

HUTCHINSON MIDDLE SCHOOL

Math Science Technology Magnet

A California Gold Ribbon & Distinguished School

STUDENT HANDBOOK

Hutchinson Middle School

STEM



Science · Technology · Engineering · Math

“HUTCHINSON HAWKS - SOARING WITH PRIDE”

Hutchinson Middle School

13900 Estero Road

La Mirada, CA 90638

(562) 944-3268 office

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Visit us online @ www.hutchinsonhawks.org



WELCOME AND FORWARD

Welcome to Hutchinson Middle School, a “*California Gold Ribbon and Distinguished School*.” It is our commitment to serve the wide range of interests and ambitions among our students and to provide significant and rewarding educational opportunities for all. We are known as the “Hawks” and our school colors are burgundy and white. Be proud of being a Hutchinson Hawk...show your pride by respecting the school and obeying school rules. With your help, we will continue to have a great school. ***Hutchinson Hawks Soar with Pride.***

We welcome parent phone calls to ask questions or to make appointments to see specific personnel. Please remember that teachers are not able to take phone calls during instructional time but will return your calls at their earliest convenience. Direct communication and collaboration is the quickest way to resolve problems. Therefore, should a problem or concern develop, it is imperative that parents communicate with the person(s) involved in order to reach mutual agreement in a timely fashion.

PRINCIPAL'S MESSAGE

On behalf of the staff, students, and community, I am pleased to welcome you to Hutchinson Middle School! It truly is a privilege and a joy to educate the wonderful students who attend Hutchinson. Our focus is student achievement. This central purpose guides all of our actions. Specifically, the following are essential in providing an effective learning environment:

- Knowledgeable and caring teachers who engage students in rich and meaningful learning experiences, which will prepare students for their future challenges.
- High standards for student learning and behavior
- Opportunities for acceleration and additional support through a high quality curriculum aligned with state content standards
- Use of balanced literacy approaches, including, read aloud, shared reading, guided reading, independent reading with conferring, modeled and guided writing, as well as speaking and listening strategies
- Positive communication between school and home

NON-DISCRIMINATION

The Board of Education of the NLMUSD is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Governing Board of Norwalk-La Mirada Unified School District applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of gender.

To file a complaint related to actual or perceived characteristics of a protected category (as enumerated above), please contact the following designated coordinator for nondiscrimination: Director, Intervention and Mental Health Support Services, 12820 Pioneer Boulevard, Norwalk, CA 90650. (562) 868-0431, ext. 2275.

MAKING IT WORK FOR STUDENTS

Success is achieved by being organized and prepared. Therefore, Hutchinson's staff is requesting that each student bring the following materials to school every day.

SUGGESTED SUPPLIES:

P.E. Clothes (Washed and ready to wear each week)

(11/2 – 2 inch) 3-hole binder with metal rings

1 set (6) Dividers or Folders

Pencils, Pens, Paper

Composition books (2)

Student Planner!!!*

*The planner is an assignment calendar that serves as a way to organize class work and to track special schedules. Parents are encouraged to check the planner daily to ensure that the student is completing assignments.

CODE OF CONDUCT

The Board of Education of the Norwalk-La Mirada Unified School District believes that one of the major functions of the public schools is the preparation of youth for citizenship in our nation. The Board also believes that responsible, self-disciplined, constructive members of society represent the kind of citizenship our nation needs today. A student's acceptance of individual responsibility and self-discipline are therefore among the important goals of education.

The Board of Education firmly supports the concept that all students have a right to learn and all teachers have a right to teach in a dignified and disciplined atmosphere.

The Board of Education declares that manners, morals, and discipline are basic to education and are part of the student's educational experience. Actions that are disruptive to the educational process are unacceptable. The Board of Education further believes that the ultimate responsibility for a student's behavior is that of the parent.

It shall be the policy of the Board of Education that standards of student behavior be maintained. The entire school staff, students and parents or guardians collectively have the responsibility for maintenance of standards.

Within the context of this policy and supporting rules and regulations, each school will develop a school discipline plan designed to meet the specific needs of their school community.

The principal shall be responsible for establishing a positive climate to ensure the quality of the educational setting desired for the schools of the district.

