

HUTTON



ELEMENTARY

PARENT HANDBOOK

Home of the Hawks

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24-Hour Attendance Hotline: 354-3060

Principal's Welcome

Dear Hutton Elementary Families,



Welcome to a promising new school year at Hutton Elementary! Whether you're joining us for the first time or returning, we are thrilled to embrace you as an integral member of the Hutton Hawk family. At Hutton, our primary focus is providing an excellent education tailored to your child's needs. Our unwavering commitment is to cultivate an environment where every student feels deeply nurtured, safe, supported, ensuring they are poised for a bright future. We are dedicated to ensuring each student realizes their utmost potential, providing them with the necessary resources to flourish academically, socially, and emotionally. We aim for every child to harbor positive sentiments regarding their time at Hutton.

As your principal, I'm wholeheartedly invested in fostering an environment where each student establishes enriching bonds with our staff and peers, sensing a profound connection and belonging to our community, and being celebrated for their unique identity.

The unwavering dedication of our adept staff, coupled with the invaluable support from our families and community, constitutes the cornerstone of Hutton's achievements. Your collaborative partnership is essential, and we genuinely appreciate your continued engagement in our shared educational endeavors.

Enclosed, you'll find our handbook and district calendar to keep you informed and actively involved. Should you have any inquiries about its contents or any school-related matter, please feel free to get in touch.

Warm regards,

Latonya Simmons
Principal

Diane Dullanty
Principal Assistant

About Our School

The original Hutton School contained six rooms and was constructed in 1920-1921 of brick and concrete blocks with a tile roof and stucco exterior. This new school replaced the Rockwood School at nearby 24th Avenue and Hatch Street.

The new school was named for Spokane pioneer and philanthropist, Levi W. Hutton, who was one of the owners of the famed Hercules Mine in the Coeur d'Alene area. The September 2, 1920, school board meeting minutes show that Dr. C. H. Eikenbary moved that the school be named Hutton School in honor of L.W. Hutton "whose interest in children has been manifested by his donation of the Hutton Children's Home."

As Spokane grew, so did the needs of the school, and in 1930 authorization was given to add four rooms and an auditorium to Hutton School.

As the student population grew in later years, eighth grade students attended Jefferson School while the seventh-grade girls were sent to Roosevelt for home economics classes.

Acquisition of 2.45 acres in 1945 enlarged the ground to 5.48 acres and changed the scope of the playground.

Hutton School currently has 75 staff members with a population of over 450 students. The school colors are blue and white with a hawk as the school mascot.

Our Mission

As the community of Hutton Elementary School, we share a vision for the education of our children to reach their highest level of academic achievement guided by objective measures. Collaboratively, we support the physical, ethical, and social development of our students.

2023-24 Staff

Kindergarten

Amy Iverson
Katie McCarthy
Sarah Malm
Amber Swim
Brittany Dhaenens (K/1)

1st Grade

Kathy Lipsker
Kristi Pedersen
Trish Campbell

2nd Grade

Anna Muelheims
Danika Griffith
Korina Day
Joselyn Griffus
Stephanie Heaton

3rd Grade

Jamie Schulte
Kelly Hallett
Renee Scribner
Will Nye

4th Grade

Christina Crawford
Christine Paino
Jessica Fernandez

5th Grade

Betsy Duchesne
Kelly Freel
Kim Yahne

Newcomer Center/ ELD Teacher

Katy Gurash

ELD Teacher

Holly Hansen

ELA Coach

Laura Demersseman

Specialists

Maile McFarland (Science)
Kim Cree (Science)
Rachel Peters (Librarian)
Michelle Morgan (Health & Fitness)
John Martin (Health & Fitness)
Erin Delaney-Conte (Music)
Tamara Knapp (Music)
Dawn Valley (Art)

Principal

LaTonya Simmons

Principal Assistant

Diane Dullanty

School Counselor

Gretchen Snider

MTSS Specialist

Tami Haley

Physical Therapist

Danielle Lampi

Occupational Therapist

Betsy Reynolds

School Psychologist

Sherry Wilson

Custodial Team

Mark Barron
Aric Trantum

Office Manager

Ruth Wiechman

Asst. Secretary

Heather Ahlquist
Lacie Algeo

Resource Teacher

Tina Gardella

Resource Para

Teri Owens

Library Clerk

Darla Weber

Paraeducators

Juli Jaureche
Amanda Roggenbauer
Joany Aydelotte
Ashley Cratty

Recess Supervisors

Rey Delgado
Casey Lokken-Baker

Express Site Director

Kathy Wiles

Express Activity Director

Chad Shields

Kitchen Manager

Sherry Wells

Kitchen Assistant

Dawn Gray-Jacobson

School Nurse

Tina Cavender-Dymond

Speech

Cassidy Gardner

Address, Telephone Number(s) & Other Pertinent Information

It is very important that the school be kept informed at all times of home address, telephone numbers and emergency telephone number where a parent/guardian can be reached. Please notify us immediately of any changes of your child's information, such as address or telephone number at home or work, neighbor to contact, and health information.

