



Welcome to J.T. Hutchinson Middle School!

An International Baccalaureate Middle Years World 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

Facebook: JT Hutchinson Middle School , Twitter @HutchinsonMS

Michael Stewart, Principal Laura Tatum, AP Patrick Villarreal, AP Toby Klameth, IB Coordinator

PARENT HANDBOOK 2022 - 2023

J.T. Hutchinson Middle School

District Calendar:

August 17	First Day of School
September 5	LABOR DAY HOLIDAY
September 26	Student Holiday / Teacher PD
October 10	STUDENT HOLIDAY
October 17	Start of 2nd 9 Weeks
October 19	Early Dismissal GOALS Day (Elementary and Secondary)
November 21-25	THANKSGIVING HOLIDAYS
December 21	Early Dismissal
December 22-Jan 6	WINTER BREAK
January 9	Classes Resume/Start of the 3rd 9 Weeks
January 16	Holiday- Staff/Student
February 10	Student Holiday / Teacher PD
February 20	Student Holiday / Teacher PD
March 13-17	SPRING BREAK
March 20	Start of the 4th 9 Weeks
April 7	Holiday- Staff / Student
April 10	Holiday/Weather Day if needed
April 25	6th - 8th grades Reading STAAR Exam
May 2	8th grade Science STAAR Exam
May 3	8th grade Social Studies STAAR Exam
May 9	Algebra 1 End of Course Exam
May 9	6th - 8th grades Math STAAR Exam
May 25-26	12:40 Dismissal

Daily Schedule:

7:30 Cafeteria Opens (breakfast)	
7:30 Students to Big Gym (7th/8th) or Auditorium (6th)	
7:45-8:15 Teacher Office Hours	
8:05 6th Graders to Chrome rooms	
8:10 7th-8th Graders to Chrome-rooms	
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

STUDENT SAFETY

DAILY PROCEDURES

SAFETY AND SECURITY

Safety and security is our number one priority at Hutchinson. We need everyone's help to ensure our building and students are safe. This includes following arrival and dismissal procedures. Over 850 students will be exiting campus each day at 4:00pm. We need your help to ensure dismissal is safe for all students.

VISITORS

All visitors must enter the building through Door 1 and sign in at the School Safe kiosk in the vestibule. Once signed in you will be buzzed into the office. Parents must come inside and sign their child out for doctor appointments. We will not call students out of class until a parent is present and we will not send them out to car unaccompanied.

ID BADGES

All students will receive an ID Badge with their picture and LISD's Standard Response Protocols (SRP) reference card in case of an emergency. Students are expected to have and wear their ID Badges daily.

STOPit



During the first week of school students will learn about STOPit App, LISD's anonymous reporting system. We are committed to providing students and staff with the safest learning environment possible by being proactive when it comes to dealing with incidents of inappropriate behavior that lead to avoidable issues. When students are comfortable sharing information with school staff, campuses are able to maintain a positive school climate and get students the help they need.

- Students report anonymously via mobile app, web, or phone hotline service
- 100% anonymous, 100% of the time
- Students can report:
- bullying/cyberbullying
- inappropriate student/teacher relationships
- violence/threats
- weapons possession
- drugs/alcohol/substance abuse

Website and APP Access Code: lubbockisd
Hotline: 1.806.363.5324 (must dial a 1 and the area code)

GO GUARDIAN

Every student is issued a Chromebook to use during the school year. Students access lessons, assignments, and complete work through using Google Classroom. GoGuardian is a classroom management tool that allows teachers to limit websites that can be visited, monitor student screens, and notifies administration and counselors when inappropriate searches are made. Students are addressed and parents are kept informed.

ARRIVAL TO SCHOOL:

Students must be dropped off on 31st Street alley (tennis courts) and enter through the do next to the cafeteria in the morning. The cafeteria opens at 7:30 and students may not be dropped off earlier than 7:30 unless for athletics. Please do not drop students off in the front of the school.

AFTER SCHOOL DISMISSAL:

Students must wait for transportation in the 31st Street pick up line adjacent to the tennis courts after the dismissal bell ringers. Bus riders will meet buses in the Training Facility Lot. Students are not supervised on campus after 4:30pm and parents are expected to make arrangements for transportation to ensure student safety. Students who are involved in athletics or extracurricular activities after school must remain with the teacher or coach who is supervising the event.

CHROME ROOMS:

Chromebooks will be checked out each morning and checked in each afternoon. If students need to keep them overnight they will check them out with their chrome room teachers (1st Period). Students and parents are responsible for damages to technology throughout the school year. Please help your student to be responsible for taking care of all equipment throughout the school year.

CAFETERIA LUNCHES:

Hutchinson is a FREE BREAKFAST AND LUNCH CAMPUS. Students will have the option of purchasing additional items such as ice cream, cookies, drinks, etc.. There are microwaves available for students to heat up food brought from home. 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. Students that bring large bags of chips, etc... will not be allowed to keep them in their lockers—they are not allowed to take them out of the cafeteria if they are opened.