POSITIVE SCHOOL ENVIRONMENT

Hutchinson Middle School is committed to providing a balanced curriculum that promotes intellectual, emotional, and physical growth in a safe and orderly environment that maximizes the potential of each student.

PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF

- We value and celebrate the strength, which our diversity brings.
- We align our curriculum to the state standards, and provide equal access for all.
- We coordinate with state and community agencies to provide assistance and information to the members of our community.
- Our school makes referrals to health agencies to help prevent drug/alcohol abuse
- We actively seek new ways to promote student success.

THE SCHOOL'S PHYSICAL ENVIRONMENT

- We participate in anti-truancy, anti-gang, anti-bullying, and anti-vandalism programs with law enforcement and community agencies.
- Fences are kept in good repair, with signs indicating penalties for trespassing.
- We conduct regular safety and vandalism checks.
- We maintain a comprehensive safety plan and regularly conduct practice exercises.
- Lighting is appropriate; classrooms are clean and maintained.

THE SCHOOL'S SOCIAL ENVIRONMENT

- Our administrative staff values the suggestions and concerns of students, staff, parents and community members.
- We model respect for everyone and responsiveness to community needs.
- Our administrative staff is visible on campus and our doors are always open.
- We clearly define our expectations of students, staff, and parents in the Parent-Student Handbook and Code of Conduct.
- We cooperate closely with law enforcement agencies and community agencies.

- Our campus is available to community groups and community athletic events.
- THE SCHOOL'S CULTURAL ENVIRONMENT
- Our staff and students communicate with others regarding mutual concerns.
 - Academic expectations are identified in the Parent-Student Handbook.
 - Discipline procedures are clearly identified and consistently enforced.

BEHAVIOR STANDARDS

- A. Hutchinson students are expected to behave and conduct themselves in such a manner as not to disrupt the normal educational process and to continue their growth toward maturity and self-responsibility. Each student needs to assume an active role in his/her educational program to make it a meaningful experience.
- B. Students are strongly encouraged not to arrive on campus until 30 minutes before school begins unless they are inside a classroom for tutoring with proper supervision. No supervision is provided outside the classroom prior to 8:05 a.m.
- C. Students are expected to exhibit:
 1. Self-control
 2. Appreciation of the rights of others
 3. Respect for school property and the property of others
 4. Appropriate social behavior
 5. Compliance with individual teacher's classroom standards
 6. Compliance with the school dress code
- D. The following behaviors are inappropriate in the Hutchinson School environment and will result in a referral and/or disciplinary action:
 1. Fighting, threatening, reporting threats to others, or encouraging fights.
 2. Harassment or intimidation of any sort, verbal or physical.
 3. Gambling, cheating, fraudulent activities, falsification of any type
 4. Riding a bike, skateboard, rollerblades, or any unauthorized item on campus
 5. Eating or drinking outside designated areas.
 6. Bringing unsafe or inappropriate devices to school such as cameras, video cameras, computer games, radios, hair spray, aerosol sprays, trading cards, comic books, glass containers, or other items that disrupt the educational process
 7. Riding skateboards, scooters, or rollerblades on school grounds.
 8. Displaying physical affection.
 9. Disrespectful or disruptive behavior anywhere on campus.
 10. Shooting or throwing any objects.
 11. Leaving the instructional area, loitering on campus, in the restrooms, or other unauthorized areas on or near campus.
 12. Leaving campus. Students are to remain on the school grounds during the instructional day, as Hutchinson is a closed campus.
 13. Possession and/or use of gum or seeds.
 14. Running in the passageways, rooms, or on the asphalt (except during organized activities in designated areas).
 15. Buying, trading, or selling candy or other goods. Selling or buying items from students other than sanctioned school fundraiser items, which are to be sold only after school.
 16. Using a marker to mark any public property. Do not bring markers to school. Washable markers are only allowed when authorized and supervised by staff.
 17. Spreading rumors or gossip.
 18. Students out of class during instructional time without a hall pass.
 19. Students in unauthorized areas such as hallways and fields during break and lunch.
 20. Using or having electronic devices turned on during class time and/or used in the restrooms or locker room.

