



Welcome to J.T. Hutchinson Middle School!

The Hutchinson Student Handbook is intended to provide students and parents with helpful information about policies and procedures at J. T. Hutchinson Middle School. While most of the information is shared with students at the beginning of the year, the handbook can serve as a reference and contains important dates and contact information for parents that will be useful throughout the school year.

School Phone Number: 806-219-3800

School Address: 3102 Canton Ave., Lubbock, Texas, 79410

www.lubbockisd.org/hutchinson

Heidi Dye, Principal Craig Nell, AP Bruce Sifrit, AP Toby Klameth, IB Coordinator

HOME OF THE RANGERS

J.T. Hutchinson Middle School

District Calendar:

August 14	First Day of School
August 15	Orchestra parent meetings Beginners (5:00) Adv.(5:30) Orch rm
August 19	Band parent meetings Beginners (4:30) Adv.(6:00) Band Hall
August 20	Athletics Parent Meeting (5:30) Auditorium
August 22	Tennis Parent Meeting (5:00) Cafeteria
August 27	Choir Parent Meeting (5:00) Auditorium
September 2	LABOR DAY HOLIDAY
September 16	STUDENT HOLIDAY / TEACHER PD
September 26	PICTURE DAY! BRING ORDER AND PAYMENT
October 21	STUDENT HOLIDAY/ TEACHER PD
October 24	PICTURE MAKE UP DAY!
November 25-29	THANKSGIVING HOLIDAYS
December 6	STUDENT HOLIDAY/ TEACHER PD
December 19-20	12:40 Dismissal/Final Exams
December 20-Jan. 6	WINTER BREAK
January 7	Classes Resume
January 20	MLK HOLIDAY
February 3	STUDENT HOLIDAY / TEACHER PD
March 13	Heifer International 5 K Run 2:45 pm
March 16-20	SPRING BREAK
March 27	STUDENT HOLIDAY/ TEACHER PD
April 7-8	STAAR TESTING - 7th Writing, 8th Math and Reading
April 10	GOOD FRIDAY HOLIDAY
May 2	8th Grade Banquet
May 11-14	STAAR TESTING GRADES 6,7,8
May 11	6th Grade Awards Ceremony 6:00 @ Hutch
May 12	7th Grade Awards Ceremony 6:00 @ Hutch
May 13	8th Grade Awards Ceremony 6:00 @ Hutch
May 21-22	12:40 Dismissal/ Final Exams

Daily Bell Schedule:

7:15 am	Cafeteria Opens
7:30 am	Students to Big Gym
7:45	Tutoring
8:05	6th Graders to Homerooms
8:10	7th-8th Graders to Homerooms
8:18	Morning announcements
1st Period	8:20-9:06
2nd Period	9:10-9:54
3rd Period	9:58-10:42
4th Period	10:46-11:30
"A" Lunch	11:30-12:00
5th Period	12:04-12:48
6th Period	12:52-1:36
5th Period	11:34-12:18
"B" Lunch	12:18-12:48
6th Period	12:52-1:36
5th Period	11:34-12:18
6th Period	12:22-1:06
"C" Lunch	1:06-1:36
7th Period	1:40-2:24
8th Period	2:28-3:12
9th Period	3:16-4:00

ATTENDANCE POLICY

ABSENCES: Regular attendance in school is of great importance. If you are absent, your parent/guardian should call the attendance clerk at the school office between 7:30 and 9:30 a.m. (219-3800). After an absence, you must report to the front office to get an admittance slip before returning to class. It is the student's responsibility to ask for any make-up work or instruction that was missed. Appointments with dentists and doctors that are non-emergency should be scheduled outside of school hours if at all possible. **The State of Texas requires students to be in attendance at least 90% of the days the class is in session.** Attendance is monitored closely, and excessive absences will be acted upon by school and district officials through attendance conferences and court.

PARENT REQUEST DAYS: Parents may request to take a student out of school for emergency or family circumstances. Please contact the attendance clerk ahead of time. Guidelines for parent request days are as follows:

*Parent request days may not exceed (3) days for the entire school year.

MAKE-UP WORK: Students will be required to make up all work missed during an absence, whether the absence is excused or unexcused. Parents may call the office to request assignments if the student is absent two or more consecutive days. **Students have one day for every missed day to make up work, unless other arrangements have been made with the teacher. Missed work due to a student activity must be made up and is the responsibility of the student.**

LEAVING CAMPUS: Students must remain on campus after arriving. ONLY AN ADULT ON THE STUDENT'S REGISTRATION FORM IS PERMITTED TO SIGN A STUDENT OUT IN THE FRONT OFFICE. The student must check back in at the front office upon return. **If a student leaves campus during the school day after being dropped off on campus, disciplinary action will be taken for truancy—DO NOT WALK TO NEARBY STORES after being dropped at school OR AFTER SCHOOL and do not linger at the power plant located near our campus on Elgin. If you leave campus you may not walk back onto campus after school.**

TARDIES: Tardies will be handled through the campus discipline step process and parents will be notified after three.