Changes should be sent to the school office as soon as possible. This information is essential in order to provide assistance to your child in case of an emergency.

TELEPHONE NUMBERS AND ADDRESSES

Main Line: 509-354-3030

Absence Line: 509-354-3060

Fax: 509-354-3040

Hutton Elementary School

908 E. 24th Ave.

Spokane, WA 99203

Hutton Website Address:

<https://www.spokaneschools.org/hutton>

Spokane Public Schools Website Address:

<https://www.spokaneschools.org/>

Attendance

State Board of Education Regulation WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and Board of Directors." Generally, the only excuse for absence is illness. Regular attendance is of the greatest importance for your child's success and is a most necessary habit for a productive adult life. When a child is ill, they should be kept home. A written excuse should be sent to the teacher on the first day of your child's return. Children may be excused for medical and dental appointments during school hours.

Parents are asked to call the attendance hotline (509) 354-3060 if their child is going to be absent. This is most helpful to us and assures the school of your child's safety. Should we not hear from you, you will be called to verify the child's absence. It is necessary to know the reason for the absence as the school must report certain communicable illnesses.

Pupils are never to leave the school premises during the official school day except by written permission of parents, parental phone permission, or with the principal's permission. If for some reason it is necessary that your child be dismissed before regular dismissal time, please call the office or send written notice to that effect. Parents/guardians will meet their child in the office and sign them out for the remainder of the day or the duration of an appointment.



Bicycles, Scooters, Skateboards



Students who ride bikes and scooters to school should be governed by the following:

1. Parents make the decision as to whether their child may or may not ride a bike to school. It is the recommendation of the school that students in grades K-2 should not ride bikes or scooters to school unless accompanied by an adult.
2. All bicycles and scooters must be parked in the racks provided, and locked. They should not be locked together. The school does not accept responsibility for damaged or stolen bikes or scooters.
3. Bikes and scooters must be “walked” across patrolled crossings, and on school grounds when coming to or leaving school.
4. Heelys and skateboards are not permitted at school.
5. Helmets are required. An ordinance enacted by the Spokane City Council requires all people to wear a helmet when riding their bikes, or scooters, etc. on streets, sidewalks, and other public property. Students attending schools located within the city must therefore wear a helmet when riding their bikes or scooters to and from school.

Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage. The goal of the City ordinance is to help reduce the number of head injuries among young people by requiring helmet use.

The Spokane C.O.P.S website has important information on helmet safety and appropriate fitting visit them at <https://www.spokanecops.org/bicyclesafety-the-helmet>.



Bus Conduct

Some of our Hutton students ride the bus to and from school. In addition, all Hutton students may ride the bus to take advantage of opportunities offered by the district. When riding the bus, all rules must be observed in order to assure the safety of everyone on the bus. All students should be familiar with these rules and must follow them in order to help maintain a safe environment for all bus riders. Bus drivers will issue citations to any student who is in violation of these rules. Please review these rules with your children.

- The student will obey the driver promptly and willingly.
- The student will sit properly in their assigned seat and remain there until the bus has stopped.
- The student will keep his/her hands to him/herself and will be courteous to others on the bus.
- The student will ask permission before opening a window and will keep his/her body inside the bus.
- The student will keep the area where he/she sits clean.
- The student will have nothing harmful in his/her possession.
- The student will speak in a “level” voice level and show appropriate “classroom behavior”.

We will run a Bus Academy at the beginning of the school year, and if necessary, again in the Spring. Please note that riding a bus to school is a privilege and not a right, and this privilege can be lost if students repeatedly

refuse to follow bus-riding expectations. In addition, Washington State Law, RCW.392.145, makes certain behaviors on the school bus a crime. Lastly, student behaviors that require the driver to divert his/her attention from the road place all students' safety at risk and will not be tolerated.

There will be five progressive steps for citations written by drivers:

1. Warning, with no bus suspension, parent contact from school (letter sent home with copy of citation and rules)
2. Loss of riding privileges for 1 school days; meeting with student, parents, transportation
3. Loss of riding privileges for 3-5 school days
4. Loss of riding privileges for 20 school days
5. Loss of riding privileges for the remainder of the school year

Note: We reserve the right to skip steps and/or change consequences.

