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Orlando, FL 32837

## Principal

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# Hunter's Creek Middle School
# 2023-2024
# "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 ensure every student has a promising and successful future. Our mission is with the support of families and the community, we create enriching and diverse pathways that lead our students to success.

## ATTENTION PARENTS

Please be advised that no supervision is provided on the HCMS campus prior to an hour before the start of school and 30 minutes after the end of the school day. 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.

## ARRIVAL & DISMISSAL SAFETY GUIDELINES

Parents must check their child's temperature before dropping off their child at school. A student registering a fever of 100.4 or higher may not be on campus. Students will be asked to fill out an information sheet for their teachers on the first day of school. On this information sheet your child needs to let us know how they will get to school and how they will go home. All students who need to eat breakfast will go directly to the cafeteria.

During dismissal, students will be dismissed in this order: walkers/bike riders, car riders, and buses. Walkers and bike riders must immediately leave the campus and avoid congregating. Car riders will walk to the carline. Parents on the car loop will always have the car rider tag visible so that the car rider staff can call for the student/students.

## ENROLLMENT / WITHDRAWALS

To enroll a new student, please complete the electronic enrollment packet found on the Orange County Public Schools website. You will need to provide the following to complete the enrollment: child's birth certificate or passport, parent's driver's license with current address (Current Homestead Exemption Card or Property Tax Statement or Signed Closing Contract or Copy of Lease*, verification of immunization* and physical exam, verification of academic history, verification of your residence in Orange County, copies of three utility bills with current address, copy of car insurance with current address. If you move or change your phone number, please let our school know! It is important that we have accurate information on file especially in the case of an emergency. You may contact our school's Registrar, Miriam Lopez, via email: 125039@ocps.net or you can reach her at extension 5102304. If you need to withdraw your student, update their health records or need to send in any vaccination records or other documents, please contact her for assistance.
*see the OCPS website or contact Ms. Lopez if you don't have this documentation.

## ATTENDANCE

Regular school 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 returns to school following an absence, he/she must bring a hand-written or typed note the next day signed and dated by a parent/guardian stating when and why the student was absent. This note must be handwritten with a signature and not an email. Be sure the student's full name, grade, and student ID number 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 absences 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 the Attendance Clerk to be approved by Principal Moukaddam.

## 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.

## SEVERE WEATHER

When severe 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 tardiness is a violation of the OCPS Code of Conduct and will be handled accordingly.

**Tardy Policy**

1st Tardy – Warning
2nd Tardy – Parent Contact
3rd Tardy - Administrative Detention
4th Tardy – Wednesday School
5th Tardy – Discipline Referral (Level 2 Repeated Misconduct)

*The Tardy Count will be reset at the beginning of each Nine Weeks.*

## 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. **THIS MUST BE SIGNED EVERY YEAR.**

## 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 or wireless bluetooth headphones like Airpods are not permitted on campus. Cell phones must be off and concealed while on campus. They cannot be used during school hours and must remain OFF, unless a teacher approves their use for an instructional purpose. HCMS is not responsible for lost or stolen personal property. If a cell phone is confiscated, the parent must stop by the front office to retrieve it with a picture ID.

## BICYCLES and SKATEBOARDS

No skateboards are allowed on campus. Bicycles will be locked and parked in the designated areas. Bicycle locks must be provided by the parent/guardian. Bicycles will not be ridden on campus or walkways at any time. 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. Clothing must cover the body from one armpit across to the other armpit and down to approximately mid-thigh. Tops must have straps (3 finger rule). Undergarments must not be viewable. Rips, holes, or tears in clothing must be below the knee.

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

- Short shorts/skirts (shorter than mid-thigh) or skin-tight clothing
- Gang paraphernalia including jewelry, clothing, or other items which display, suggest, provoke or may provoke violence or disruptions
- Hats, caps, visors, bandanas, or hoodies
- See-through clothing
- Pajamas
- Clothes that advertise alcohol or drugs, nor those with obscene or questionable language or racial slurs
- Croc style shoes without a strap around the heel

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

## 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. Students must sit in their assigned seat through the duration of the bus ride. Seats will be assigned by the bus driver.

## 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 emotional concerns, or any questions students may have and would like to discuss with a counselor.

## 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 and check out books from the media center. The students do not need to wear the badge, but must have it with them at all times. Replacement IDs cost $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 schoolpay.com.

## LOST and FOUND

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

## HEALTH OFFICE / MEDICATION

Our school health office is open during school hours. Students with minor illnesses or injuries will be sent there for assistance. Students will also visit our health room if they take medication here on campus.

The school health assistant will phone parent for immediate pick up if a child exhibits the following symptoms:
fever equal to or higher than 100.4 degrees cough
shortness of breath or difficulty
breathing fatigue muscle or body aches
headache new loss of taste or smell sore
throat congestion or runny nose nausea
or vomiting diarrhea

Ill students will wait for parent pick-up in the clinic. 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 health room. Parents must bring the medication in the original/unopened container and the medication form to the health room where it will be stored.

## 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.

## 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 in the company of the parent.

Students are not allowed to bring visitors to school.

