving careers. Sometimes, in our hectic lives we forget some of these things. These are ticketable offenses, even if there is no reminder present, such as a sign. The City of Lakewood Traffic Engineering Division would like to take a moment to remind you of some commonly forgotten rules. Unless necessary to avoid a conflict with other traffic or directed by a police officer or traffic control device, the following regulations apply on all City of Lakewood Streets.

- **No Parking** is allowed within five feet of a private or public driveway.



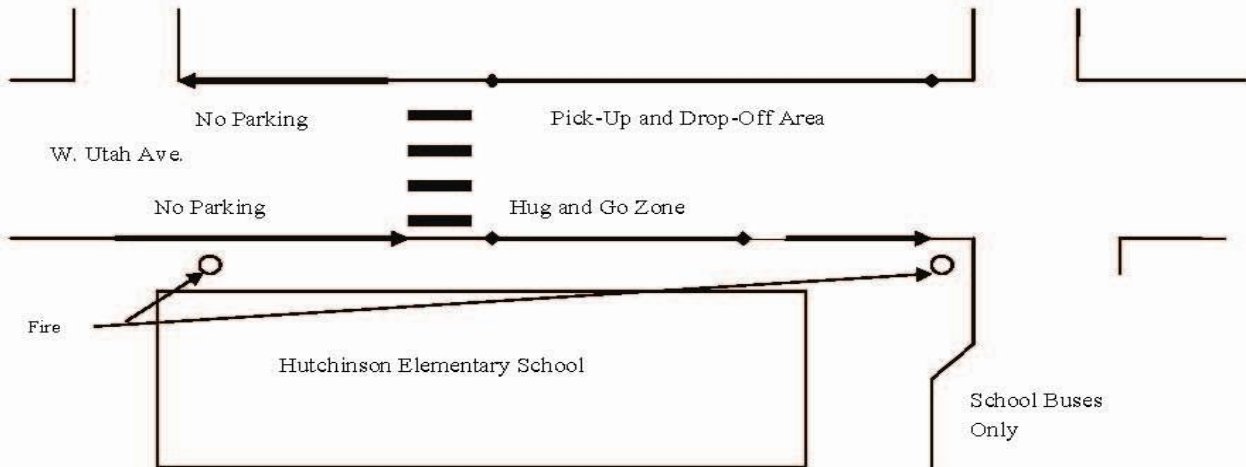
- **No Parking** is allowed within 20 feet of a crosswalk.

- **No Parking** is allowed within 30 feet upon the approach to any flashing beacon or signal, stop sign, yield sign, or traffic-control signal located at the side of the roadway.



- **No Parking** is allowed within 20 feet of the driveway entrance to any fire station or, on the side of the street opposite the entrance of any fire station, within seventy-five feet of said entrance when properly sign posted.
- **No Parking** is allowed within 15 feet of a fire hydrant.

There are also rules prohibiting double-parking and parking on sidewalks, within crosswalks, intersections, travel lanes, or fire lanes, or on elevated structures. If illegal parking is creating an immediate danger requiring enforcement, please contact the police department at 303-987-7111. For other parking concerns or question, please contact the traffic engineering division at 303-987-7980.



**For ALL Students' Safety,  
There is NO Student Pick up  
or Drop-off in the  
Parking Lot!**

**For the Safety of Students and  
the Community,  
ALWAYS USE THE  
CROSSWALK WHEN  
CROSSING THE STREET!**