

# HUTCHINSON MIDDLE SCHOOL – 7

210 East Avenue A  
HUTCHINSON, KS 67501  
Telephone: (620) 615-4700

Jeff Shearon  
Principal

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Assistant Principal

## STUDENT HANDBOOK 2017-18



USD 308 – College and Career Ready

Blue & Gold  
School Colors

Hawks  
School Mascot

<b>Hutchinson Middle School – 7</b>	
<b>Homeroom</b>	8 to 8:09 a.m.
<b>First</b>	8:13 to 8:58 a.m.
<b>Second</b>	9:02 to 9:47 a.m.
<b>Third</b>	9:51 to 10:36 a.m.
<b>Fourth</b>	10:40 to 11:59 p.m.
<b>Fifth</b>	12:03 to 12:48 p.m.
<b>Sixth</b>	12:52 to 1:37 p.m.
<b>Seventh</b>	1:41 to 2:26 p.m.
<b>Eighth</b>	2:30 to 3:15 p.m.
<b>Passing times: 4 minutes</b>	

*Be Responsible, Be Respectful, Be Safe, and Excel*

## **Principal's Welcome**

Welcome Hawks,

I'd like to take this opportunity to let everyone know how excited I am to be part of the HMS-7 family. As your child's principal, it is my desire to create a caring and supportive learning environment where all students wake up each morning excited for the day.

Middle School is a great opportunity for our students to discover things about themselves, their likes, dislikes, and in navigating new peer relationships. In doing so, I encourage all our students to get involved at HMS-7 in one way or another. We know if students get connected with the school in some way in addition to their normal classes, they have a better chance of being a successful student.

In addition, even though it's a new school, there might be some familiarity for our students. HMS-7 is in its third year of implementing CHAMPS for handling student behaviors and the creation of classroom and school-wide expectations. This is a continuation of that process students should be familiar with from last year if they are a returning district student.

I also want to let you know that our Hawks will be placed on a "team." This team is a group of teachers in the core instructional areas that share the same group of students. Teachers also have a shared planning time together where they can talk about teaching, students, and how to best meet the needs of each student on their team. There are some students, due to schedules, that have teachers from different teams, but the majority will have teachers from the one team.

Finally, as part of this transitional period we encourage students to become more responsible in learning to keep track of their activities and to communicate their needs with their parents. We know this can be a challenge, and we will help with that communication via email, phone calls, notes, and Facebook messages. If our parents have a Facebook account, please like the HMS-7 Facebook page at...

<https://www.facebook.com/HMS7th>

Again, welcome to the HMS-7 family. I am excited for the new year and cannot wait to meet all of our new "HAWKS!"

Mr. Jeffrey Shearon,  
Principal

## **Morning Supervision and Breakfast**

Doors will open for students eating a school breakfast at 7:30 a.m. All other food students intend to eat for breakfast should be consumed prior to coming into the school building. Students who arrive early and do not eat a school breakfast are to remain outside prior to the doors being opened for generalized supervision. Students eating breakfast are to go directly to the cafeteria upon entering the building and are to remain there until the bell rings at 7:55 to be dismissed to their homeroom. Students eating a school breakfast should arrive early enough to finish eating and prepared to go to class by 7:55 a.m.

Generalized supervision for students coming to school prior to the beginning of the day begins at 7:40 a.m. At that time, students at school are under school supervision. They should remain outside in the front of the building until directed inside by school personnel. In bad weather, students will be directed at 7:40 to report to the gym for supervision.

For students not eating a school breakfast, parents are encouraged to drop-off students at HMS-7 at 7:55. That gives the student five minutes to go to their locker prior to reporting to their homeroom class.

If a student needs help from a teacher with assignments, has to re-take a test, etc., prior arrangements should be made between the teacher and the student. The student is to first report to the office where office personnel can verify with the teacher and give the student a pass prior to the student reporting to the teacher's classroom.

## **After School**

Once school is dismissed for the day, students are to wait in the designated area(s) for the bus or parent pick-up. For those students being picked up, arrangements should be made so the student is picked up as soon as school is dismissed. If a parent/guardian is going to run late, they should contact the school prior to the end of the day so word can be given to the student. If a student is to walk home after school, the expectation is that they do so right after school and do not linger around the school building or on school grounds once dismissed. Please note that generalized supervision of students outside after school is dismissed ends generally thirty minutes after the bell rings to dismiss school.

## **Bus Riders Before or After School**

Your behavior on the shuttle bus will be monitored. Riding the bus is a privilege. Appropriate behavior must be maintained to continue to ride. Students having behavior issues will be warned on first offense. A second offense will result in loss of privileges for a short time. A third offense will remove student from the bus for a longer period of time to be determined by the school administrator. When students exit the bus at the 8<sup>th</sup> grade building after school, they are to leave the school grounds immediately. Behavior issues at HMS-8 after or before school can also cause students to lose the privilege to ride the shuttle bus. Student riders are also the rules and regulations of HMS-7 and USD 308.