LUNCH DROPOFF/EATING WITH CHILD:

Parents and guardians are always welcome to eat with their students and bring them food. Please call the office to check on space availability when wanting to eat with your student. We have limited space available in the library. No delivery services such as, food, flowers, balloons, etc. are accepted for students during the school year. This becomes a safety issue.

Please have food dropped off for students at least 5 minutes before their lunch period starts so they have enough time to eat.

A Lunch: Food here by 11:25

B Lunch: Food here by 12:13

C Lunch: Food here by 1:00

DAILY PROCEDURES / STUDENT CONDUCT / ATTENDANCE

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. Students will place their Chromebooks in lockers each day before they go to lunch. A copy of the student's lock combination and/or a spare key will be kept in the counseling office all year.

BACKPACKS:

Students may have their backpacks in their classrooms. Students are encouraged to use their lockers to access needed supplies for their classes. Students have ample time between classes to access their lockers, use restrooms and get to classes on time. 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. In the past students have found it useful to have a backpack and a sling bag.

AGENDA/PLANNERS:

Each student will receive an agenda/planner to help organize important due dates and learn time management techniques. Teachers will teach students how to use and maintain their agenda/planner. This is a good way for parents and students to keep up with events and important due dates.

MEETING WITH OR CONTACTING TEACHERS:

The front office is open from 7:30am until 4:30pm daily. Teachers have a conference period daily for the purpose of returning calls and meeting with parents. Teacher email and phone information is posted on our website at www.lubbockisd.org/hutchinson. Please make an appointment with a teacher if you would like to set up a conference. Although teachers are in classrooms most days before and after school, we do not allow parents to enter the building and go directly to a teacher's classroom. Parents are to check-in at the front office during regular hours for appointments and sign in with an I.D. All parents and guardians are expected to follow campus procedures for the safety and security of ALL our students.

CELL PHONES and ELECTRONIC DEVICES

Cell phones must be turned "off" and kept in backpacks or locked in their lockers when students arrive on campus. Students are not to access phones during the school day. Cell phones, Chromebooks and any other electronic devices with recording capabilities **MAY NOT BE USED TO RECORD STUDENTS OR TEACHERS DURING SCHOOL IN ANY MANNER.**

Personal electronics such as iPads, iPods, Air Pods, and game devices, etc.. should not be brought to school.

Phones and electronic devices that are picked up from students will be available for parent pick up after school.

RANGER EXPECTATIONS:

Do Your Best, Do What is Right, Treat others with Kindness and Respect

We ask students to follow the Ranger Expectations daily throughout all of their classes and school activities.

DRESS AND GROOMING:

The dress code is established to teach grooming and hygiene, avoid distraction, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. 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. Hoodies may **NOT** be worn over heads during school inside the building. Administrators have discretion over determining whether or not something is a distraction.

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.

TARDIES:

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

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.

ACADEMIC PROGRESS

STUDENT ACTIVITIES

GRADING REGULATIONS:

For the complete Hutchinson Grading Regulations please visit our website www.lubbockisd.org/hutchinson and look under the parent tab.

GPA Scale for 2027 Graduates (current 8th graders) and beyond

Numerical Grade	Weighted	Unweighted
97 and above	5.0	4.0
93-96	4.8	3.8
90-92	4.6	3.6
87-89	4.4	3.4
83-86	4.2	3.2
80-82	4.0	3.0
77-79	3.8	2.8
73-76	3.6	2.6
71-72	3.4	2.4
70	3.0	2.0
69 and below	0	0

PROGRESS REPORTS and REPORT CARDS:

Progress reports and report cards are calculated at the end of three, six, and nine weeks grading periods. Parents and students are expected to monitor grades using the LISD online gradebook.

BEFORE AND AFTER SCHOOL OFFICE HOURS (tutoring):

Students are expected to attend "office hours" for tutoring and we need parent to help ensure that students do so. Teachers provide before and after school tutoring for students in need of help in an academic subject or for retaking exams and making up work. The schedule will be posted on our 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. Teacher office hours are Monday through Thursday from 7:30-8:00 am and 4:00-5:00 pm.

TECHNOLOGY USE ON CAMPUS:

You will sign the cell phone/technology policy information before technology is issued at the start of school. This is a privilege and students will lose the privilege if the policies and procedures are broken. Cell phones fall under these policies and procedures. **STUDENTS ARE TO KEEP PHONES OFF AND IN THEIR BACKPACKS OR A LOCKED LOCKER.**

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.

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. West)...6TH, 7TH AND 8TH GRADERS
- ◆ UIL MATH AND SCIENCE (TMSA)...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
- ◆ 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!!

SCHOOL NURSE / COUNSELORS / COMMUNICATION

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.

Medications must be administered by the school nurse or persons

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.

COUNSELORS:

Mrs. Pattison serves students with last names beginning with (A-K) 806-219-3862, Mrs. Sims serves (P-Z) 806-219-3866 and Mrs. Woody serves students with last names (L-O) 806-219-3888. All 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.