Cell Phones

Students are not permitted to place or receive calls or texts on cell phones or smart watches during the school day.

Phones are to be turned off before arriving on school grounds in the morning and backpacks. At the end of the day, phones may be turned on once scholars have the building.



kept in
exited

If students do not follow the expectations, cell phones and any other wireless communication devices will be confiscated in this order:

- **1st offense:** Phone taken away by the teacher and handed back at the end of the day.
- **2nd offense:** Phone taken away, stored by the teacher and the parent will need to pick it up.
- **3rd offense:** All electronic items taken by the staff must be turned into the office

Hutton cannot be responsible for damage or loss of cell phones, watches or other devices.

Childcare – Express Program

Spokane Public Schools Neighbor Schools Express childcare program is becoming increasingly the choice of working parents who want their children's time away from home before and after school to be full and productive.

The Express Program provides a valuable enrichment program for elementary school students before and after school hours. It expands the community's use of school facilities and establishes a new partnership between parents and the school district.

The Express Program is committed to providing a safe and secure environment for the social, emotional and physical development of children while serving to stimulate and enhance the creativity, capabilities and potential of each child.

The program is designed to provide children with an active enjoyable, enjoyable program of arts and crafts, sports, games, special events, and educational endeavors. These activities will facilitate social interaction, motor skills, creativity, and curiosity while promoting sound behavioral development.

The Express Program at Hutton is a successful and beneficial service to the community. A before and after school Express Program is offered at Hutton.

Express Staff: A site coordinator does the planning for the Express site and supervises activities. Program aides help provide adult supervision.

Times: 6:30-8:20 am
3:00-6:00 pm

Snacks: A nutritious snack is served after school every day.

Rates: Please call 509-354-7312 for current rates.
<https://www.spokaneschools.org/Page/394>

Location: Hutton Elementary
908 E. 24th Ave.
Spokane, WA 99203

Communication with Families

THE HUTTON HAWK HEADLINES BI-MONTHLY NEWSLETTER

Every other Sunday, a new edition of the Hawk Headlines newsletter is emailed to all families.

This bi-monthly newsletter provides families with important information and upcoming dates at school. Families are encouraged to read the Hawk Headlines together and discuss the topics included.

FACEBOOK

Hutton maintains a Facebook page to keep families informed and celebrate the great things their children experience during the school day.

Families are encouraged to visit: <https://www.facebook.com/profile.php?id=100064103437655>

PEACHJAR ELECTRONIC BACKPACK

Spokane Public Schools uses a flier distribution service called PeachJar that sends approved fliers about events and activities from school and community organizations to parent email accounts.

The Hutton Hawk Headlines are posted on PeachJar Bi-Monthly.

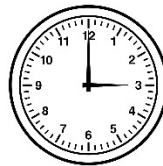
Crossing Guards, Noon Aides & Recess Supervisors

A great way to become involved in the Hutton community and ensure the safety of Hutton students is to consider becoming a crossing guard or noon aide. These are paid positions. Crossing Guards may staff the numerous crosswalks with our student safety patrol in the morning for 30 minutes and then again in the afternoon. Our Noon Aides help supervise students in the lunchroom and Recess Supervisors supervise students outside during lunch recess. Please let the office know if you are interested in helping in this capacity.



Daily School Schedule

Tuesday – Friday 8:30-3:00 pm
Monday Late Start 9:30 am



****NEW: This year we will have late start Mondays. This means that school will start at 9:30 am. On late start Mondays, students should arrive after 9:15 am, unless they will eat breakfast (9 AM). School starts at 9:30 am on late start Mondays**

Morning supervision is provided from 8:15-8:30 am. Therefore, students should arrive after 8:15 am unless they are going directly inside for breakfast. School breakfast is provided from 8:00-8:25 am. If students finish breakfast early, they are dismissed to line up outside with their classroom. Students should line up quietly at their assigned classroom location before the bell rings at 8:25 am. If arriving after 8:30, they must get a breakfast pass from the office. ****Breakfast is served at 9:00 AM on late start days.***

Students are expected to go directly home after school. Should a student be required to remain after school for any reason, parents will be notified. Parents are encouraged to ensure an after-school plan is in place before the school day begins.

There will be no playground supervision after school. Also, students should not return to Hutton's playground, after coming home, before 5:00 pm. Helps us keep our playgrounds safe for students by discussing these expectations with your children.

Please call the Attendance Hotline (509) 354-3060 if your child will be absent from school.

Dangerous Weapons/Threats

Policy and Procedure 4210 state it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises, including school provided transportation. This also applies to non-school facilities when being used for school activities.