## **Basic Rules & Expectations**

Students shall be held responsible for understanding and complying with this code of student behavior. Any behavior on the student's part that keeps the teacher from teaching or other students from learning is considered a distraction and may result in a corrective consequence.

Students will *be respectful, be responsible, be safe, and excel* in the classroom, in the cafeteria, on the school grounds, and at all school sponsored activities – this includes activities not on USD 308 property.

1. Students will follow directions of each classroom teacher or staff member and avoid disturbing others - students and/or staff.
2. Students will bring all materials needed for each class as designated by the teacher. (This includes items necessary for physical education and elective classes.)
3. Students will make every possible effort to complete work assigned, make-up work missed due to absences, and complete the requirements of each class by the dates designated by the teacher.
4. If absent, it is the student's responsibility to get make-up work.
5. Students who miss class for sports or other school functions are responsible for getting homework ahead of the absence and turning it in according to the teacher's expectations.
6. Students will attend school on time every day unless ill or excused.

7. At no time will students commit physical violence against other students or school personnel nor encourage others to do the same.
8. At no time will students harass, intimidate, threaten, bully or menace students or staff.
9. Students will not disrupt classroom instruction by operating any electronic devices (cell phones, iPods, laser pointers, etc.) *(See specifics on personal electronic devices)*
10. Students will not litter, deface, damage, destroy or steal school property or the property of others. Cost of loss or repair of property is the student's/parent's responsibility.
11. Students will not use profanity or make obscene gestures during school or at school related activities.
12. At no time will students use, possess, or distribute tobacco, narcotics, alcohol, or other drugs, fireworks, weapons, or contraband on the school grounds, in the building, or at school activities.
13. Public displays of affection are not allowed. This includes holding hands and kissing.
14. Guest students are not permitted at HMS-7. Parents are welcome to come and shadow their student, but this needs to be prearranged with school administration.

*For additional behavior/discipline information, please refer to the student conduct portion of the District Handbook.*

## Behavior Expectations

The following matrix lists the behaviors we expect from students in the common areas of the school building (displayed below).

### Common Areas - Guidelines for Success

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Hallways/ Stairwells</b>	<ul style="list-style-type: none"> <li>* Walk to the right</li> <li>* Keep hands, feet, and objects to yourself</li> <li>* Take the stairs one step at a time</li> </ul>	<ul style="list-style-type: none"> <li>* Move toward your destination</li> <li>* Keep area clean</li> <li>* Walk without distracting others or classrooms</li> <li>* Only go where you are assigned to go</li> </ul>	<ul style="list-style-type: none"> <li>* Use Voice Level 2</li> <li>* Answer adult questions appropriately</li> <li>* Greet others politely</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>* Walk to the right or as designated</li> <li>* Keep hands, feet, and objects to yourself</li> <li>* Enter and exit through designated doors</li> <li>* Report any spills needing cleaned</li> </ul>	<ul style="list-style-type: none"> <li>* Only enter the cafeteria in the morning if you are eating breakfast</li> <li>* Know your ID number</li> <li>* Sit where directed</li> <li>* Stay at your table until dismissed</li> <li>* Get attention by raising your hand</li> <li>* Wait your turn in line</li> <li>* Keep your table and floor area clean</li> <li>* Empty tray/trash upon being dismissed from your table</li> </ul>	<ul style="list-style-type: none"> <li>* Use Voice Level 2</li> <li>* Be a good listener</li> <li>* Follow adult directions</li> <li>* Use good manners</li> <li>* Keep all food and drink in the cafeteria</li> </ul>

<b>Arrival</b>	<ul style="list-style-type: none"> <li>* If waiting outside before school, wait calmly</li> <li>* If early, wait near the doors in the front of the school</li> </ul>	<ul style="list-style-type: none"> <li>* Enter at designated time and remain where directed until dismissed</li> <li>* Once inside, remove your hat, electronic devices and turn off cell phones</li> <li>* Be on time</li> <li>* Be ready to go to your destination</li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledge greetings</li> <li>* Use voice level 2 or lower/no disrespectful language</li> <li>* Follow adult directions</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>
<b>Gym (after lunch)</b>	<ul style="list-style-type: none"> <li>* Sit in designated area if not playing a game</li> <li>* Report immediately any safety concerns, broken equipment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>* Use gym equipment appropriately</li> <li>* Follow rules of good sportsmanship</li> <li>* Stay in the gym until you are dismissed or have adult permission</li> <li>* Follow the rules of any game being played</li> <li>* Line up immediately when time is called to be finished</li> <li>* Leave gym area when/as directed</li> </ul>	<ul style="list-style-type: none"> <li>* Follow adult directions</li> <li>* Use appropriate words and actions</li> <li>* Enter and exit quietly</li> </ul>
<b>Drills</b>	<ul style="list-style-type: none"> <li>* Follow adult directions</li> <li>* Keep hands, feet, and objects to yourself</li> <li>* Quiet voices - voice level 0</li> <li>* Stay with your designated class</li> </ul>	<ul style="list-style-type: none"> <li>* Keep materials in the classroom</li> <li>* Do not use electronic equipment</li> <li>* Know your destination</li> </ul>	<ul style="list-style-type: none"> <li>* Calmly follow established rules for drills</li> </ul>
<b>Locker Areas</b>	<ul style="list-style-type: none"> <li>* Report any problems with your locker to the office</li> <li>* Move away from the locker once finished</li> </ul>	<ul style="list-style-type: none"> <li>* Use your own locker</li> <li>* Secure locker after each use</li> <li>* Keep locker and locker area clean</li> <li>* Keep electronic devices, including cell phones, locked in locker</li> <li>* Know your combination</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and objects to yourself</li> <li>* Wait your turn</li> <li>* Use voice level 2 or lower</li> <li>* Close locker without slamming the door</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>* Report immediately any cleanliness or plumbing issues to teacher or office</li> </ul>	<ul style="list-style-type: none"> <li>* Use nearest facility</li> <li>* Flush</li> <li>* Wash hands when finished with soap and turn water off</li> <li>* Use trash cans for paper waste</li> <li>* Conserve water and paper</li> <li>* Go directly to and from the restroom</li> <li>* Use during passing period</li> </ul>	<ul style="list-style-type: none"> <li>* Honor privacy of others</li> <li>* Keep walls, stalls, and floors clean</li> <li>* Voice level 2 or lower</li> </ul>