- E. Hutchinson students are expected to leave campus immediately after the dismissal bell unless the student is participating in a school sponsored activity and is directly supervised by school personnel.
- F. Hutchinson students are not allowed on other school campuses without permission from that school's principal.
- G. Students are not allowed in hallways before school, during break, or at lunch.
- H. Students are to keep their backpacks in their possession and are responsible for its contents; never leave backpacks unattended. Bikes and skateboards should be locked up in the provided racks, although they are stored at their own risk.
- I. Visitors are not permitted on campus without prior permission from the office.
 In an effort to help students conduct themselves in a manner that is beneficial to the educational process, the Hutchinson staff offers the following as methods to improve student behavior:

Positive Reinforcement	Suspension (out of school)
Counseling	Local Guidance Committee
Parent Contact	School Attendance Review Board
After School Detention	Community Service
Behavior Contract	District Guidance Referral
Exclusion from Activities	Involuntary Transfer
In-House Suspension	Expulsion

PHONES, & OTHER COMMUNICATION DEVICES

Students may possess electronic signaling devices, including but not limited to cell phones, tablets, and MP3 players; however the following rules must be adhered to:

- Cell phones and other non-district devices must be turned off during class time. The office phone is available for emergency use.
- Cell phones are not allowed to be used in the restroom or in the locker room on campus and should not be visible during those times.
- Students are responsible for their electronic devices. The District IS NOT responsible and will not investigate lost or stolen electronic devices.
- If a cell phone or other non-district electronic device is turned on, makes noise, or used during class time, it will be confiscated from the student and returned only to a parent/guardian. Continued violations may result in additional disciplinary actions.

CHEATING

Cheating and/or copying another student's work is a very serious infraction of school rules. To do this is unfair to the students who have worked hard on their assignments, unfair to the teachers who have worked hard to help students learn, and most of all; it is unfair to the student involved. The objective of a student's activity at Hutchinson is to learn. An unearned grade signifies that the student has learned the worst kind of lesson. Cheating and/or copying will result in an automatic "no credit" for the test or assignment and possible disciplinary action.

AFTER-SCHOOL DETENTION/COMMUNITY SERVICE

Students may be assigned after-school detention or community service by individual teachers, the school counselor, or the principal. Parents will be notified of the date and time of the detention or community service. Failure to attend assigned detentions or community service will result in further disciplinary action.

SERIOUS OFFENSES ACCORDING TO STATE LAW AND DISTRICT POLICY

The school has jurisdiction over students on their way to school, while at school, and in route home from school. Section 48900 of the California Education Code enumerates specific offenses serious enough to warrant suspension or expulsion including, but not limited to:

- (a1): Caused, attempted to cause, or threatened to cause physical injury to another person
- (a2): Willfully used force or violence upon the person of another, except in self-defense

- (b): Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object
- (c): Possessed, used, sold, furnished, or been under the influence of a controlled substance
- (d): Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then furnished to another person and represented it as a controlled substance
- (e): Committed or attempted to commit robbery or extortion
- (f): Caused or attempted to cause damage to school property or private property
- (g): Stolen or attempted to steal school property or private property
- (h): Possessed or used tobacco, or any products containing tobacco or nicotine products
- (i): Committed an obscene act or engaged in habitual profanity or vulgarity
- (j): Possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia
- (k): Disrupted school activities or willfully defied the valid authority of the school
- (l): Knowingly received stolen school property or private property
- (m): Possessed an imitation firearm
- (n): Committed or attempted to commit a sexual assault or battery
- (o): Harassed, threatened or intimidated a pupil who is a witness
- (p): Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- (q): Engaged in or attempted to engage in hazing
- (r): Engaged in an act of bullying, including bullying committed by an electronic act
- (t): Aided or abetted the infliction of physical injury to another person
- (.2): Engaged in sexual harassment
- (.3): Caused, attempted to cause or threatened to cause hate violence
- (.4): Engaged in harassment, threats, or intimidation, creating a hostile environment
- (.7): A pupil making a terrorist threat against school officials or school property or both

SAFE INGRESS & EGRESS FROM SCHOOL

Students may enter through the front gate or through the bike gate on Alicante. Parents should pick up and drop off kids in the front parking lot or on the curb on Estero, Bora, or Alicante. Do not pick up or drop off students in the staff parking lot (on the corner of Estero and Alicante). Violators may be cited by law enforcement.