Possession of firearms on school property will result in a one- year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160 Intervention and corrective actions for students violating this policy are reflected in Policy and Procedures 3240.

Dogs

Even the friendliest dog can cause problems on a playground full of children. In compliance with our district wide policy, dogs are not allowed on school premises. Only service animals are allowed inside the school without advanced written permission of school administration.



Emergency Procedures

Hutton has a well-developed plan in place in case of an emergency. The plan includes preparations for evacuating the school or locking it down depending on the situation. In concert with local emergency responders, Hutton's Crisis Plan utilizes Rapid Responder technology which provides detailed information about the school to officials who would respond to Jefferson in case of an emergency.

In addition to the plan, the school conducts evacuation (fire) drills, lockdown crisis drills and Shelter in Place drills throughout the school year.

Extra-Curricular Activities

Extracurricular activities are offered at Hutton Elementary. We encourage our students to take part in these programs. Information on each series of activities will be sent home so that you may be informed as to your child's out-of-school activities. Hutton offers a range of activities from sports of all sorts to clubs, chorus and many other choices.

There is no cost for students to participate. Information, schedules and sign-up sheets are sent home at the beginning of each session. An activity bus is provided for all students that need transportation. PTG sponsored activities may have a charge to participate.

All after-school activities run from 3:00-4:00. Parents who pick up their children from after-school activities should meet their children on the south side of the building in the pick-up/drop off area.

Check the Hawk Headlines and your child's backpack for the latest extra-curricular offerings!

Field Trips

Field trips may be planned by individual teachers during the year. For all field trips, you will be asked to sign a permission slip. Only students with signed permission slips can participate. Parents participating in their child's field trip must complete and clear the Washington State Patrol screening. It is the expectation that during field trips students will conduct themselves according to Hutton's school-wide expectations.



First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted and 911 may be called. It is imperative that the Hutton office have current parent/guardian contact numbers and other emergency numbers on file if a parent/guardian cannot be reached.

Harassment, Intimidation and Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-5901.

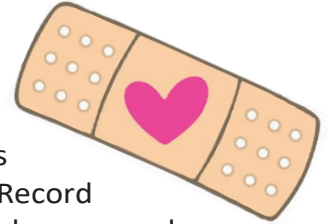
Procedure 3207 provides the reporting and investigation process. Further information and compliant forms may be found on the Spokane Public Schools website, www.spokaneschools.org and selecting — Parents & Students — Quick Access Center — Bullying & Harassment.

Health & Fitness

Health and Fitness is a required part of the curriculum unless your child has a doctor's excuse. Please ensure that your child wear appropriate shoes on those days (tennis shoes). This helps to ensure that students can actively and safely participate in the scheduled activities.

Health Services

A school nurse is available to assist in planning for your student's health care needs at school. This includes medication questions and consultation or referral regarding health-related issues. If your student experiences any changes to their health that affect their school day, it is vital that you fill out a new Health Record Form that is available in the school office. Care plans and medication forms must be renewed yearly.



Students in grades K, 1, 2, 3, and 5 will be screened for vision and hearing during the school year.

Helping Your Child with School

It is highly important that families always remain directly involved with their children's activities at school.

The following are some things you can do to help your child with their school life.

1. Work with teachers, principals, nurses, counselors, and other school personnel.
2. Show enthusiasm and interest in the things your child is doing in school.
3. Help your child understand the need to be considerate of others and to respect their property and rights.
4. Encourage your child to talk about school activities and listen sincerely when they do.
5. Call the school when unsure of school-related matters.
6. Hear both the child's and the teacher's version of a controversial issue.
7. Praise your child for work well done and praise them for improvement. (Improvement may take place in work and study habits, conduct, attitude, and specific skills.)
8. Respect your child's turn in the family to help them learn to do so at school.
9. Be involved at school and accept invitations for classroom and school activities.
10. Help your child schedule time so that they have the opportunity for study time at home when necessary.

Hutton School-Wide Expectations

At Hutton we believe that students should be taught what is expected of them. We have 5 expectations that are used by all staff in all areas of the school. These five expectations are:

Have a positive attitude.

Always show respect.

Will follow directions.

Keep everyone safe.

Strive for excellence.



At the beginning of the year, students are taught what each of these expectations look and sound like in all the different areas of the school. We use assemblies, posters, picture books and other resources to help students to understand what is expected of them. Once students have been taught the expectations, we strive to acknowledge positive student behavior through a variety of methods, including the use of HAWK High-Fives. If your child receives a HAWK High-Five, it means your child was “caught” demonstrating one of these expectations.