<b>Library</b>	<ul style="list-style-type: none"> <li>* Walking only</li> <li>* Ask for adult assistance for a book you may not be able to reach</li> </ul>	<ul style="list-style-type: none"> <li>* Push chairs under tables and clean up after yourself</li> <li>* Report any damage to books checked out</li> <li>* Return book on time</li> <li>* Wait quietly and patiently in line to check out</li> <li>* Show your planner (pass) at the circulation desk when you arrive and properly filled out by sending teacher</li> <li>* Have materials you are returning with you</li> </ul>	<ul style="list-style-type: none"> <li>* Take good care of library property</li> <li>* Respond quickly and politely to adult requests</li> <li>* Make requests of adults politely</li> <li>* Use voice level 1 or lower (unless directed otherwise)</li> <li>* Be respectful of others working/reading</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>* Report to and remain in the designated area</li> <li>* Listen to and follow direction of office staff</li> </ul>	<ul style="list-style-type: none"> <li>* Use the Student Help Window during the day for assistance</li> <li>* If attention of office staff is needed, press the bell (only once)</li> <li>* Follow the directions and be courteous</li> <li>* Enter/remain in the office without disturbing others</li> <li>* Bring signed planner/pass to enter</li> <li>* Report to the office only when necessary</li> <li>* Conduct office business before school, after school, or during lunch</li> </ul>	<ul style="list-style-type: none"> <li>* Wait your turn</li> <li>* Voice level 2 or lower</li> <li>* Use polite voices</li> <li>* If needing to use the phone, ask office staff and wait your turn politely</li> <li>* If waiting to see the principal/assistant principal, wait outside their office until called</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>* Walk in and out of the gym in an orderly fashion</li> <li>* Remain seated until dismissed</li> <li>* Follow dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>* Follow adult directions</li> <li>* Keep hands, feet, objects to yourself</li> <li>* All objects put away</li> <li>* Participate when asked</li> <li>* Stay at your designated seat unless directed to move</li> <li>* Leave materials in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>* Sit where assigned</li> <li>* Use appropriate and designated voice level for the activity</li> <li>* Voice level 0 when presenter or other adult is talking</li> <li>* Eyes on presenter</li> <li>* Applaud appropriately</li> </ul>

## Parent-Teacher Communication

When you have questions about something that is happening in one of your child's classes, you need to contact the classroom teacher. The teacher is the most knowledgeable person to talk to when you have questions about class expectations and subject matter. Students do not always perceive incidents in the same way that an adult does. Getting information from the teacher may help you understand more fully what is happening in school.

If you still have questions after speaking with the classroom teacher, please contact the counselor or administrators for additional help.

If your child has struggled with school in the past, please set regular dates to check on your child's progress through Skyward or via email with individual teachers. If you want more than mid-term and trimester grades please call or email individual teachers to ask how your child is doing.

Please contact school administration or your school counselor if you need assistance with communicating with staff.

## **Skyward**

Each student at HMS-7 has been issued a user name and password that will allow parents to gain information related to their student's progress and attendance. Parents are encouraged to access current grades and attendance information for their student on a regular basis. Information regarding this program will be made available at open house each year and at parent-teacher conferences. Parents may contact the school with questions about Skyward and to obtain login credentials. Skyward can be accessed from our school district website at [www.usd308.com](http://www.usd308.com).

## **Progress Reports**

Halfway between each grading period, students and parents will be notified via a SchoolMessenger telephone message and email for mid-term grades. Progress reports will not be printed and sent home to save paper and postage. This is the only formal grade notice teachers will provide prior to the end of the trimester. Updates can be seen on Skyward, grades will be entered as soon as possible after assignments are turned in. Please notify us if your phone number or email address changes during the course of the school year.