WITHDRAWAL FROM SCHOOL: If you should move from the Hutchinson area during the school year, a parent must notify the school registrar at least one day before checking out. You will be given instructions to complete check out at that time.

MAGNET STATUS: Students must maintain a 3.2 GPA, pass STAAR and have good behavior and attendance to maintain magnet status.

BEHAVIOR: All students will observe the same rules:

1. Obeying the **Ranger Expectations:**

Do your best.

Do what is right.

Treat others the way that you want to be treated.

2. Respecting the authority of adults/teachers/and all students.

STUDENT CONDUCT

3. Respecting all school property.

4. Representing yourself and behaving properly at school, on buses and at all school functions.

5. Going to and from the building and classrooms in an orderly manner and without delay and refraining from interference with other students on their way to and from the school building and classes.

6. See something...Say something... Do something...STOPit! You will be receiving more information on our new reporting APP soon!

SERIOUS OFFENSES AND REMOVAL OF PRIVILEGES: Any student participating in any unlawful act makes himself or herself subject to penalties which the courts may prescribe, and/or school disciplinary action. Additionally, other serious disciplinary offenses—usually those which result in assignment of In-School or Out-Of-School Suspension—may result in the removal of privileges such as membership in an honor organization, office or leadership in school organizations, membership on school teams and in extracurricular groups, loss of passing periods, and assignment as library or office aide. Magnet students who fail to maintain magnet criteria will be placed on probation and warning letters will be sent home. Magnet status may be revoked.

DRESS AND GROOMING CODE: **There are reasons behind the dress code and we will go into more detail during our expectation assemblies with students, however, we expect our students to follow the dress code at all times when you are on campus.** The dress code is established to teach grooming and hygiene, avoid distraction, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. **BRIGHT COLORS IN HAIR ARE NOT ALLOWED.** Summer is a great time for PINK OR BLUE HAIR, however, it is considered a distraction at school. Administrators have discretion over determining whether or not something is a distraction. Please, do what is right. Gentlemen may NOT have piercings or facial hair at school. Young ladies may wear tights UNDER JEANS WITH HOLES. Also, shorts must be at least finger tip length on girls; NO ATHLETIC SHORTS ARE PERMITTED. If what you are wearing is questionable; (such as showing too much skin—spaghetti straps, etc.) please don't wear it. Teachers do not want to have negative interactions with students, and we do not want to become a campus with standardized dress (uniforms).

DISCIPLINARY ACTION: Counseling is sometimes sufficient in correcting minor mistakes in judgment. However, further disciplinary action will be taken, if determined necessary. Such action may include detention time, in-school or out-of-school suspension, or assignment to an alternative campus (last resort). Students are expected to follow the district Student Code of Conduct and represent Hutchinson Middle School and LISD with respect and good judgment at all times. Everyone makes mistakes, including adults. This is how we learn. Our goal is for students to learn from mistakes so not to make them a second time.

CHOOSE YOUR FRIENDS WISELY:

Be a LEADER, not a FOLLOWER. BE THE CHANGE YOU WISH TO SEE...like Ghandi!! If you hear a student saying rude things to another student HAVE THE COURAGE TO STAND UP AND TELL HIM TO STOP!! This is what "treat others the way that you want to be treated" is all about. It is not just words—it is actions. You are developing your character each day and others will take your lead so make sure you set a positive example! One of the most important things you can learn in middle school is to be kind to one another. Kindness speaks to the type of character you have as a human being. Keep school a positive place for everyone.

ACADEMIC PROGRESS

STUDENT ACTIVITIES / NURSE

GRADING SYSTEM:

The following numerical grading system will be used at the middle school level:

1. 90-100 indicates outstanding achievement or "A" work
2. 80-89 indicates good achievement or "B" work
3. 75-79 indicates average achievement or "C" work
4. 70-74 indicates poor achievement or "D" work
5. 0-69 indicates unsatisfactory achievement or "F" failing work

PROGRESS REPORTS and REPORT CARDS:

Progress reports and report cards are calculated at the end of three and six week grading periods. Paper copies will NO LONGER BE PRINTED OUT OR SENT HOME because parents and students are expected to monitor the ONLINE GRADEBOOK.