SEXUAL HARASSMENT – STUDENTS

The Norwalk-La-Mirada Unified School District prohibits sexual harassment as a form of gender discrimination. The Governing Board of the Norwalk-La Mirada Unified School District is committed to maintaining a learning environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district, may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he or she is being or has been sexually harassed on school grounds or at a school sponsored event or school related activity, by another student or adult, is encouraged to immediately contact his or her teacher, the principal or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a Title IX compliance officer. The district designates the following individual as the District Sexual Harassment Officer: Administrator of Human Resources, 12820 Pioneer Boulevard, Norwalk, CA 90650, (562) 868-0432, ext. 2132.

DEFINITION

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for any academic or employment decision affecting the individual.
- A. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating intimidating, hostile, or offensive educational or work environment.

- B. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

- Unwelcome sexual flirtation or propositions
- Unwelcome slurs, threats, abuse, derogatory comments, or sexual descriptions
- Verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading rumors of a sexual nature
- Teasing or sexual remarks about students in a predominantly single sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexual objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participated in the investigation of a sexual harassment complaint
- Use of an electronic device to commit sexual harassment or communicate sexual messages.

NOTIFICATIONS

A copy of the District's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980, cf 5145.6 – Notifications required by law)
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of an orientation program conducted for new students at the beginning of each quarter, semester, or summer session. (Education Code 212.6)
4. Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures, and standards of conduct. (Education Code 212.6)

Students may be suspended from school or recommended for expulsion if the Superintendent or principal of the school, in which the pupil is enrolled, determines that the pupil has committed sexual harassment as described in Education Code 212.5.

- Recommendation to expel shall be made pursuant to Education Code 48915
- The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- This policy shall apply to pupils enrolled in grades 4 through 12, inclusive.

ENFORCEMENT

The Principal or designee shall take appropriate actions to reinforce the District's Sexual Harassment Policy.

These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

COMPLAINTS REGARDING SEXUAL HARASSMENT

The District Sexual Harassment Officer as designated by the Governing Board:

Administrator of Human Resources, 12820 Pioneer Boulevard, Norwalk, CA 90650

(562) 868-0431, Extension 2132. Complaints of sexual harassment of students shall be filed in accordance with Board Policy number 1340 – Adult/Student Complaint Procedure.

EDUCATION CODE Legal reference: Norwalk-La Mirada Unified School District

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment, 212.6 Sexual harassment policy

N. Particular practices prohibited. 48980 Notice at beginning of term

UNITED STATES CODES. TITLE 42

2000d & 2000e et seq. Title VI & VII, Civil Rights Act of 1964 as amended

2000-2 et seq. Title IX, 1972 Education Act Amendments

Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028

Adopted: July 19, 1993 Amended

SCHOOL UNIFORMS

Based on information that student uniforms help to create a positive learning climate, contribute to safe schools, and encourage higher standards of excellence for students in the areas of achievement and behavior, the Board of Education has adopted a mandatory uniform policy for grades K-8. The policy contains a section on parent rights to exempt their children from the uniform requirements. The exemption form may be signed by the parent in the school office. The uniform for Hutchinson Middle School consists of white shirts/blouses with collars or spirit shirt and dark navy blue bottoms. Resources are available to assist economically disadvantaged students.

JUVENILE CITATION PROGRAM

The Juvenile Citation Program has been developed by the Norwalk-La Mirada Unified School District in cooperation with the Juvenile Courts and the Los Angeles Sheriff's Department. Under this program, students who violate certain laws can be cited by law enforcement authorities at the request of the school's administration. Students who are issued a citation are assigned a hearing date in court. The law enforcement official issuing the citation will notify the parent of the violation and the hearing date. Violations include—but are not limited to—possession of tobacco products, fighting or disturbing the peace, gambling, littering, alcohol possession, theft, possession of lost or stolen property, vandalism or graffiti, possession of aerosol spray paints or other graffiti implements (including permanent markers), loitering, truancy, skateboarding or bike riding on campus, possession of fireworks or other explosives, possession of a laser pointer and possession of narcotics.