## **Report Cards**

Parents or guardians will receive three grade reports via Skyward during the year or once every trimester. Reports cards will not be printed and sent home to save paper and postage. Parents will be notified of final grades via a SchoolMessenger telephone message and email. Please notify us if your phone number or email address changes during the course of the school year.

## **Parent-Teacher Conferences**

We encourage attendance at parent-teacher conferences throughout the year. Teachers are available for conference during the day or after school. Please call the office for an appointment with teachers so that conflicts with their classroom duties can be avoided. Formal parent-teacher conferences will also be scheduled twice a year during the 1<sup>st</sup> and 2<sup>nd</sup> trimester.

## **Grades**

Each student is expected to achieve and progress through the curriculum. Students will be presented a variety of learning experiences and assignments. Each student is responsible for completing and handing in every assignment on time. Every teacher will explain the grading system used in their classes. Students can make appointments with teachers after school if extra help is needed.

The following grading scale is district wide and will be used in all classes:

- A = 100-92 Excellent
- B = 91-83 Good
- C = 82-74 Average
- D = 73-65 Poor
- F = 64 or less Failure

## **Recognition**

Hawk Pride Days are set aside as times for school-wide positive recognition. Students meeting criteria of having no current failing grades and no major behavioral issues during a 6-week period will have a designated time for celebrating success as a school. Hawk Pride Day is normally held at the conclusion of each 6-week period. Please note that each 6-weeks students start over towards earning the opportunity to participate. In other words, students start each 6-weeks with a clean slate.

Positive referrals are a way for teachers to recognize students who have made a positive change of some type. Teachers are encouraged to make this type of communication with parents so that we accentuate the positive and recognize students for being respectful, responsible, safe, and excelling.

Positive recognition tickets are another way for students to be recognized on an on-going basis by any staff member for students demonstrating attributes of being safe, responsible, respectful, and excelling. Tickets may be redeemed for the purchase of various rewards that students enjoy.

In addition, the following awards, among others, may be presented at awards assemblies throughout the year.

### **Honor Roll:**

- Principal's Honor Roll: Student has earned a 4.0 GPA
- Honor Roll: Student has earned a 3.5 to 3.99 GPA
- Honorable Mention: Student has earned a 3.0 to 3.49 GPA

**Departmental and Academic Awards:** (such as) Spelling, Math, English, Vocal Music, Instrumental Music, etc.

**Special Recognition Awards:** Awards that may be given in recognition of special/outstanding accomplishments.

**Athletics:** Cross Country, Soccer, Volleyball, Football, Basketball, Wrestling, Track, Tennis, Tri-Sports, Cheerleaders, and Drill Team.

**Hawk Award:** A teacher nominated award presented annually to students who have exemplified responsible behavior and outstanding interpersonal relationship skills - kind, thoughtful, supportive and congenial to peers and adults.

### **School Counselor**

HMS-7 has a full-time counselor to talk with you during the school day. Students can visit with their counselor for help with schoolwork, conflict resolution, working through grief, intervening in misunderstandings with parent or teachers and other personal issues. If a student would like to schedule a time with the counselor, please contact the office or obtain a hall pass from your teacher. Students without passes will be sent back to class unless it is an emergency.

### **Schedule Changes**

Schedule changes cannot be made easily. Every attempt was made to schedule students in classes they most want to take. General schedule changes will only be considered during the first 3 days of a grading term. The student should request a time to meet with the counselor during this time frame to make the request. Requests to change a student's schedule will only be considered when there is a substantial educational, medical, or administrative reason warranting the change. Schedule changes will be made as deemed necessary and only when it is in the best interest of the student (e.g., missing a core academic class or required class from your schedule; you have an incomplete schedule.). All schedule changes will be reviewed on an individual basis.

If after the first three days of each trimester, should there be a unique situation that you feel necessitates a schedule change, the parent must complete the schedule change request form (available in the office) and submit it for administration review. **Note: One class change might require a change of the student's entire schedule and/or team.**

#### **Some of the reasons that schedules *will not* be changed:**

- "I do not like the teacher." -- (*We will work to solve the problem with the teacher*)
- "All my friends are in the other class."
- "I *want* a different hour or to be on a different team."
- "I selected particular electives and have a set schedule, but I now want to change my mind."
- "I have a failing grade."

### **Schedule Change Procedure (after the first three days of each trimester):**

- Pick up the schedule change request form.
- Meeting held with current teacher, parent, student, and counselor to discuss desired change.
- The student, parent, and the student's team must each explain the reason for the requested change on the required form.
- Return the completed form to the counselor with all required signatures.
- Final changes will be made only with administrative approval.
- **Students are to follow their original schedule until they are notified of any changes.**

### **School Nurse**

All students must be current on immunizations before they can enroll and/or start classes.

Health services are available for you only part-time. If you become ill or injured during the school day, get a pass from your teacher and report immediately to the school office. Students are asked to not contact parents about being ill before being seen in the office by the school nurse. Leaving the school building without permission will subject the student to disciplinary measures.

