

Hunter's Creek Middle School



2017-2018

Parent & Student Handbook

Our 21st Century Digital Learners are college and career ready
through digital curriculum and instruction

Hunter's Creek Middle School
2017-2018
"21st Century Digital Learners"

Welcome to Hunter's Creek Middle School (HCMS). We have a caring and dedicated staff that will help you make this the best school year ever. In order for you to experience success, you will need to come to school ready to study and learn. The following information will assist you in understanding what your responsibilities are as a student at Hunter's Creek Middle School. Have a great year.

School Colors – Hunter Green and Royal Blue
School Mascot – Soaring Eagle
School Motto – "21st Century Digital Learners"

SCHOOL MISSION AND GOALS

The vision of Hunter's Creek Middle School is to be the top producer of successful students in the nation. Our mission is to lead our students to success with the support and involvement of families and the community. The goal of HCMS is to ensure that our 21st century learners are college and career ready through digital curriculum and instruction.

ATTENTION PARENTS

Please be advised that no supervision is provided on the HCMS campus prior to 30 minutes before the start of school and 30 minutes after the end of the school day. Students who remain in front of the school more than 30 minutes after school ends will be escorted to the after school program. Supervision will be provided for students participating in school-sponsored activities for 30 minutes after the activity. All students must have their Hunter's Creek Middle School ID badge while on school campus. Badges are required in cafeteria lines, media center and to log on to a school computer.

ATTENDANCE

Good attendance is important to student success. Children between the ages of six and eighteen are required to attend school regularly or risk being in violation of the Florida Compulsory School Attendance Law, Florida Statute 1003.21. Parents and guardians are legally responsible for making sure their children attend school regularly. When a student will be absent from school, parents should call the attendance office at (407) 858-4520 X5102241 to report the absence. When a student returns to school following an absence, he/she must bring a note the next day signed and dated by a parent/guardian stating when and why the student was absent. Be sure the student's full name is included in the note. Students without notes from a parent or guardian will be given an unexcused absence. Failure to bring a note will be treated as truancy. Unexcused absences will be replaced by excused if an acceptable note is presented within 24 hours.

Once students arrive on campus, even though they have not entered the building, they may not leave the school grounds without permission.

Florida Law requires students to attend school every day. Excused absences fall under the following conditions:

1. Illness of student
2. Serious illness or death of a member of immediate family
3. Special and recognized religious holidays observed by student's family
4. Other conditions of an emergency or educational nature that cannot be scheduled outside of school hours, as judged by the administration

The law requires compulsory attendance to age 18. A student who is absent from school on the day an activity/sport is scheduled will be ineligible to participate in that activity/sport.

PRE-ARRANGED ABSENCES

All pre-arranged absences must be turned in to Ms. Diane LaRouche to be approved by Ms. Sims at extension 5102236.

MAKE UP WORK POLICY

Students have the number of days absent plus one to make up assignments missed. It is the student's responsibility to complete all missing assignments and make an appointment with the teacher to make up any missed tests due to an excused absence. Students to do not complete their assignments will be referred to Advisory (M, T, TH 4:00pm – 5:00pm in the Media Center).

INCLEMENT WEATHER

When inclement weather occurs, it may be necessary to dismiss students a few minutes early. If you are picking your child up on inclement weather days, please observe the directions of school personnel regarding traffic flow. Please have your child carry a poncho in his/her backpack at all times, especially if they have a class in a portable classroom.

TARDIES

Students who arrive late to school must check in at the front desk. A note from a parent should be given explaining the tardy. Repeated tardies is a violation of the OCPS Code of Conduct and will be handled accordingly.

CODE OF STUDENT CONDUCT

For Hunter's Creek Middle School to be a place of learning and growing, certain rules and regulations will be required for all students. They are prescribed by the Orange County Public School's Code of Student Conduct and Policies.

Unacceptable student behavior may result in any of the following disciplinary responses: counseling, administrative/parent conference, suspension and recommendation for expulsion. If your conduct interferes with the rights of others, it is considered unacceptable. We encourage you to always display PROUD and POSITIVE SOARING EAGLES BEHAVIOR.