SEMESTER AND YEARLY GRADES:

BEFORE AND AFTER SCHOOL TUTORING:

Teachers provide before and after school tutoring for students in need of help in an academic subject. All teachers will post their tutoring schedules outside of classrooms and students may attend sessions when necessary. The schedule will be in the first day packet as well as posted on the website. Teachers may assign mandatory tutoring sessions if students have an excessive amount of missing work or absences. Parents will be contacted prior to mandatory tutoring to make transportation arrangements. **The library is open Mon-Fri from 4:00-5:00 with teachers on duty for students to work on homework or attend tutoring. This is funded by Title One.**

ZAP PROGRAM:

If students have missing work they will receive a ZAP!! Zeros are Not Permitted (ZAP) at Hutch and students will be expected to attend ZAP if given a form. Students will call home to let parents know they need to attend ZAP to make up missing work. Teachers give parents one day's notice and students are expected to show up when it is scheduled. If students turn in the missing work, they do not need to attend the ZAP. If they fail to attend or turn in the work they will be assigned Lunch Detention from administrators. Take care of business and get your work turned in. If you are absent you must communicate to teachers and ask for your missing work.

SCHOOL SPIRIT:

School spirit can be demonstrated in many ways. Students should become actively involved in clubs and organizations. If students attend athletic events or concerts **THEY MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES OR students will be sent home.** Always conduct yourself in a manner that will represent the school with pride at athletic functions, concerts and competitions throughout the school year. Take pride in keeping the school building clean and free of graffiti and damage. Take care of any equipment that you use throughout the year so that others may continue to use it after you. Represent your Ranger Pride at all times!! Student Council sponsors several Spirit Days throughout the school year such as: Harry Potter Day, Buddy Holly Day, Twin Day, Hat Day, etc. and we want as many of you to participate as possible. Pictures will be taken at all events during the year and mounted on the walls around the building for you to enjoy. They are yours to keep at the end of school!

SEE SOMETHING, SAY SOMETHING, DO SOMETHING!!!

STUDENT CLUBS AND ORGANIZATIONS:

There are many organizations that we encourage our students to become involved in at Hutchinson, such as:

- ◆ STUDENT COUNCIL.... 6TH, 7TH AND 8TH GRADERS
- ◆ NATIONAL JUNIOR HONOR SOCIETY...7TH AND 8TH GRADERS
- ◆ G.E.A.R. Robotics (with Mrs. Klameth)...6TH, 7TH AND 8TH GRADERS
- ◆ UIL MATH AND SCIENCE (TMSCA)...6TH, 7TH AND 8TH GRADERS
- ◆ B.E.S.T. ROBOTICS (with Mr. Burk)...7TH AND 8TH GRADERS
- ◆ JUNIOR HISTORIANS....6TH, 7TH AND 8TH GRADERS
- ◆ SPANISH CLUB...6TH, 7TH AND 8TH GRADERS
- ◆ SPIRIT SQUAD...8TH GRADERS
- ◆ CHESS CLUB....6TH, 7TH AND 8TH GRADERS
- ◆ IB AMBASSADORS...6TH, 7TH AND 8TH GRADERS
- ◆ CREATIVE WRITERS...7TH AND 8TH GRADERS
- ◆ FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)
6TH, 7TH AND 8TH GRADERS

**Information on clubs and organizations will be on the weekly announcements!!

CLINIC AND NURSE:

The school has a qualified registered nurse, Mrs. Sammann, on duty every day to attend to the health needs of students. If a student becomes ill during the school day, he/she should request a pass to see the nurse for evaluation. Parents may fill out forms and leave medication in the nurse's office for use during the school year such as: ibuprofen and acetaminophen.

MEDICATIONS:

1. Any and all medications must be taken to the nurse by a parent if a student is to receive it during the school day.
2. No medication, including aspirin, will be administered unless the school has a written request to do so from the parent or legal guardian.
3. All medication must be in its original container.
4. Medications must be administered by the school nurse or persons designated by the school principal.

IMMUNIZATIONS:

Texas law requires all students enrolled in school to be immunized against polio (oral), diphtheria, tetanus, and measles. All students are to bring records to the nurse which have been verified by a physician after receiving immunizations. Students will NOT BE ALLOWED TO ATTEND SCHOOL unless vaccinations have been updated.

DAILY PROCEDURES

ARRIVAL TO SCHOOL:

Students must be dropped off on 31st street (tennis courts) and enter through the door next to the cafeteria in the am. The cafeteria opens at 7:15 am and students may not be dropped off earlier than 7:15 am. PLEASE DO NOT DROP STUDENTS OFF IN FRONT OF THE SCHOOL. PLEASE FOLLOW ARRIVAL AND DISMISSAL PROCEDURES FOR STUDENT SAFETY.