Hutton School General Rules

Classroom Rules

Each teacher at Hutton has a defined Classroom Management Plan which outlines the rules for the classroom, the consequences when students break classroom rules, and the privileges/rewards the students can earn for good work and good behavior. A copy of your child’s classroom plan will be sent home to parents at the beginning of the school year. Please review and discuss this plan with your child. Your support regarding the enforcement of all school rules is necessary and most appreciated.

GENERAL RULES:

BEFORE AND AFTER SCHOOL: Students will:

- Follow directions of the patrols and other staff.
- Use designated crosswalks.
- Arrive after 8:15 am (unless involved in an approved school activity).
- Line up in the designated area.
- Leave the school ground upon dismissal unless participating in an approved activity.

PLAYGROUND RULES: Students will:

- Follow directions of playground supervisors.
- Use school game rules at all times.
- Play safely and fairly.
- Ask teacher/supervisor to help resolve conflicts.

LUNCHROOM RULES: Students will:

- Follow directions of lunchroom supervisors.
- Walk safely and sit in the designated area.
- Eat his/her own lunch.
- Dispose of trays, garbage and leftover food properly.
- Remain seated until dismissed.

HALLWAY RULES: Students will:

- Walk safely.
- Use a “O” level in the halls.
- On the right.
- Facing Forward
- Evenly Spaced

Illness

NOTE: The list below applies to a typical, non-COVID year. District health protocols will guide expectations for students staying home and may change throughout the year based on guidance from the Spokane Regional Health District.



Children should stay home if they have any of the following:

- A fever of 100 degrees or higher in the last 24 hours. Your child should be fever free (without the use of fever reducing medicines) for 24 hours.
- A consistently goopy, runny nose.
- Drainage from the eye and/or redness of the eyelid or skin around the eye.
- A bad cough- one that you wouldn't want your well child to be around.
- A sore throat, especially with fever or swollen glands in the neck.
- Shortness of breath or other problems with normal breathing.
- Is unusually tired, pale, or difficult to awaken, headache or body aches; seems confused or irritable, and/or lacks normal appetite.
- A rash that is associated with fever or severe itching.
- Vomiting with/without diarrhea within the last 24 hours

Your child should be free of vomiting or diarrhea for 24 hours before returning to school. NOTE: A child who has one episode of bloody diarrhea or two episodes of diarrhea at school must be sent home and cannot return until the diarrhea has resolved. Some diarrheas may be associated with bacteria or viruses.

If your child has severe diarrhea, you should contact your health care provider.

- Has begun taking antibiotics within the past 24 hours.
- Any contagious disease such as chicken pox, influenza, whooping cough or gastroenteritis.
- As directed by your health care provider.

Immunizations

Washington state law requires that children attending kindergarten through twelfth grade **MUST** be properly immunized in order to attend school. You must present on or before your child's first day of school, proof of:

1. Full immunization, or
2. Initiation of the schedule of immunization, or
3. A certificate of exemption (religious, personal, or medical).
4. Proof constitutes completion of the Certificate of Immunization Status Form and your signature.

Insurance

Special accident insurance is made available through a commercial agency as a service to school families. An informational brochure is sent home early in the school year explaining coverage and price.

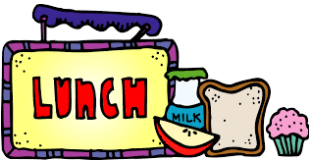
Lost and Found

Elementary children frequently misplace clothing or money brought to school. We suggest that all articles of clothing, lunch pails, lunch sacks, notebooks, etc. be clearly labeled with your child's name. When money is sent to school, please put it in an envelope. Be sure to seal the envelope and write your child's name and their teacher's name on it. We always have quite an accumulation of unclaimed articles which could have been returned if properly marked.



During the school year, please contact the office regarding missing items. At the end of each year unclaimed items are donated to a community agency.

Meal Program



Monthly breakfast and lunch menus can be found on the SPS website at www.spokaneschools.org/Page/380. Milk is included in the price of a hot lunch or may be purchased separately for those bringing a cold lunch.

Parents are welcome to join their students for lunch. Please check in to the office and pay for your meal with cash or check. PLEASE NOTE: Due to the pandemic restrictions, this may not be an option during the 2022-23 school year. Please contact the school ahead of time to check on current COVID expectations.

Student meals may be purchased either by cash or check, or by setting up an online payment account at www.myschoolbucks.com.

All district students can now receive free meals because our district participates in Community Eligibility Provision (CEP). For more information or to find information about how to get a free and reduced meal eligibility letter for other programs, please visit our [CEP page](#). During our Launch Conferences, computers will be available in the library and staff will be readily available to assist you so you can quickly and easily complete the CEP application.