COMMUNICATION IS KEY:

Hutch provides several methods of keeping up with your student: Weekly email of announcements to parents, School Website, PTA Newsletter on website, Social Media Accounts, Calendar in this document and on Website, Phone Messenger System, Progress Reports, Report Cards, Online Gradebook, Teacher Email, Teacher Remind App, Sports U App, 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 and staff and emails can be found on our website.

Follow Us: Twitter @HutchinsonMS

Facebook JT Hutchinson Middle School

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPILED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK TAKERS: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

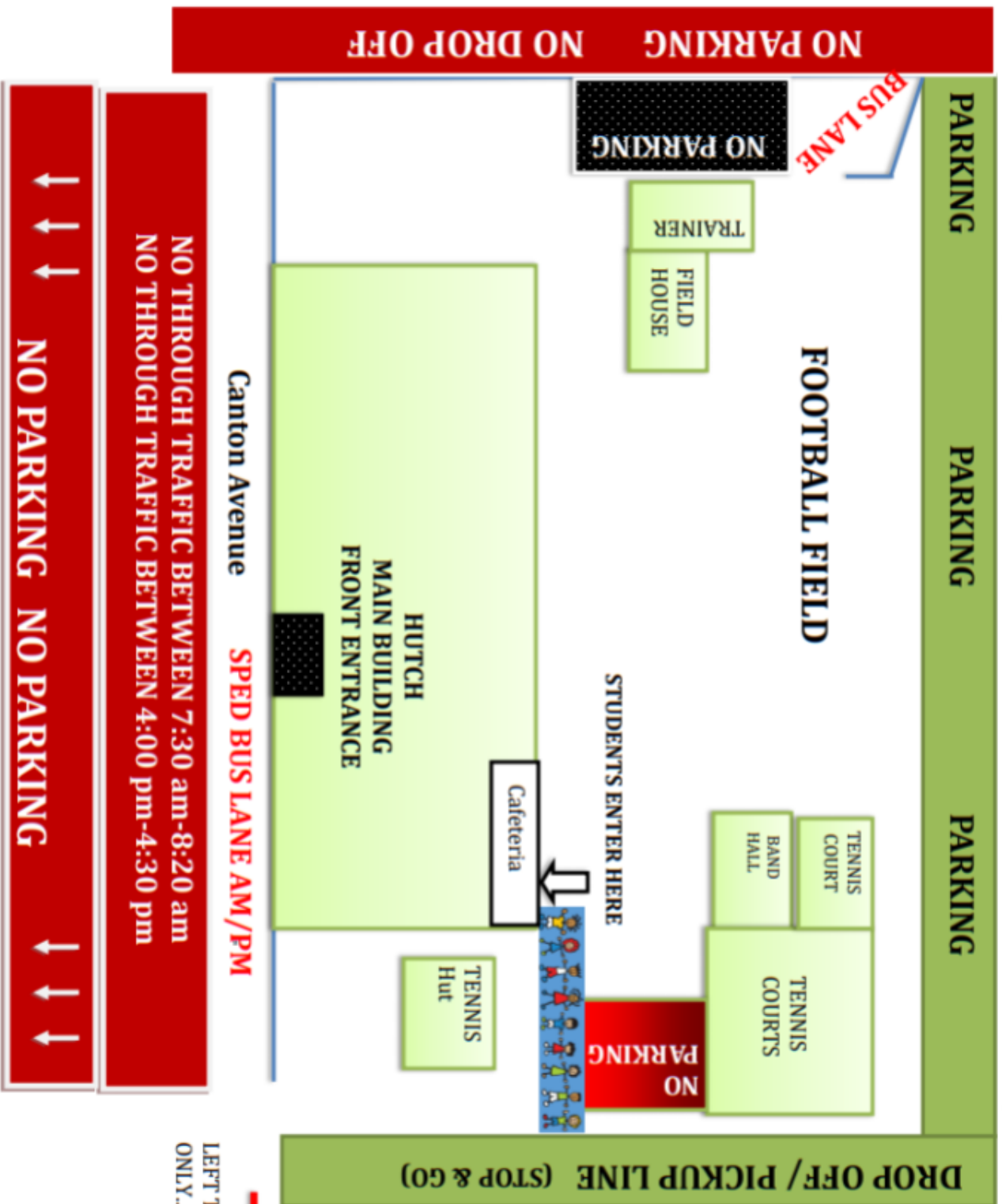
HUTCHINSON MIDDLE SCHOOL TRAFFIC PATTERN/PROCEDURES

Elgin Avenue

TAKE
TURNS HERE...

31ST STREET ONE WAY

32ND STREET



Canton Avenue

SPED BUS LANE AM/PM

LEFT TURN
ONLY...

NO THROUGH TRAFFIC BETWEEN 7:30 am-8:20 am
NO THROUGH TRAFFIC BETWEEN 4:00 pm-4:30 pm

NO PARKING NO PARKING