AFTER SCHOOL DISMISSAL:

Students must wait for transportation in the 31st street pick up line adjacent to the tennis courts after the dismissal bell rings. Bus riders will meet buses in the Training Facility Lot. **STUDENTS ARE NOT SUPERVISED ON CAMPUS AFTER 4:30 P.M., AND PARENTS ARE EXPECTED TO MAKE ARRANGEMENTS FOR TRANSPORTATION TO ENSURE STUDENT SAFETY.** If students are on campus after 4:30 they must remain in the library until parents pick them up at 5 pm. **ALL STUDENTS MUST BE PICKED UP BY 5:15 PM DAILY.** Students are not allowed to loiter on campus or at nearby businesses. Students who are involved in athletics or extracurricular activities after school must remain with the teacher or coach who is supervising the event at all times. **PLEASE FOLLOW PM DISMISSAL PROCEDURES FOR STUDENT SAFETY.**

CAFETERIA LUNCHES:

All food must be consumed in the cafeteria—students are not allowed to eat in the hallways or classrooms. Students may take bottled water to classrooms but no other liquids are permitted. **Gum is strictly prohibited and students will receive disciplinary consequences for having it.**

CELL PHONES AND ELECTRONIC DEVICES:

Cell phones must be turned “off” and kept out of sight when students arrive on campus. **PERSONAL ELECTRONIC DEVICES SUCH AS iPads, IPODS AND GAME DEVICES, ETC., ARE NOT PERMITTED ON CAMPUS AT ANY TIME** and should not be brought to school.

First offense: phone is taken to front office and student pays \$15 to get it back or parent may retrieve it at no cost.

Second offense: phone is taken to front office, a parent must retrieve it and discipline will be assigned.

CELL PHONE DAILY PROCEDURES:

Students will check their cell phones in when they check out their chrome books from home rooms each morning. They will retrieve them upon check in of their chrome books at the end of the school day. Classrooms will not be disturbed if students leave early for appointments. If students know that they will be leaving early, they may turn the cell phone in at the front office before school begins and may take it with them when they leave for the day. Students who are sent home during the day due to illness may go to home rooms during passing periods only.

Hutchinson will be a pilot campus for 1 to 1 technology this year which is very exciting! Students and parents MUST COMPLETE THE ONLINE TECHNOLOGY INFORMATION

STUDENT SAFETY

PRESENTATION AND SIGN OFF ON THE AGREEMENT FORM BEFORE TECHNOLOGY WILL BE ISSUED TO STUDENTS. STUDENTS WILL CHECK OUT CHROME BOOKS DURING HOME ROOM BEFORE SCHOOL BEGINS EACH MORNING AND CHECK THEM BACK IN AT THE END OF THE SCHOOL DAY. ALL PROCEDURES ARE CLEARLY OUTLINED IN THE ONLINE TECHNOLOGY INFORMATION PRESENTATION. STUDENTS ARE RESPONSIBLE FOR PROVIDING A LOCK FOR THEIR LOCKER TO ENSURE THE SAFETY OF THE TECHNOLOGY WHEN NOT IN USE DURING THE SCHOOL DAY.

LOCKERS:

Students MUST bring a combination or keyed lock for locker assigned to them. **Students are prohibited from sharing lockers for any reason.** Students are responsible for any and all items placed in lockers.

BACKPACKS:

Backpacks are not allowed in classrooms due to lack of space. However, students are allowed to carry a lightweight book bag. These can be purchased at Hutchinson in the front office, as well as many stores in town. Students have ample time between classes to access their lockers, use restrooms and get to classes on time. These bookbags are not intended to be used to carry everything a student owns. They are simply for carrying supplies. Students will have binders for classes and class sets of texts for the most part which remain in the classrooms. Textbooks can also be accessed online.

COUNSELORS:

Mrs. Pattison serves students with last names beginning with (A-L) 806-219-3 and Mrs. Sims serves (M-Z). Both are available to help students in any way possible. Please feel free to contact the counselors with needs or concerns, or to make an appointment to see one of them. The local suicide hotline number is 806-370-3564.

COMMUNICATION IS KEY:

Hutch provides several methods of keeping up with your student: Weekly video announcements, Weekly email of announcements to parents, School Website, PTA Newsletter on website; Calendar in this document and on Website; Phone Messenger System; Progress Reports; Report Cards; Teacher Email; Calendars from athletics department and electives; Calendars from clubs and organizations. If a parent has questions about something regarding grades or assignments they should contact the teacher first. **A COMPLETE LIST OF FACULTY/STAFF EMAILS AND PHONE NUMBERS IS ON THE HUTCHINSON WEBSITE UNDER THE PARENT TAB.**

DELIVERIES:

Lunch deliveries are ONLY accepted on Fridays during the school year due to the volume of deliveries and the number of students we serve. Parents and guardians are always welcome to eat with their students and bring them food, however, it is not acceptable to bring food for other students due to health and nutrition laws passed by the state. **No other deliveries such as flowers, balloons, etc. are accepted for students during the school year.** The Hutchinson website is the best place to access for more info!

<https://www.lubbockisd.org/hutchinson>