DRESS CODE

Hutchinson Middle School is committed to safety and to providing all students with a positive learning climate. In support of Board Policy, the school follows the uniform policy and has established a dress code that requires students to wear clothing that is neat, clean, safe and appropriate for school activities. Students must dress with appropriate taste and must not disrupt the learning process, endanger student safety, or communicate an unwanted or dangerous message. If there is a doubt as to whether a garment is appropriate for school, we suggest that it not be worn. To assist parents and students to avoid the unwitting purchase of items of clothing which may communicate an unwanted or dangerous message, Hutchinson Middle School has compiled the following standards in the best interest of all students and the education process.

I. SHIRTS AND OUTERWEAR

All tops, shirts and blouses must be hemmed and properly buttoned. Undergarments and midriff skin are not to be visible at any time. No oversized clothing is allowed. Blouses/shirts must have a minimum of a 2 inch strap. Jackets and sweatshirts with hoods may be worn; however, the hood may NOT be worn over the head at any time.

II. PANTS, SHORTS, SKIRTS, DRESSES

Pants, skirts, shorts, and dresses are to be of proper length and hemmed. Frayed, ripped, torn or pants with holes may not be worn, small frayed parts must have a patch or leggings underneath (no skin showing). Pants and shorts must be worn at the waist, not below the waistline or at the hip line. Skirts and shorts should be no shorter than fingertip length when measured with arms straight down the side of the leg. No oversized clothing is allowed. No pajamas are allowed. Undergarments may not be visible.

III. FOOTWEAR

Protective footwear must be worn on campus at all times. Backless shoes and Steel-toed shoes are not

allowed. Sandals must be securely fastened with heel and side supports.

IV. ACCESSORIES

Baseball caps with the bill facing forward and beanies may only be worn outdoors as sun protection. No other hats or caps are allowed. Sunglasses may not be worn except for prescription sunglasses. Belts must be of appropriate length and property threaded through the belt loops. Metal spikes and studs are not allowed.

V. UNACCEPTABLE DRESS

Any item of clothing which promotes gangs or suggests gang affiliation may not be worn. Specifically not allowed are: hair nets, bandannas, spiked collars, belt buckles with initials or gang symbols, chains, dangling suspenders, and other gang-related apparel. Clothing and accessories must not promote racism, sexism, ethnic or religious bigotry, drugs, alcohol, tobacco, violence, tagging, gangs, graffiti or illegal activities. Garments must be free of questionable or suggestive printing or drawings of a sexual nature.

The Hutchinson Middle School Dress Code may be modified as needed to address student safety or other clothing trends.

SCHOOL BOARD POLICY #5595

“When a dress code violation has occurred, the student shall be required to change attire and/or relinquish unacceptable accessories. If a change of clothing is required from home, the parent shall be notified and required to bring acceptable attire to school.

Any student who repeatedly violates the dress code shall be subject to more extreme disciplinary actions as the violation has escalated to an issue of defiance. The parent shall be notified and given the opportunity to discuss the matter.”

NOTE: unsafe and/or inappropriate confiscated items will only be returned to a parent.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are to be kept in the rack area during the day. Bikes and skateboards are to be locked with locks provided by each student. Bikes are to be locked individually and are not to be locked with another bicycle. Students who are not locking or unlocking their items are not permitted in the rack area. Students and their parents must assume full responsibility for lost or stolen bicycles, skateboards and helmets. Students are not to ride their bikes or skateboards in the rack area or on campus. Students must walk their bikes while on school grounds. In accordance with California State Law, all students riding bikes to and from school are required to wear a helmet. Violation of the helmet law can result in citation from the Sheriff. Anyone who violates the guidelines may be subject to disciplinary action.

CONTRABAND DETECTION PROGRAM

In order to continue to provide safe schools, the Norwalk-La Mirada Unified School District participates in a Contraband Detection Program using trained canines. The school district utilizes a company that specializes in the use of trained dogs on school campuses. Though the main purpose of this program is to deter students from bringing illegal substances to school, it also serves as the least intrusive means of locating and removing contraband from our campuses. The K-9s are trained to detect the odor of the following substances: illegal drugs, alcohol, gunpowder based items, and residual odors from the above items. During campus visits, the dogs will sniff the air around lockers, gym areas, restrooms, vehicles, classrooms, and school grounds for contraband items. The District policy precludes the use of canines to sniff any student, employee, and/or visitor. The canines are friendly, non-aggressive, and passive trained.