Medical Needs

Be sure to notify the office or school nurse if your child has any special medical needs or problems which could require attention by school personnel. Medical problems such as allergies, asthma, bee sting reactions, frequent nosebleeds, diabetes, etc. and information regarding treatment should be on file in our office.

Medication at School



According to state law, if your child needs to take medication at school, the following requirements must be met:

1. All medication must be in a properly labeled container:
 - a. Prescription medication must be in an original container labeled by the pharmacist and be brought to school by the child's parent/guardian. Parents, when getting the prescription filled, ask the pharmacist for an extra properly labeled bottle for school

use.

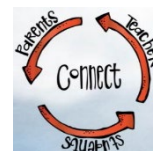
- b. Non-prescription medication must be brought to school in its original container.
2. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and a health care provider or dentist. It must be for the current school year only.
3. The school may administer oral medication only, with signed instructions (eye drops are excluded).

Parents must make arrangements to pick up medication at the end of the school year or when a student transfers. Medication will be disposed of if it is not picked up.

Sunscreen: State law regarding the administration of medication at school does not apply to topical sunscreen products regulated by the FDA for over-the-counter use. Any person, including students, parents, and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property at a school-related event or activity. ***Students are not allowed to share their sunscreen with others, nor is the school or staff able to apply sunscreen for students.*** The sunscreen product must be supplied by the parent or guardian.

Launch & Parent-Teacher Conferences

In addition to Launch Conferences at the beginning of the year, a spring conference will also be held. Parents will be invited twice during the school year to meet with their child's teacher to discuss their child's progress. We hope you will make every effort to keep the appointments for the time they are made. In many cases, teacher have as 30 sets of parents to schedule in a short period of time. Your assistance in keeping the appointments will be most appreciated.



Conferences are an integral part of the school's reporting program and as such are intended to be more than informal visits. Conferences are designed to give parents an accurate and objective report of a child's progress and behavior.

Parents should not hesitate to ask questions about any concerns they may have. Parents are encouraged to bring to their teacher's attention any information which may assist the teacher in meeting a child's individual needs.

Parent-Teacher Group (PTG)

Hutton has a strong, active Parent Teacher Group (PTG). Staff members and parents/guardians work collaboratively to benefit the students and the school. Your active participation and involvement in the activities of the Hutton PTG is encouraged and appreciated.

PTG BOARD 2022-23

- | | |
|-------------------|--------------------|
| • President | Sara Ambrose |
| • Vice President | Lindsey Van Cleave |
| • Treasurer | Miranda Redman |
| • Vice Treasurer | Kelly Quinn |
| • Secretary | Amy Chase |
| • Member at Large | Breanne O'Doherty |

The PTG meets monthly. Check our school website and our Hawk Headlines for specific meeting times and dates. You can contact the PTG board by sending an email message to: huttonptg@gmail.com.

Parent Visitations

Parents are encouraged to visit the school. When visiting the school, please remember to check in at the office. Should your child need to leave school during the school day, it will be necessary to sign your child out in the office.

As a parent, if you have questions regarding your child's situation at school, please contact your child's teacher. This may help both parent and teacher better understand the child.

Personal Items/Toys

Personal or valuable items should be left at home. This includes video game players, athletic equipment, trading cards, toys, etc. the school cannot take responsibility for loss, damage or storage of personal or valuable items brought to school. Hutton provides playground and athletic equipment for recesses.

Please review the Cell Phones section earlier in this handbook for Hutton's cell phone policy.

Pictures

Class pictures and individual pictures will be taken during the school year. Pictures are regarded as a service to parents and children and the school does not require the purchase of the pictures.

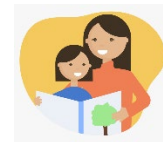


Written notice will be sent home with each child announcing when the pictures will be taken. You will also receive cost information from the photographer.

Younger siblings are welcome to have individual pictures taken on the same day as their older brothers and sisters.

Reading Support

Volunteers offer one-to-one assistance for students who need an extra bit of help mastering reading skills. Parents and community volunteers provide an opportunity for students to improve the reading skills while at the same time developing a friendship with a mentor who can support the child's progress in many ways to ensure success in the classroom.



We are always looking for additional volunteers interested in this opportunity. If this appeals to you, or someone you know, please contact the school office.

Report Cards

In addition to parent-teacher conferences, all students receive report cards each semester.



Student Safety Tipline

If you have information regarding weapons, drugs, alcohol, or other criminal behavior in or around Spokane Public Schools, please call 509-354-SAFE (7233). All calls are completely anonymous 24 hours a day, year-round. Thank you for your continued cooperation and support in keeping our schools safe.