### **Medication**

If you must take medication during the school day, your parent must fill out a Form 709 that gives permission to the school to dispense the medication. The nurse or other designated personnel must dispense any medicine brought to school from the office. Medication is to be brought in the original container, appropriately labeled stating the name of the student, name of the medication, dosage and time it is to be taken. This includes aspirin, Tylenol, etc. Do not keep medication of any kind in your locker. Personal inhalers are allowed.

### **School Breakfast & Lunch**

#### **Closed Lunch Period**

HMS-7 has a "closed" lunch period. This means that you are to remain at school during the lunch period. You may buy school lunches or bring a sack lunch. "Fast" food is not to be brought in or delivered to school. All food is to be eaten in the cafeteria.

#### **Payment for Meals**

The food service program is intended to contribute to the general health of the student. Meals must be paid in advance; students cannot have a negative balance and be allowed to eat.

Because school lunches are subsidized, federal and state regulations prohibit the charging of meals.

### **Attendance Policy**

See the District Handbook for general information about attendance.

When absent, a parent must call the school on the day of the absence or send a note upon returning to school.

#### **When returning to school, after an absence:**

1. If the school was not notified by telephone on the day of the absence, please bring a dated and signed note from your parent stating the reason for the absence. Otherwise, the absence will be considered unexcused.
2. Take the note to the student window in the office when the first bell rings prior to homeroom.

#### **If you need to leave school during the day:**

1. Bring a signed, written excuse from home or have a parent phone the school.
2. Submit the note to the student window in the office before school.
3. Receive a pink slip from the office.
4. A parent must physically sign out their student in the office immediately before leaving.
5. When returning to school from an appointment, students are to report to the office for a pass before going back to class.

Students arriving after 8:00 a.m. are considered tardy and must check in through the office.

## **Make-Up Work**

Students must make-up all required work upon returning to school following any absence within the time limits designated by school staff. Students will have a minimum of two days per day of absence to turn in late work. It is the student's responsibility to obtain, complete, and hand-in all make up work. To obtain work for the days that students are ill, please call in by noon, make-up work will be ready for pick up at 3:15 p.m. School work and/or tests previously assigned and due on the date of an absence are due on the day of return. Tests, labs, projects, etc. may have to be completed outside of regular school hours.

Students missing for extracurricular activities should check with the teachers of the classes they will miss to get homework and hand-in assignments for that day.

## **Credit for Assignments**

To receive full credit for assignments, students must have assignments in the classroom and handed in at the time designated by the teacher.

Teachers will follow their published late work policy which aligns with established building and district policy.

## **Tardy Policy**

Students are responsible for being on time to school. Students arriving late must obtain a pass from the office. Parents are encouraged to call school when they know their child is running late. Excessive tardiness to school may result office detentions, and/or ISS. Detentions take precedence over all activities (including athletic practices).

It is expected that teachers are to begin instruction when the bell rings to start class. Therefore, students who are not in their assigned classroom when the bell rings will be considered tardy. Students not in their assigned classroom when the tardy bell rings will be "swept up" by teachers assigned to monitor the hallways for students not where they need to be at the conclusion of each passing period. At that point, students will be issued a lunch detention for that day or the next day for being late to class. It is the student's responsibility to let his/her parent know if they had lunch detention due to being late to a class. If the student does not attend the assigned lunch detention, a lunch detention would be doubled. If tardies to classes continue, parent contact by the students' team of teachers and/or administration will be made to discuss in what ways additional interventions and/or corrective consequences are needed to support the student in getting to class on time. In addition, every five tardies to a particular class will result in a discipline referral being submitted to school administration for a corrective consequence (such as detention, ISS, etc.).

## **Hall Passes/Passing Periods**

During class, students should be in their assigned classrooms unless they have a pass from their assigned teacher. Teachers will issue passes as deemed necessary at times when students must leave the classroom to go to the library, office, appointments, nurse, etc.

No student should be out of classroom without a valid pass for any reason. If a student does not have a pass, they will be told to return to the room they just came from or escorted back to class to retrieve a pass before proceeding.

Passing period is time for students to take care of restroom breaks, trips to your locker, etc.

## **Chromebooks**

Students will be utilizing Chromebooks throughout the day. Students are responsible for logging off and out of their account each time they are finished with a particular computer. Accidental breakage will be handled on an individual basis and does not include horseplay. Chromebooks that are damaged due to malicious or careless activity (horseplay) will be fixed at the cost of the student/parent.

## Dress Code

Dress codes are part of the “soft skills” that employers tell us your students need. Just as employers expect employees to arrive at the workplace “dressed for success,” Hutchinson Middle School – 7 expects students to dress appropriately. Below are the “dress for success” rules at Hutchinson Middle School.

Building principals reserve the right to make final decisions.