COUNSELING SERVICES

Counseling service is available to all students. The school counselor is available to help students with academic guidance, personal and social counseling, minor behavior and discipline problems, attendance guidance, communication with parents and teachers, and to assist students in making a successful transition from the elementary school into the 6th grade and from 8th grade to the high school. Parents are invited to contact the school counselor when they have questions or concerns related to their child’s education and/or

social development and adjustment. We provide parents with contact information of agencies for students who are in need of professional counseling.

HEALTH SERVICES

If a student becomes ill or is injured, the student should notify a teacher or aide who will direct the student to the office with a pass. Minor accidents are taken care of by a teacher or the office. **Medications (including asthma inhalers) must be brought to the office accompanied by a medication form completed by a physician, as students may not carry medication on campus.** Aspirin cannot be dispensed by the school. Students should NEVER take a medication that belongs to someone else. Students may not leave school if they are ill without proper authorization. Students should not share hairbrushes in order to prevent the spread of head lice, nor should students share toothbrushes or contact lenses.

FOOD SERVICES

Cafeteria and a la carte lunch services are provided for students who wish to buy their lunch at school. Families that wish to apply for free or reduced lunch may apply online at www.lunchapplication.com. Families may use the online service through www.k12paymentcenter.com to put money on their student's lunch account. Full size pizzas are not permitted to be delivered to students. Deliveries for students by Uber Eats, Postmates, Grubhub, etc. are not permitted. The office has a drop off area that may be utilized for student lunch drop off by parents/guardians. Please note that the office staff cannot call students from class to pick up the items. The office staff will make their best effort to call students to the office during break and lunch to pick up the items.

LOST AND FOUND

Students must assume full responsibility for loss or damage to any personal property left in a classroom or on campus. The school will endeavor to protect all personal property but is not responsible for lost or stolen articles. NEVER LEAVE BACKPACKS OR OTHER PERSONAL ITEMS UNATTENDED! Found articles (books, clothing, etc.) should be taken to the office. Many times articles are turned in but the owners are never located, so students should check the office from time to time for missing property. Students should write their names on all books and put identification marks on all personal belongings. Large sums of money and articles of real or sentimental value should not be brought to school. When items of value must be brought to school, they should be taken to the office for safe keeping.

COMPUTER AND INTERNET USAGE

Hutchinson Middle School has a 4 to 1 ratio of students to computers. Most computers have internet access. Students who wish to use the computers must complete a Computer Usage Agreement, available in the office. Usage agreements require the signature of students, parents, and teachers and are kept on file for the duration of the student's enrollment at Hutchinson Middle School. Students who access inappropriate internet sites or otherwise violate the usage agreement forfeit their computer privileges.

REPORT CARDS & PROGRESS REPORTS

Hutchinson is on a semester grading system. Formal progress reports will be issued prior to parent conferences. Parents may request additional conferences at any time. Teachers as needed may make more frequent reports of progress for individual students. Parents also have PowerSchool information that is accessible from the Internet. Students' grades are reported at the Middle School level at the conclusion of each semester. Our school uses the PowerSchool program to keep parents and students informed. The PowerSchool website address is <https://powerschool.nlmusd.k12.ca.us/public> and individual student access codes may be obtained in the school office.

GIFTED AND TALENTED EDUCATION (GATE)

The GATE program at Hutchinson combines emphasis on basic skills plus the opportunity for advanced work programs and creativity within regularly scheduled classes. Students are identified for the GATE program by a district adopted placement test.

HOMEWORK POLICY

Homework provides an opportunity to establish good study habits, to work independently, and to extend classroom learning through projects, reports or extra credit activities. Homework also may be rote practice such as math facts or meeting in groups to work on collaborative projects.

Responsibility of the Student:

1. All assignments and due dates should be written in the planner daily.
2. Do not fold back or tear out pages from the planner.
3. Follow the teacher's directions for the assignment.
4. Complete assigned work accurately and neatly.
5. Designate a place for completed work so it is not forgotten (a backpack or in the car)
6. When requested, show the planner to teacher and parent as a means of communication. Parent/teacher may be asked to sign planner acknowledging the communication.
7. Return completed work to the teacher when due.
8. If necessary, make an appointment with your teacher to come in after school for help with homework or a class project.