ALCOHOL, DRUGS and TOBACCO PRODUCTS

We are a SMOKE FREE and DRUG FREE school. The possession or use of these products is not permitted on school grounds, school buses or any school sponsored activities. Violation of this rule could result in suspension or expulsion from school.

PERSONAL PROPERTY

The use of cell phones is not permitted during the school day. Cell phones must be concealed while on campus. They cannot be used during school hours and must remain OFF. HCMS is not responsible for lost or stolen personal property.

BICYCLES and SKATEBOARDS

No skateboards are allowed on campus. Bicycles will be parked in the designated areas. Bicycles will not be ridden on campus or walkways at any time. Students must always lock their bicycles with a lock and chain when parked on campus. Florida Law requires students wear a helmet when riding their bicycles. Students are not allowed to operate nor bring any motorized vehicles on campus.

DRESS CODE

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly and in clothes that are appropriate for school. Our administration has the discretion to determine appropriate school clothing.

Students may **not** wear the following to school:

- Short shorts/skirts (shorter than 3 inches above the knee) or too tight clothing
- Gang paraphernalia including jewelry, clothing, or other items which display, suggest, provoke or may provoke violence or disruptions
- Gym shorts or PE clothes to class
- Hats, caps, visors, bandanas
- Tank tops or muscle shirts
- See-through clothing
- Pajamas
- Midriff or low cut shirts or blouses
- Clothing with holes
- Clothes that advertise alcohol or drugs, nor those with obscene or questionable language or racial slurs

Clothes should be worn as they are designed, pants secured at the waist, belt buckled, no underwear as outerwear, no underwear exposed. No hoods may be worn on heads.

SCHOOL BUS REGULATIONS

Students are subject to the same disciplinary procedures when they are being transported to and from school as they are while in school. Students must ride their assigned bus to and from school, and must only board or depart at their assigned stop.

GUIDANCE

Guidance services are available to every student. These services include educational planning, interpretation of test scores, occupational information, study help, help with home, school, and/or social concerns, or any questions students may have and would like to discuss with a counselor.

LOST and FOUND

Found items are taken to the Main Office where owners can claim them.

CLINIC/MEDICATION

Our school clinic is open during school hours. Students with minor illnesses or injuries will be sent there for assistance. The clinic attendant will phone parent if necessary. It is important that parents update their child's school records to reflect changes in address and phone numbers so they can be reached in case of an emergency.

Students who are required to take medication during school hours will do so in the clinic. Parents must bring the medication in the original/unopened container to the clinic where it will be stored. The clinic attendant will obtain the necessary information from parents regarding dosage and times.

LOCKERS

Students may be issued a locker for PE class. In accepting a locker, the student understands that the administration may check the locker. Further, the school assumes no liability for books or other belongings placed in the locker.

ID BADGES

All students will be given a photo ID badge within the first few weeks of school. Students will need this ID badge to buy lunch in the cafeteria, check out books from the media center, and to log on to a school computer. The students do not need to wear the badge, but must have it with them at all times. Replacement charge \$3.00. A new picture will cost \$5.00.

CAFETERIA

Students must have their school ID badge in order to purchase lunch in any of the lunch lines. Students may purchase hot lunches, snacks, beverages, or may bring their own lunch from home. Parents may set up and monitor

lunch accounts by registering with www.mylunchmoney.com.

SCHOOL VISITATION/PARENT CONFERENCES

Parents are encouraged to visit school frequently and actively participate in the education of their child. For the protection of the student, all visitors must report to the main office as soon as they enter the building to obtain a pass. The pass must be worn at all times while on campus. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, supplies etc., please go to the main office. Outside food will not be delivered to students. Outside food must be eaten in the office and only by the student of the parent dropping off the food. Students are not allowed to bring visitors to school.

Parents may make appointments for parent conferences with teachers, counselors and administrators by contacting the grade level office at X5102243. Parent conferences are with all your child's teachers. Your child also needs to attend the conference.

FIRE AND BAD WEATHER DRILLS

Safety Drills are required by law and are an important precaution. Students will review safety procedures with their teachers and must follow teacher instructions.

STUDENT ACTIVITIES

Our student activities program is designed to make as many different interesting opportunities available to our students. Their members, with the help of the advisor, decide the plans, activities and functions of each club. A list of activities can be found on our website www.hcms.ocps.net.

ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

Our program provides students the opportunity to participate competitively in four sports throughout the year. The sports are: soccer, basketball, volleyball and track. There are also extra curricular activities and clubs. To be eligible to participate/compete a student must maintain a 2.0 GPA. A list of activities/sports can be found on our website www.hcms.ocps.net.

REPORT CARDS

Report Cards are issued at the end of each nine weeks grading period. Letter grades are given on report cards for all subjects as follows:

- A.....90-100
- B.....80-89
- C.....70-79
- D.....60-69
- F.....59 and below

Number grades are given to report conduct as follows:

- 1.....Satisfactory
- 2.....Needs Improvement
- 3.....Unsatisfactory

PROGRESS REPORTS

All students will receive a progress report half way through each grading period.

PARENT ACCESS

Parents and students will receive account information for ProgressBook during the first week of school. We encourage parents and students to check current grades regularly via ProgressBook and notify teachers of any concerns immediately.

PTSA

Parent/Teacher/Student Association

The HCMS PTSA supports the school in many ways. They raise funds for the school and classroom enhancements, provide assistance with student recognition programs and help organize many other school activities. Join today!

SCHOOL ADVISORY COUNCIL

SAC meets several times a year to discuss long range strategic planning of our school. Watch for meeting announcements in the school newsletter. Call HCMS for more information.

PARTNERS IN EDUCATION

If you own or work at a business that would like to help support our school, please sign up to be a Partner in Education. Our current partners have helped us in many ways such as in kind donations, food donations etc. Partners receive recognition in our school newsletter and from our student groups.

ADDitions

Our volunteers really make the difference. We are fortunate to have dedicated people on a daily basis to help teachers and other staff members make HCMS the best. Our volunteers help in classrooms, chaperone, assist with student recognition and much, much more. To become a volunteer simply go to the Community Resources website: <http://volunteer.ocps.net> and click on ADDitions Volunteer Online Application. Please volunteer today!

IMPORTANT TELEPHONE NUMBERS

Hunter’s Creek Middle School
 13400 Town Loop Boulevard
 Orlando, FL 32837
 (407) 858-4520
 fax (407) 858-4621
www.hcms.ocps.net

Visit the school’s website for up to date announcements, information, links to teacher web sites, and homework calendars.

To reach us, call the number above and use the following extensions. Each extension also has a voice mailbox for your convenience.

- Main Office5102221
- Secretary5102223
- Bookkeeper5102225
- Clinic 5102323
- Attendance5102241
- Cafeteria5102226
- Media Center5102227
- Administrators
 - Principal5102223
 - Mr Flanagan, AP.....5102246
 - Ms. Sims, API..... 5102236
 - Mr. Copeland.....5102258
 - Mr. Ursic.....5102269
- Grade Level Office
 - Ms. Vazquez.....5102243

**Orange County Public Schools
 2017 – 2018 School Calendar**

Monday - Friday	August 7 - 11	Pre-Planning August 9 Professional Development Day
Monday	August 14	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of First Marking Period
Monday	October 16	Teacher Workday/Student Holiday
Tuesday	October 17	Begin Second Marking Period
Friday	October 27	Teacher Professional Day/Student Holiday Teacher Non-Workday
Monday - Friday	November 20 - 24	Thanksgiving Break
Thursday	December 21	End of Second Marking Period
Friday	December 22	Teacher Workday/Student Holiday
Two Weeks	December 25 - January 5	Winter Break
Monday	January 8	Begin Third Marking Period Begin Second Semester
Monday	January 15	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday	February 19	Presidents’ Day Holiday (Schools Closed/District Offices Open)
Thursday	March 15	End of Third Marking Period
Friday	March 16	Teacher Workday/Student Holiday
Monday - Friday	March 19 - 23	Spring Break (Schools Closed/District Offices Open)
Monday	March 26	Begin Fourth Marking Period
Monday	May 28	Memorial Day Holiday (Schools and District Offices Closed)
Wednesday	May 30	End of Fourth Marking Period/Last Day of School
Thursday - Friday	May 31 - June 1	Post-Planning

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.