Safety Patrol

The Spokane Public Schools safety Patrol is an affiliate of the Spokane Police Department. We maintain student patrols at several locations approaching the Hutton School grounds. Please note that patrols are present during limited times before and after school, and if your child arrives at the intersection outside of that schedule, there will be no guards to help them cross those potentially very busy streets.

The safety record that our patrols have maintained over the years has been remarkable, but parents should understand that we are limited in our ability to enforce traffic regulations without cooperation. Please help us in safely crossing the students by not blocking the crosswalks or obstructing the safety patrol's view when you drive your student(s) to school. Take care also to avoid the bus loading zone. There is a drop-off area in the front of the school for your use, or a parking lot if you need to leave your car and come inside.

Be alert and drive safely! We are all in this together.

School Attire

At Hutton, we expect students to maintain an appearance that is appropriate for school and is not disruptive to the orderly educational process of the school. Attire or accessories that communicate the promotion of tobacco, alcohol, drugs, gangs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, or any legally protected class or that has a sexual connotation is not allowed. We request that parents/guardians guide their children in choosing appropriate clothes to wear to school. The school is a student's workplace. Just as others dress for their workplace, we expect students to do the same.

Here are some reminders of appropriate attire:

- Shorts, skirts and dresses should be no shorter than mid-thigh.
- T-shirts and tops need to be full length, not cropped or showing waistlines.
- Tank top straps need to be wide. Spaghetti strap tops should not be worn to school, unless covered with a sweater or a jacket.
- Sandals need to be safe for play activities and going up and down steps. Flip-flops, other slip-ons and shoes with high heels are not safe for school. Students should be able to walk safely on the various surfaces indoors and on our grounds, and to run at recess and in PE in their shoes.
- Pajamas and slippers are permitted only on designated special days.

- Hats are permitted only on designated special days. No hats at recess.
**Exceptions for medical or religious reasons.*
- Tails and cat/kitty ear headbands are not permitted. They are considered toys and can be distracting to the learning environment. They should be left at home.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or school-sponsored off-campus events, such as a school sponsored field trip. Sexual harassment is a form of sex discrimination.

You can find a copy of the district's policy and procedure 5011 on the district's website www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member or contact the district Equal Opportunity Officer, at (509) 354-7344, or Title IX/Staff Civil Rights Officer, at (509) 354-7265. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district.

There are three (3) steps:

Step 1: Complaint to School District Superintendent,

Step 2: Appeal to the School Board, and

Step 4: Complaint to OSPI. Instructions on how to follow these steps may be found at www.k12.wa.us/Equity/Complaints.aspx and brochures are located at district schools and online at www.spokaneschools.org.

Specialist Classes

Art

Students in Kindergarten through second grade receive art instruction from a specialist for one 45-minute session each week. Visual art is one of three choices that sixth graders can make. The other choices are band or orchestra. These scholars attend two one-hour sessions per week.

Fitness and Health

All students attend Fitness and Health classes twice per week for 30 minutes. Fitness and Health is a required part of the curriculum in Washington State and students are required to participate unless they have a doctor's excuse. Families are asked to take note of the schedule for each child, so they will have appropriate clothing to wear for class or for extracurricular sports-related activities. Tennis shoes without black soles are recommended.

Library

Each student at Hutton attends library each week. In addition to checking out books and learning about library science, Hutton's library periods have an extra focus on STEM (Science, Technology, Engineering and Mathematics).

Science

Each student at Hutton (K-5) attends science each week. 6th grade students are taught science by the classroom teacher. Students investigate how the natural and human-created world works. Students build

academic vocabulary and skills in science and engineering through reading, experimentation, and classroom opportunities to design solutions to problems.

Student Use of Telephone

Because a school is served by business phones only, it is necessary to limit pupil use of the phone to emergencies. After school plans should be made at home prior to arrival at school.



It is possible for us to deliver a message to your child during the school day. These messages should be limited to those important in nature. If necessary, your student may be asked to come to the phone.

Each classroom throughout the building has a telephone and a computer with e-mail access. Each staff member's email address and phone extension can be found on the school's website.

Technology



At Hutton, our focus on utilizing technology is directly linked to grade level content and technology standards. When used as a tool for learning, various technologies can provide scholars with research resources, communication avenues, and word processing capabilities to enhance the writing process and a broad array of software support systems for learning purposes.

Hutton students have access to the internet for research projects. The Spokane School District has an internet filter to prevent students and staff from going to inappropriate websites, chat rooms, or other unacceptable areas.

While Hutton has a filter in place, it may not block all content. Hutton students are expected to use technology only for school purposes and to visit websites only connected to classroom content. The filter is in place while on school property or connected to the district's network, not at home.