Responsibility of the Parent:

1. Provide a place to work so your student establishes good study habits.
2. Set aside a regular time for your student to study.
3. Assist the student in accepting responsibility for completing and returning completed work when due by reviewing the planner daily.
4. Inform the teacher and request homework at least one day in advance if there is to be a prolonged absence (3 or more days).
5. Pick up homework from the office after 3:15 p.m. when there is a prolonged absence.

ACADEMIC PROGRAMS/COURSES

All school clubs, academic programs, and courses, are available to all students, irrespective of gender.

STUDENT RECOGNITION

Students receive special recognition while at Hutchinson. Academic awards are based on the grade point average (GPA) from all six classes. Students who earn an A, B, or C in honors classes receive an extra point per class towards the overall GPA.

SEMESTER AWARDS

Scholar Hawk Award

GPA 4.0 and above with no U's on the report card.

Gold Hawk Award

GPA 3.8 to 3.99 with no D's, F's, or U's on the report card.

Silver Hawk Award

GPA 3.4 to 3.79 with no D's, F's, or U's on the report card.

Bronze Hawk Award

GPA 3.0 to 3.39 with no D's, F's, or U's on the report card.

Outstanding Citizenship

Students that are recognized for this award receive all outstanding marks or outstanding with only one satisfactory mark for citizenship in each class.

Perfect Attendance

Students who have perfect attendance are in class every day, on time, and all period unless attending a school sponsored activity. Students who have absences, tardies, partial day absences or miss class for disciplinary reasons do not qualify for perfect attendance.

Other recognitions may be awarded to students throughout the year based on subject area, extraordinary effort, character, etc.

HONORS PROGRAM

The Hutchinson Middle School Honors Program is designed to academically challenge and reward our highest performing students. The Honors Program is a learning contract between teachers, students, and parents. Students will take on more rigorous learning assignments within the regular classroom. Interested Honors students will be selected on the basis of student, parent, and teacher agreement, subject area grades from the previous year (A or B), and standardized test scores (Proficient and Advanced). Eligible students may submit a brief application, which must be signed by the student, parent, and current year teacher. Benefits include a challenging academic program, honors status and notations, weighted GPA on the Trimester Report Cards, and recognition and awards.

BEFORE AND AFTER SCHOOL TUTORING

Students may arrange to come in before or after-school for help with homework or class projects. Students may arrange time before or after school to meet with teachers when necessary. The homework club/tutoring schedule is posted on the school website at the start of the school year and is available in the school office.

YEARBOOK

Hutchinson Middle School's yearbook is a bound book that contains pictures of the students, faculty, and events at Hutchinson. The yearbooks will be sold during the school year and distributed during the last week of school. Purchasing a yearbook is optional, however, having a yearbook is a good way to remember friends, teachers, and school-wide events.

STUDENT GOVERNMENT

Students should be involved in the operation of the school which they attend. The Associated Student Body is led by duly elected officers chosen by their fellow students. Homeroom representatives are elected and meet with the student body officers on a regular basis. Selected students also serve on the School Site Council. Student government is very active in establishing and promoting student activities, fund-raising, and working jointly with the faculty in establishing rules and regulations for the school.

DANCES

Dances are a part of the co-curricular program at Hutchinson Middle School. Hutchinson students with regular attendance, punctuality and responsible citizenship will be permitted to attend dances. Students who have not demonstrated these qualities may have this privilege revoked. The dances are for Hutchinson students only. Students attending dances are required to remain at the dance throughout its duration unless picked up by a parent/guardian. Adult supervision is provided.

BALLOON AND FLOWER DELIVERIES

The delivery of cards, balloons, flowers, etc. does disrupt the educational process. Do not bring or send these gifts to school. If a student receives such gifts they will be able to pick them up at the end of the day from the office.

ATHLETIC/SPORTS PROGRAM

All athletic and sports programs are open to all students irrespective of gender. In addition to a well-rounded Physical Education program, Hutchinson offers after school volleyball, football, basketball, soccer, softball track and field, cross-country and cheerleading.

SCHOOL HOURS

School begins at 8:35 a.m. and ends at 3:00 p.m. on Monday, Tuesday, Thursday, and Friday. School is dismissed at 1:45 on Wednesday. On "minimum days" school is dismissed at 1:15 p.m. Zero period begins at 7:39 a.m.

