

Hutchinson Elementary
12900 W Utah Ave.
Lakewood, Co 80228
Office Number-(303) 982-9561

Principal- DeAnn Hoffman
Dean of Culture: Claire Odorico
Principal's Secretary- Kim Domina
Enrollment Secretary - Leigh Anne McKibbin

TELEPHONE NUMBERS:

Hutchinson Elementary Bulletin Board..... (303) 982-9530
OPTION 1: ATTENDANCE LINE- to report a student absence and/or tardy
Before and After Care: Foothills Parks and Recreation..... (303)409-2511

JEFFERSON COUNTY PUBLIC SCHOOLS PHONE NUMBERS:

Superintendent:	Robert Stein	(303) 982-6800
Community Superintendent:	Mindi Feir	(303) 982-1621
Central Transportation	Valerie Mora	(303) 982-2324
Food Services	Lori Farley	(303) 982-5789

GREEN MOUNTAIN AREA SCHOOLS:

Green Mountain High School	Megan Madsen	(303) 982-6046
Dunstan Middle School	Jennifer Pennell	(303) 982-4531
Devinny Elementary School	Bradley Mallers	(303) 982-9610
Foothills Elementary School	Shannon Schneider	(303) 982-5231
Rooney Ranch Elementary School	Tom Gardner	(303) 982-7913

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 P.O. Box 4001 Golden, Co 80401-001
Phone:	(303) 982-6544

SCHOOL INFORMATION AND PROCEDURE

SCHOOL HOURS: 2026-2027 School hours for grades K-5 are 7:45-2:35. Our preschool hours are from 8:00 (with a soft start at 7:50) - 2:30 PM. The first morning bell rings at 7:35 AM. The second bell will ring at 7:45 AM. Students arriving after 7:45 AM will be considered tardy and will enter through the main doors. 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 7:35 AM or after 2:45 PM either inside or outside of 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 at 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 a 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.

The district has a tool called the Campus Parent Absence Request Tool. The Campus Parent Absence Request Tool is a function within Infinite Campus (IC) that improves the reporting and processing of excused absences for both families and staff. Families will use Campus Parent to report same day or upcoming absences easily. Absence reports will automatically be generated within IC and are easily reviewed and processed by office staff, saving significant time daily. Please click on this link to read more information and to find out how it works: [Campus Parent Absence Request Tool](#).

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 regular school day. If you plan to

walk your child into the school, please walk them to the foyer and part ways there. To help maintain the safety and security of our school, parents are asked to say goodbye at the designated entrance and are not permitted to walk students to their classrooms. 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. Please keep in mind that our front office becomes very busy at the end of the day so please plan accordingly. Thank you for your support.

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 anytime you need, just be sure you check the
- "allowed to pick up" 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 pick up".
- 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 not call students to the office ahead of your arrival for pickup during the day. Student's 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 7:35 AM.
2. Students will enter the school:
 - a. Kindergarten students will enter the building through the double doors just east of the main doors (just up the stairs at the front of the building)
 - b. 1st and 2nd grade students will enter in through their classroom doors (just up the stairs from the Hug and Go in the parking lot)
 - c. 3rd grade students will enter through the main doors
 - d. 4th and 5th grade students will enter through the back double doors (just up the stairs from the playground)
3. Supervision by staff members does not begin until 7:35 AM. Dropping children off before 7:35 leaves children unsupervised.
4. We serve breakfast every morning for all students. Breakfast service begins at 7:15. Please enter through the cafeteria doors in the back of the building.

HUG AND GO/ PARKING LOT EXPECTATIONS: To help ensure a safe and efficient arrival and dismissal process, please follow the traffic pattern in our parking lot. As you enter, stay to the right and proceed in a counterclockwise direction. Our Hug and Go lane is located along the sidewalk below the stairs in the parking lot. This lane is designated for quick drop-offs only. To keep traffic moving, please remain in your vehicle while using the Hug and Go lane. If you would like to walk your child to their designated entrance or meet them at dismissal, please park in a marked parking space or along the street before exiting your vehicle. When leaving the parking lot, please turn right only onto Utah Avenue. Because Utah Avenue is a busy street, right turns help keep traffic flowing smoothly and reduce congestion during arrival and dismissal. The safety of our students, families, and staff is our highest priority. We appreciate your partnership by driving slowly, following the designated traffic pattern, and remaining alert in both the parking lot and on Utah Avenue. Thank you for helping us create a safe and efficient experience for everyone.

VISITORS TO THE SCHOOL/CLASSROOMS: At Hutchinson, we love welcoming families into our building! We actively invite parents, guardians, and community members to partner with us—whether you are spending time supporting students and teachers in the classroom, volunteering with our Watch DOGS program, or helping out with school events, your involvement is valuable to our school community.