- All tops and shirts must cover the entire torso in a modest manner. This means tops must cover the beltline and the material over the shoulders must be of a solid material. Shirts must meet the three-finger rule on the width of the material on the shoulder.
- Undergarments must be covered at all times.
- The following tops are not allowed: strapless, backless, sideless, halter, low-cut, sheer or tube tops.
- Costumes and pajamas may not be worn to school.
- The length of skirts should be at least as long as the tip of the index finger.
- When wearing shorts, the inseam of the shorts must be easily viewed when the student standing. After walking, students should not have to pull shorts or skirts down to the approved length. If you question it, please don't wear it.
- Pants with rips or holes must not show skin above the approved dress code length.
- Leggings and tights must be of a solid material (not sheer, fishnet, or transparent) unless worn underneath approved-length shorts, skirts, or dresses.
- Sagging – shirts must cover the beltline.
- Footwear is to be worn at all times. Athletic shoes must be worn for gym classes.
- Clothing with offensive pictures or language is inappropriate. Additionally, all images on clothing must also meet dress code.
- Hats or any other type of head covering, unless for religious or medical purposes, are not allowed. Any headbands or scarves may not be wider than three fingers.
- Any attire deemed to be gang-related is prohibited. Any clothing displaying the bandana paisley pattern is not allowed.
- Coats, jackets, blankets, and book bags are to be kept in lockers and are not permitted in the classroom.

The final decision as to the appropriateness of any apparel will be made by the administrators of Hutchinson Middle School - 7. Teachers are encouraged to have students fix the dress code issue in class. If students refuse or need help, they may be sent to the office or counselor. If students are determined to be inappropriately dressed, they will be asked to fix the issue themselves, put on clothing supplied by the school, or have their parents bring appropriate attire. Continued violation of dress code may result in corrective consequences.

## Personal Electronics Policy

Students are currently extended the privilege of possessing personal electronic devices on school grounds. The use of cell phones or other electronic devices to make calls, text message, take photos/videos, use the internet, or play games during the school day is not allowed. This would apply to extended periods of the school day for disciplinary purposes such as an after-school detention. Parents/guardians should not call or text their students during school hours to the student's personal device. While convenient, texting or calling students or having students call parents on their personal devices during the school day violate school rules. All messages for students should be called into the school's main office. Students may use the phone in the main office with permission from their teacher or office staff.

Cell phones are allowed at school to be used for communication purposes after school. **Cell phones and other personal electronic devices are to be put away and not in use once the student enters the school at the beginning of day. When students are dismissed to go to their lockers in the morning, cell phones are to be placed in the student's locker and cannot be carried or used until the conclusion of school day.** However, administration or teacher may grant a student special permission to access and use their cell phone (i.e. to contact a parents due to the cancellation of practice, project left at home, etc.).

If any student is found in possession of a cell phone or other personal electronic device prior to the conclusion of the school day without explicit permission to do so by a staff member, the phone will be confiscated and taken to the office/principal. It is the student's responsibility to notify the parent of the confiscated cell phone and the need for his/her parent to pick it up. No special arrangements will be made for the release of the cell phone back to the student once the device is to be returned to the parent. If a parent/guardian is to pick up a confiscated cell phone, it should be done during school hours and prior to 4:00 p.m.

- 1<sup>st</sup> instance: phone is confiscated = The student can pick it up from the office at the conclusion of the school day
- 2<sup>nd</sup> instance and beyond: phone is confiscated = The device will only be returned directly to the student's parent/guardian

Refusing to surrender a personal electronic device to a staff member upon request will result in a referral to school administration for additional corrective consequences.

*HMS-7 is not responsible for lost or stolen valuables. Staff is not obligated to spend time searching or attempting to recover lost or stolen items.*

## **Lockers**

1. Students will be assigned a locker for which they are responsible. Items to be kept in your locker include school supplies, book bag, athletic equipment, coat, hat, purse, personal electronics, etc.
2. Students are responsible at all times for the content in their locker. This includes both school and personally owned items. Do not leave anything of value in your locker.
3. Unified School District 308 cannot accept responsibility for items which are damaged or taken from your locker. Students will be held accountable for books lost in this manner.
4. Students are asked to not share their locker combination.
5. Students are responsible for the appearance of their locker and must clean off writing, stickers, décor, etc.

School lockers are school property at all times. HMS-7 administration can inspect and search lockers. Locker privileges can be removed when appropriate.

### *Locker Instructions:*

1. Beginning at 0, turn right two whole turns and stop at the first combination number.
2. Then turn left one whole turn past the first number and stop at the middle number.
3. Now turn right and stop at the last number. Lift locker handle to open.

## **Lost and Found**

Any articles found should be turned into lost and found immediately. Lost or stolen articles should be reported to the office immediately. The lost and found is located in the Commons. Items that are not claimed are periodically donated to a charitable organization.

## **Searches**

To promote school safety, school administration will, with reasonable suspicion, conduct searches of student lockers, persons or property. This search may include the use of a metal detector. Any contraband will be seized by school administration and held for any length of time deemed necessary. When the situation merits the need for law enforcement assistance, the Hutchinson Police Department will be asked to assist with searches.