Hutton maintains a school webpage to keep parents and the community informed about the school. You are invited to visit the site at www.spokaneschools.org/hutton.

Tobacco

Policy and Procedure 3240 explains that the use and/or possession of any and all tobacco in/on property owned or leased by Spokane Public Schools is prohibited. Please note that Washington state law prohibits minors from possessing any tobacco product regardless of how the minor obtained it.

Violation of this policy will subject students to intervention, as well as disciplinary action referenced in Policy and Procedure 3240.

Vehicle Safety

We all need to work together to ensure student and driver safety near the school. We ask that all adults act as positive models for our students.

Hutton's safety expectations include:

- Students must cross the street at the nearest corner with a student or adult safety patrol member on duty.
- Vehicles may never double park. It is illegal and a safety hazard.
- All students, parents and visitors must cooperate with our safety patrol.
- Always drive in a responsible manner.
- Our school has idle free zones on campus. Please follow the guidelines in those locations.



Volunteers

Volunteers have been an important part of Hutton's school program for many years. Volunteers strengthen our program by:

- Providing more individual help to children.
- Giving the teacher more time to teach by giving classroom assistance and preparing classroom materials.
- Providing a communication link between the school and the community.
- Assisting students and staff with a variety of schools and the community.



If you are interested in becoming a school volunteer or would like more information about the school volunteer program, please call the school office at 509-354-3030. <https://www.spokaneschools.org/volunteer>

Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies.



Please check our district website for information on school closures or listen to major radio and TV stations beginning around 5:30 am. Fresh air and exercise are important parts of a child's development. We make every effort to provide this to scholars each day while they are at school. Scholars should come dressed appropriately for the weather and be prepared to be outside for recess. During cold weather, the principal will assess current conditions and review weather charts to ensure that it is safe for students to be outside. As a general rule, students will be kept inside when temperatures move into single digits. When we experience low double-digit temperatures, the wind chill can cause it to feel like single digits. When this happens, students will be kept inside.

AUGUST

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
♦28	♦29	♦30	31	

SEPTEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	♦13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SIGNIFICANT DATES

August 28 - 30..... Teacher Work Day / Prof. Learn. Imp. Day
 August 31 - September 1..... K-12 Launch Conferences
 September 4..... Labor Day
 September 5..... First Day of Classes (1st through 12th)
 September 6..... First Day of Kindergarten (A/B Rotation)
 September 12..... First Day of All Kindergarten Together
 September 25..... First Day for School Day Preschool (PK)
 September 26..... First Day for AM/PM & CIP PK
 October 13..... Prof. Learn. Imp. Day / Non Student Day
 November 10..... Veterans Day
 November 22-24..... Thanksgiving Break
 December 25 - January 5..... Winter Break
 January 15..... MLK Day
 January 25-26..... Elem. Progress Conf. / Elem. Non Student Day
 February 2..... Semester Break-Day / Non Student Day
 February 19..... President's Day
 February 20..... Prof. Learn. Imp. Day / Non Student Day
 March 15..... Weather Make Up Day / Non Student Day
 April 1-5..... Spring Break
 May 27..... Memorial Day
 June 7..... Last Day for AM/PM & CIP PK
 June 11..... Last Day for School Day PK
 June 14..... Last Day of School
 June 17, 18..... Weather Make Up Days (if needed)
 June 19..... Juneteenth

Elementary Grading Periods

February 1..... End of First Semester
 June 14..... End of Second Semester

Elementary Reporting

First Grading Period

February 16..... Report Cards

Second Grading Period

June 14..... Report Cards

Secondary Grading Periods

November 7..... End of First Quarter
 February 1..... End of First Semester
 April 12..... End of Third Quarter
 June 14..... End of Second Semester

Secondary Reporting

November 15..... First Quarter Report Cards
 February 9..... First Semester Report Cards
 April 19..... Third Quarter Report Cards
 June 17..... Second Semester Report Cards

FEBRUARY

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	♦20	21	22	23
26	27	28	29	

MARCH

MON	TUE	WED	THUR	FRI
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18	19	20	21	22
25	26	27	28	29

APRIL

MON	TUE	WED	THUR	FRI
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

MON	TUE	WED	THUR	FRI
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
★17	★18	19	20	21
24	25	26	27	28

LEGEND

- First/Last day of School
- Late Start/Collaboration
- Holiday
- No School/School Break Day
- Conferences
- ♦ Teacher Workday/Prof. Learn. Imp. Day
- ★ Weather/Emergency Makeup Day

2023-2024 SPS Calendar



Spokane Public Schools
excellence for everyone



Notes

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