



Welcome to J.T. Hutchinson Middle School! 2018-2019

Heidi Dye, Principal Frank Shepherd, AP Toby Klameth, IB Coordinator

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

HOME OF THE RANGERS

J.T. Hutchinson
Middle School

District Calendar:

August 13	Ranger Roundup (6th graders and parents) 9:00-11:30 am
August 13	7th and 8th grade Open House 5:00-6:30 pm
August 15	First Day of School
September 3	Labor Day Holiday
September 10	Student Holiday / District Professional Development
September 27	PICTURE DAY!! Bring your order and payment
October 8	IB Academic Night 6:00 pm - for ALL PARENTS
October 22	Student Holiday/ District Professional Development
October 25	PICTURE MAKE UP DAY!
November 6	MAGNET OPEN HOUSE 6:00-7:30 pm
November 8	HUTCH 70TH ANNIVERSARY CELEBRATION 5:30 PM
November 19-23	Thanksgiving Holidays
December 20-21	12:40 Dismissal/Final Exams
December 22-Jan 7	Holidays - Winter Break
January 8	Classes Resume
January 21	MLK Day Holiday
February 4	Student Holiday / District Professional Development
March 8	Heifer International 5 K Run 2:45 pm
March 11-15	Spring Break
April 9-10	STAAR TESTING 7th Writing, 8th Math, Reading
April 19	Good Friday Holiday
May 6	6th Grade Awards Ceremony 6:00 @ Hutch
May 7	7th Grade Awards Ceremony 6:00 @ Hutch
May 8	8th Grade Awards Ceremony 6:00 @ Hutch
May 13-17	STAAR TESTING GRADES 6,7,8
May 23-24	12:40 Dismissal/ Final Exams

Daily Bell Schedule:

7:30 am	Sixth graders auditorium
7:30 am	7th-8th graders Big Gym
7:45	Breakfast in cafeteria / tutoring
8:15	First Bell ; 8:20 Tardy Bell
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

HERE'S WHAT ALL HUTCH RANGERS KNOW:

SCHOOL COLORS: Green and Gold

MASCOT: Rangers **MOTTO:** Forward Ever; Backward Never!

PLEASE FOLLOW AM/PM
DISMISSAL MAP FOR
STUDENT SAFETY!!

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 DONUT DEPOT after being dropped at school and do not linger at the power plant located near our campus on Elgin.**

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. **A student's magnet status can be revoked at any time.**

BEHAVIOR CODE: All students will assume the following obligations:

1. Obeying the rules of the school:

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. Conducting yourself 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. Report any inappropriate behavior to an adult!

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 meet 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 district's dress code is established to teach grooming and hygiene, avoid distraction, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Refer to the Student Code of Conduct "CHEAT SHEET" enclosed in the first day packet for specific guidelines regarding other acceptable dress and grooming policies. **BRIGHT COLORS IN HAIR AND DESIGNS CUT INTO HAIR ARE NOT ALLOWED.** Summer is a great time for PINK OR BLUE HAIR! You will be removed from classrooms until hair is not a distraction if you decide to come to school with distracting colors during the school year. 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 but may NOT WEAR TIGHTS or LEGGINGS AS PANTS. Also, shorts must be at least finger tip length on girls; NO ATHLETIC SHORTS ARE PERMITTED. If what you are wearing is questionable; don't wear it.

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:

If you associate with students who are not following the rules, are not where they are supposed to be, wasting time in the hallways or do not take care of business, the adults on campus may associate you with the students you are choosing to hang around with. 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.

ACADEMIC PROGRESS

GRADING SYSTEM:

The following numerical grading system will be used at the secondary 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:

Progress reports will be sent home at the end of each three week grading period. Parents are encouraged to call or email teachers with questions or concerns at any time. All teacher email addresses are on our website. **Parents are encouraged to use the online gradebook often. Email teachers to check on your students.**

REPORT CARDS:

Report cards will be sent home at the end of each six week grading period. Parents are encouraged to monitor student achievement throughout each grading period.

SEMESTER AND YEARLY GRADES:

The following method is used to determine semester grades for students in the 6th, 7th and 8th grades:

*The three six week grades will be averaged with the semester exam to calculate the semester grade. Six week grades will count for 90% and the semester exam for 10%.

*The two semester grades are averaged at the end of the year.

RANGER EXPECTATIONS

1. Do your best!
2. Do what is right!
3. Treat others the way that you want to be treated!



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 con-

STUDENT ACTIVITIES

duct 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 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...7TH AND 8TH GRADERS
- ◆ DESTINATION IMAGINATION... .6TH, 7TH AND 8TH GRADERS
- ◆ CHESS CLUB... .6TH, 7TH AND 8TH GRADERS
- ◆ FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)...6TH, 7TH AND 8TH GRADERS

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

LOCKERS:

Students **MUST** bring a combination or keyed lock for locker assigned to them or the locker will be taken away and bolted. **Students are prohibited from sharing lockers for any reason.** Students are responsible for items placed in lockers.

CLINIC AND NURSE:

The school has a qualified registered nurse 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.

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 verified by a physician or a public health clinic and are required to keep immunization records up to date. **Students will not be allowed to attend school if immunizations are not current.**

DAILY PROCEDURES

ARRIVAL TO SCHOOL:

The auditorium is open every morning at 7:30 a.m. for sixth grade students who arrive early to school. Seventh and Eighth graders report to the big gym. Students who wish to eat breakfast at school may report to the cafeteria at 7:45 a.m. Athletes may eat breakfast starting at 7:40 a.m. so that they are able to get to practice. Students must get a pass from the front office to attend tutoring before school at 7:45 am.

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 4:15 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 MAP!**

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.

CELL PHONES AND ELECTRONIC DEVICES:

Cell phones must be turned "off" and kept out of sight while students are on campus. **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. A PARENT MAY SIGN A RELEASE TO PERMIT A STUDENT TO USE AN EREADER DEVICE DURING SCHOOL. If a student disobeys either of these policies, the item will be confiscated and a parent will need to retrieve it before or after school. Disciplinary action may be taken. **The school is not responsible for lost or stolen electronic devices.**

TELEPHONE USE:

If a student needs to use the telephone for any reason during the

STUDENT HEALTH

day, he/she may ask permission to use the phone in the counseling office or use their cell phone in the office. Students are not to use cell phones in any other area of the building without permission.

COUNSELORS:

Mrs. Pattison serves students with last names beginning with (A-L) 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.

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.

COMMUNICATION IS KEY:

Hutch provides several methods of keeping up with your student: Daily video announcements, 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. **Please contact your child's teacher or a counselor with any concerns before calling an administrator.**

CAFETERIA LUNCHES:

Hutch is not a free lunch campus; therefore if you believe you qualify for free or reduced lunches you **MUST FILL OUT THE FORM LOCATED IN THE FIRST DAY PACKET AND GET IT TURNED IN TO THE CAFETERIA.** Students **MAY NOT CHARGE** breakfasts or lunches in the cafeteria in middle school. If they are out of money they will call a parent. Please help students manage their cafeteria accounts. If students are out of money they will be offered an alternative meal for that day (sun butter and jelly sandwich) instead of not getting to eat. Remember that Aramark is a separate company and the school does not have control over their policies and procedures. Call the cafeteria directly if you have questions or concerns. 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.

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>