With reasonable suspicion School Administration may act without notifying parents. Parents will be notified within a reasonable amount of time about situations in which the aid of the parent would be useful in protecting the child such as a sudden absence from school. Contacting a parent to report a situation regarding their child is not an invasion of that student's privacy.

## **K-9 Units**

Periodically, K-9 Units will be at HMS to help maintain a safe and orderly learning environment. This will serve as a prior notice that these activities will occur during the school year.

## **Crisis Management**

USD 308 has a crisis management plan that has been developed in cooperation with local agencies. The plan includes strategies to deal with most foreseeable emergencies, establishes a chain of command, and sets evacuation sites with the protection and safety of students as a priority.

## **School Safety Procedures**

HMS-7 staff is prepared to take safety precautions in the event a threatening situation develops during school hours. Prearranged evacuation routes have been established.

## **Fire and Tornado Drills**

Drills are conducted as prescribed by the regulations of the State of Kansas. Procedures have been developed to ensure the safety of all students during evacuation. Teachers will discuss the following Emergency Procedures.

1. When the alarm sounds, stop all activity and wait quietly where you are until your teacher gives directions. Do not talk.
2. Leave all books and belongings.
3. Leave the room in a quiet and orderly fashion. Do not talk.
4. The last person out of the room closes the door.
5. Proceed in line without talking, to the designated areas. Your teacher will tell your class where to wait.
6. Remain in the evacuation areas until the signal is given for the return to the classroom.
7. Return to the classroom without talking.
8. If you are out of the classroom, walk at once to the nearest classroom and join that class in proceeding to the evacuation area. Do not attempt to rejoin your own class. Do not linger in restrooms.
9. If a tornado drill begins during your lunch period or recess period, go to the designated area and look for your teacher. Assume the correct position for safety immediately.

## **Lockdown Procedures**

The Hutchinson Police Department, USD 308 and many other agencies have created a crisis plan. Procedures have been implemented to reduce the risk and increase the level of safety for all students and staff during an emergency. Teachers will discuss the following emergency Lock down Procedures.

1. When a lockdown procedure is called, do not talk and listen for instructions from your teachers.
2. Leave all books and belongings behind.
3. Go to your pre-designated area assigned by your teacher.
4. Help the teacher in any way possible.
5. If you are caught outside a classroom and all doors are locked, go to the safest place available until a teacher pulls you into a classroom.
6. Remain in your assigned places until released by a police officer or school administrator.

Different emergencies require different drills. Please be quiet and listen to instructions. Your life or someone else's life may depend on it. Do not talk.

## **School Sponsored Activities and Trips**

Students who are on a school-sponsored activity are responsible to all sponsors. School rules apply to all school activities regardless of their location. Students must be in school the day of the event in order to participate.

## **School Dances**

Dances are for HMS-7 students that attend the building where the dance is being held. No guests are allowed. Parents are welcome to attend and supervise at dances. No attendance is allowed if the

student has been in ISS or OSS that day or absent a half day because of illness. Students will not be allowed to leave the dance early unless parent contact is made. Admission prices for dances will be determined as dances are scheduled. All school policies concerning behavior and dress code apply.

## **Eligibility for Activities**

Students that compete, perform or otherwise represent HMS in extra-curricular activities, must meet all Kansas State High School Activities Association eligibility rules.

1. Students must have passed six out of eight new classes during the trimester preceding participation.
2. Students must not have turned 14 (for 7th graders) or 15 (for 8th graders) by September 1.
3. Students must have a physical form dated May 1 or later of the current calendar year and signed permission form and concussion form to participate on file in the school office.
4. Students must turn in an insurance waiver signed by parents/guardians stating they have sufficient insurance or else buy school insurance.
5. Make up all schoolwork missed as a result of participation in competitive activities.
6. Detentions, ISS, OSS take precedence over athletic practices and other school activities (student must be a member in "good standing" as determined by the building administrators in order to participate in extra-curricular activities).

In addition to meeting these requirements, students must be passing 6 of 8 courses for the current grade-reporting period. For the purpose of this rule, grade-reporting periods will be the middle of each trimester and the end of each trimester.

If a student fails three (3) or more classes they are ineligible for the remainder of the activity season and trimester. If a student is failing one or two classes, they are still eligible for the activity, but they are ineligible to compete or perform in any extra-curricular activities. Students will be able to regain eligibility when their failing grades have improved to passing. Students must contact the teacher(s) who listed them as failing and have the teacher(s) sign an eligibility form available in the office. The coach or sponsor can only allow students to participate after approval by an administrator. At the end of each trimester, students who have failed three (3) or more classes are ineligible for participation in activities during the next trimester. Other rules may be established by the coach with the approval of the administration. Additions made will be provided to parents in writing at the beginning of each season.

## **Bus Rules and Regulations**

See District Handbook.

## **Elevators**

Elevators are provided for handicapped and staff use. Students are asked to use the stairs. A doctor's note or a permit from the nurse is required to obtain an elevator pass. The pass must be returned to the office at the end of each school day. Students given an elevator pass are not permitted to allow other students on the elevator with him/her unless the other students each have the required pass as well.