TRANSFERS

A student transferring to another school must have the parent/guardian come to Hutchinson Middle School and give notice of the student's last day of attendance in writing. Please bring your new address and, if possible, the name and address of your new school so records can be sent immediately. Students must return textbooks and other school materials before being checked out from Hutchinson Middle School.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is the student's responsibility, together with parents, to notify the school of any change in address or telephone number. The school uses the primary phone number to make contact with families through our phone dialer system.

ATTENDANCE PROCEDURES

- A. Daily attendance is essential in order for students to maximize their education. Students with poor attendance may find it difficult or impossible to meet academic standards. Students are expected to make up work missed because of absence(s).
- B. When a student is absent, parents should call the school as early as possible and relay the cause of absence. If a valid parent call is received, the student does not have to bring a note to clear the absence. If parents do not call the school, an excuse (written by the parent or guardian) must be presented to the office the first day that the student returns to school following an absence. After ten days all unverified

absences will be recorded as truancies. Absences due to illness that are 3 days long or longer require a doctor's note.

- C. **EXCUSED OR UNEXCUSED ABSENCES**-By state law, excused absences are only issued to students who are absent because of illness, doctor/dental appointment, or death in the immediate family. All other absences are considered unexcused.
- D. **TARDINESS**-Tardies cause a disruption to class procedures as well as individual progress. Unexcused tardies may result in disciplinary action. Excused tardies are only for medical purposes and must be accompanied by a note from the doctor. Unexcused tardies will result in counseling and detentions.
- E. **TRUANCY**-State law requires all students to be in school daily unless they are out with a valid excuse. Disciplinary action may be taken for truancies. The law requires that parents/guardians ensure that their child is in attendance. Continued truancies may result in referrals to the School Attendance Review Board (SARB) and/or legal charges being filed against the student and/or parents.
- F. **EXCUSES FROM PHYSICAL EDUCATION ACTIVITIES**
A parent/guardian may request that a student be excused from physical activities for up to three days. A doctor's note is required for a student to be excused for four or more days.

PHYSICAL EDUCATION and P.E. UNIFORM

All students are scheduled to a physical education class daily where California State Standards are addressed. Students will be more comfortable and able to participate in vigorous activities if they wear appropriate clothing. The P. E. uniform allows this, and keeps the student's good school clothes from getting sweaty, dirty, or damaged during activities. All students are required to dress appropriately for physical education class. Appropriate dress for PE class consists of black mesh or cotton athletic type shorts, maroon t-shirts, and athletic type shoes. For your convenience Hutchinson offers PE shorts and shirts for sale in the school office. Parents may choose to purchase PE clothing elsewhere as long as they meet these requirements. Lockers are required for all P.E. lockers and are for sale in the school office. Only Hutchinson Middle School Lockers may be used.

HARASSMENT/BULLYING

It is the policy of this school and the Norwalk-La Mirada Unified School District that all students be treated with respect and feel comfortable attending school.

Any harassment which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive learning environment will not be tolerated. The harassment of others based upon sexual, religious, racial, or other such status (actual or perceived) will not be tolerated. Verbal or physical bullying, calling others names which put them down, using words which insult another person, touching others in an unacceptable manner, and making comments of a sexual nature are considered harassment. In addition, participating in harassment or bullying through the use of technology (telephone, text messaging, online text, or cyber bullying) will not be tolerated, and will result in referral to an administrator. Students who commit acts of bullying or harassment will be disciplined.

If, at any time, you feel uncomfortable in dealing with other students or adults, you are responsible to immediately report concerns to a teacher or administrator, who will assist you with your concerns. School personnel must respond and intervene in any incidents of bullying, harassment or intimidation. Retaliation against individuals who file a complaint or provide information related to an investigation is strictly prohibited.

PREGNANT AND PARENTING STUDENTS

The Norwalk-La Mirada School District does not discriminate against any student on the basis of student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Pregnant and parenting male or female students retain the right to participate in a comprehensive school or educational alternative program and are not required to participate in pregnant-student programs or alternative educational programs. The classroom setting is the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or hi/her child. Pregnant and/or parenting students who voluntarily participate in alternative programs are given educational

programs, activities, and courses equal to the regular program. Additionally, the Norwalk-La Mirada Unified School District treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