Because the safety of our children and staff is our highest priority, we maintain a secure check-in process for all guests spending time in the building. Every adult entering the building must sign in and out at the main office using the Raptor Visitor Management System. **Please remember to bring a government-issued photo ID** (such as a driver's license), which will be scanned during check-in. You will be issued a visitor badge, which must remain visible throughout your time in the building. Thank you for partnering with us to keep Hutchinson safe and welcoming!

BEFORE AND AFTER SCHOOL CARE: Hutchinson offers on-site before and after school care provided by Foothills Parks and Recreation. They operate from a classroom from 6:30–8:55 AM. And 2:35–6:00 PM. Please call their direct line at 303-982-5929 during these hours or their main office number at 303-409-2511 for further information.

STUDENT INFORMATION/EMERGENCY CONTACT: Parents and guardians will complete and update their student's contact and emergency information through the Jeffco Campus system. Create your account or to complete and/or make changes to your student's information.

NEW WELLNESS POLICY: Jeffco Public Schools has developed district wide policies regarding consumption of shared foods during the school day. For the complete policy, please visit this [page](#). Of special note, students will not be permitted to bring birthday treats to share with class. See the policy or speak to your child's teacher to learn about other ways birthdays can be celebrated at school.

DELIVERIES TO CLASSROOMS: To avoid disruption during instruction time, flowers, gifts, balloons, etc., will not be delivered to classrooms. If you bring a forgotten item, write the student and teacher name on it, bring it to the office, and it will be delivered to your student.

CLASSROOM CONCERN: 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 not resolved with the classroom teacher, and you would like to schedule a meeting with the principal, please call the office.

COMMUNICATIONS FROM THE SCHOOL: Hutchinson uses our school website, messenger, emails, and Konstella to communicate with our students and families. Please be sure to read all communications for important information.

LOST AND FOUND: Lost items can be found either on the lost and found cart located at the end of the main hallway, or 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 5:00 AM.

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 on the Jeffco website). This form must be completed and signed by a parent or guardian. This includes all medication, 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 health room.

SICK STUDENT: We will **not** be screening for COVID or any other illnesses here at school. We are expecting parents to screen and ensure students are healthy before bringing your child to school. If your child becomes ill at school or has a temperature of 100 degrees 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 health room if your child has a communicable illness (COVID, strep throat, flu, etc.) so that we may take proper precautions.

STUDENT DISCIPLINE AND CONDUCT

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

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

STUDENT CONDUCT EXPECTATIONS:

1. No gum chewing
2. Hats, bandanas, or other head gear will not be worn in the 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 2nd 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 and Smart Watches -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. Students may wear their Smart Watches but it needs to remain in school mode where they may not send or receive text messages. If this becomes an issue, teachers may ask students to put the watch in their backpack.
5. 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. Please do not ride your bikes or skateboards on school grounds - please get off and walk them to our fenced in bike area.
6. Students are expected to obey local laws and the District Policies and Procedures as stated in the Conduct Code Book.

DRESS CODE GUIDELINES:

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents, and that students may wish to express themselves by the manner of their dress and appearance. Students shall not, however, wear clothing or affect an appearance at school or school-sanctioned activities or events that is or will be disruptive to the educational environment. Districtwide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Students also shall not wear clothing or affect an appearance that compromises the maintenance of a safe and orderly school. The following general standards shall also apply:

- Any manner of grooming or apparel, including clothing, jewelry, emblems and/or badges which by virtue of color, arrangement, trademark, or other attribute is associated with, or denotes membership in or affiliation with, any gang, is not allowed. The prohibition on gang-related apparel shall be applied at the discretion of building level administrators, after consultation with the superintendent or designee, as the need arises at individual schools.
- To avoid injury and disease, shoes, boots, sandals, or other footwear must be worn in school buildings.
- Reasonable cleanliness of student clothing is required as a matter of general health and welfare.

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their schools. Any such standards must be published and distributed to students and their parents, and a copy shall be filed with the superintendent or designee.

Disciplinary action for violation of the student dress code shall include notifying the student of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building level administrator, a parental conference may be held. More serious consequences, including suspension or expulsion, may result from repeated or serious violations.

Dress Code at Hutchinson:

- No hats (except for spirit week)
- No bare midriffs
- No pajama tops, bottoms or slippers except on designated days (i.e spirit week).
- No pants that sag excessively
- 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 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

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.

LEADER IN ME:

We are proud to be a *Leader in Me* school. Founded on the belief that everyone has the potential to lead, *Leader in Me* is a comprehensive PK–12 framework that nurtures student leadership, fosters a culture of trust, and boosts academic success. This proven approach empowers students, educators, and families with essential leadership and life skills, preparing them to excel. We will have more to come on how we will be implementing *Leader In Me* to our school and how you can support this wonderful program.