## **School Telephones**

Students will not be called out of class to receive telephone calls. Emergency phone messages will be delivered to students individually. Office telephones are available for student use by permission only. Students may not use classroom or office phones without teacher permission.

## **Bicycles/Skateboards**

Bicycles are welcome at HMS-7. Students need to walk bicycles on school property and secure it with a lock while at school. It is against school policy to ride bicycles on school property.

Students who ride skateboards to school need to secure their skateboard in the office immediately upon entering the building or turn into the office until the end of the day. It is against school policy to ride skateboard on school property.

## **Gum, Candy, Food, Drinks, Etc.**

HMS-7 asks for students to be responsible and respectful in maintaining a clean and safe environment for all. Food and drinks are to be consumed before school and at lunch; water bottles are allowed throughout the day. Teachers may allow for food and drink for rewards when appropriate. However, those items should not be consumed beyond the classroom extending the reward unless it has been provided as a school-wide activity or recognition. Gum and candy can be consumed in the classroom setting when approved by the teacher and when that specific teacher deems it does not cause a disruption to teaching or learning of any student. Those items should not be consumed beyond the classroom where those items were approved.

## **Vending Machines**

The purchasing of food or drink from available vending machines are allowed right after school or right before a group leaves early for participation in an activity and only with administration/coach permission (i.e. football team or volleyball team leaving early for a game, etc.).

## **Loitering/Trespassing**

In providing a safe environment, HMS-7 welcomes parents/patrons who are providing transportation. Drivers are asked to stay in vehicles or report to the office. Patrons entering or remaining on school property without authorization may be in violation of Hutchinson City Code, which may constitute criminal trespassing. All students not involved in after school activities (i.e. practice or extra help) need to leave school grounds as soon as possible after school is dismissed.

## **Gang Policy**

HMS-7 is committed to ensuring a safe and orderly environment; therefore, students who initiate, advocate or promote activities that disrupt school will not be tolerated. This includes, but is not limited to, the student's type of dress, apparel, behavior, written communication, symbols, and gestures.

## **Guidelines for Discipline**

Our school wide expectations are for students and staff to: 1) Be Respectful, 2) Be Responsible, 3) Be Safe, 4) and Excel. Students at Hutchinson Middle School-7 are expected to conduct themselves in a manner that does not interfere with the rights of others. As a school focused on positive behavior interventions, it is our desire to intervene with students in a productive, positive, and proactive manner which utilizes strategies to reduce the likelihood of future incidences. However, at times discipline referrals may need to be written by the teachers or administration to document observed incidents which might result in a corrective consequence or response. Attempts to contact parents will be made when ISS and OSS are administratively assigned.

Teachers will follow the USD 308 Student Behavior Management Process as outlined in the District Handbook.

## **Office or Teacher Assigned Detentions**

At times, school administration or teachers may feel that a detention is in order as a corrective consequence for unwanted behavior. All detentions are 30 minutes in length. Detentions can be required before school, after school, or during the student lunch period. It is totally up to the teacher or administrator when the detention will be served. If a detention period is skipped, 15 more minutes will be added to the time to serve. If detention was to be during a lunch period and is skipped, an additional lunch period will be added. A second skipped detention will forfeit the detention opportunity and the student will be referred to principal/assistant principal for a different corrective consequence, such as one day of ISS. Parents should be notified when a discipline issue has occurred that would warrant a detention.

## **Suspension and Expulsion of Students**

See USD 308 District Parent-Student Handbook.

## **Intervention Classes**

Intervention class, such as Math Foundations, ELA Foundations, ELA Squared, Math Squared, or GS Foundations are designed to help students with deficits in their math, English/Language arts, and/or study skills. The goal of these intervention classes is to fill any skill gaps that are preventing the student to be successful at grade level. A math screener and reading screener will be used to help identify students' strengths and weaknesses and an instructional plan if they are struggling in math and/or ELA. Students struggling with study skills which are preventing them from being successful might be assigned a guided study class. If a student qualifies for an intervention class, it will be during one of their electives or during the 4<sup>th</sup> hour during the enrichment period. When students make adequate progress, they will be transitioned out of the course, typically after a period of twelve weeks. In addition, should a student begin to fall behind during the course of the year and demonstrate the need for an intervention class, schedules might be adjusted at the beginning of each trimester admitting additional students to a needed intervention class.

## **Student Agendas**

Each student will be issued a student agenda at the beginning of the school year. Agendas will be used to help teach students how to be organized, to keep track of assignments, and to be used as a hall pass should the student need to be out of class. It is expected that students have their agenda with them during the day for each class period. Should the student repeatedly not have their agenda at school, a parent conference might need to be held to solicit assistance in helping the student remember to get their agenda to school. Various privileges might be withheld for students purposefully not carrying and keeping agendas with them as directed. Lost agendas will need to be replaced. Each replacement agenda will cost the student/parent \$3 to be paid in the HMS-7 office.