Parents may make appointments for parent conferences with teachers, counselors and administrators by contacting Ms. LaRouche at the grade level by emailing her at 108236@ocps.net. She will reply within 48 hours with the scheduled date and time for the conference. Parent conferences will be with all your child's teachers via video conference. Your child also needs to attend the conference.

## SAFETY 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 for severe weather, active assailant, and fire drills.

## 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 will be available 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 halfway through each grading period.

**PARENT ACCESS**

Parents and students will receive account information for Skyward during the first week of school. We encourage parents and students to check current grades regularly via Skyward 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!

**SAC**
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 VOLUNTEERS**

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. The volunteer application has to be filled out every year. Please register to volunteer today!

**IMPORTANT CONTACT INFORMATION**

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, calendar, and resources.

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

Main Office ..... 5102221
Registrar ..... 5102304
Clinic ..... 5102323
Attendance ..... 5102241
Secretary ..... 5102223
Bookkeeper ..... 5102225
Cafeteria ..... 5102226
Library Media Center ..... 5102295
Tech Office ..... 5102234

**Administrators**

Mrs. Moukaddam, Principal .... 5102223
Mrs. Vereen, AP……..... 5102246
Ms. Sims, API ..... 5102236
Mrs. Carter, 8th grade Dean .....5102269
Ms. Coogle, 7th grade Dean ……..5102244
Mr. Golia, 6th grade Dean.....5102295
SAFE Coordinator - Ms. Camacho .....5102287
8th Grd Guidance - Mrs. Armstrong .....5102289
7th Grd Guidance – Ms. Brady .....5102235
6th Grd Guidance - Mrs. Merritt .....5102258
Guidance Office - Ms. LaRouche .....5102252
Staffing Specialist – Ms. McGregor.....5102224
ESOL Compliance - Mrs. Dominguez .....5102282

**Orange County Public Schools**
**2023-2024 School Calendar**

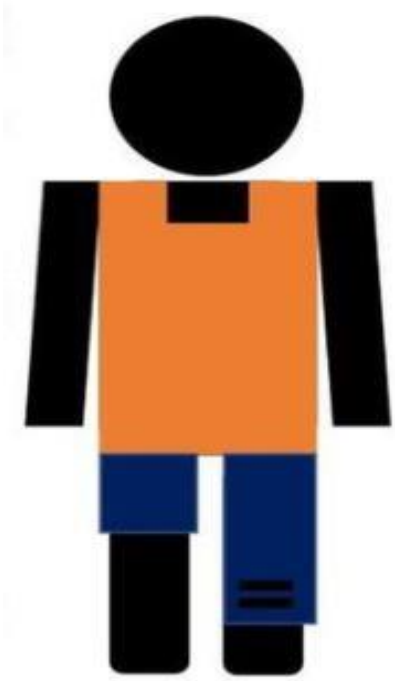
| Day(s) of Week | Date(s) | Event |
|---|---|---|
| Wednesday-Wednesday | August 2-9 | Pre-Planning<br>August 7-Professional Development Day |
| Thursday | August 10 | First Day of School |
| Monday | September 4 | Labor Day Holiday |
| Friday | October 13 | End of First Marking Period |
| Monday | October 16 | Teacher Workday/Student Holiday |
| Tuesday | October 17 | Begin Second Marking Period |
| Friday | October 27 | Teacher Professional Day<br>Student Holiday/Teacher Non-Workday |
| Monday-Friday | November 20-24 | Thanksgiving Break |
| Friday | December 22 | End of Second Marking Period |
| Monday-Friday<br>Two Weeks | December 25-January 5 | Winter Break |
| Monday | January 8 | Teacher Workday/Student Holiday |
| Tuesday | January 9 | Begin Third Marking Period<br>Begin Second Semester |
| Monday | January 15 | Martin Luther King, Jr. Holiday<br>Schools and District Offices Closed |
| Monday | February 19 | Presidents' Day/Teacher Non-Work Day<br>Schools Closed/District Offices Open |
| Thursday | March 14 | End of Third Marking Period |
| Friday | March 15 | Teacher Workday/Student Holiday |
| Monday-Friday | March 18-22 | Spring Break<br>Schools Closed/District Offices Open |
| Monday | March 25 | Begin Fourth Marking Period |
| Friday | May 24 | End of Fourth Marking Period<br>Last Day of School |
| Monday | May 27 | Memorial Day Holiday<br>Schools and District Offices Closed |
| Tuesday-Wednesday | May 28-29 | Post Planning |

# SAFE HARBOR

## Have something on campus that you shouldn't?

You can turn it in to any school official and not receive discipline, unless an investigation is already under way. Objects discovered during a random search are not protected by the Safe Harbor. The school will make arrangements with a parent or guardian to pick up the item, if applicable.

# DRESS CODE



- Clothing must cover the body from one armpit across to the other and down to approximately midthigh.
- Tops must have straps.
- Undergarments must not be viewable.
- Rips, holes, or tears in clothing must be below the knee.
- Nothing related to gangs, sex, drugs, violence, hate speech, or targeting groups will be allowed.
- Thong sandals, backless shoes, cleats, and shoes with wheels are not allowed.

# NO CELL PHONES - NO EARBUDS



Cell phones must remain **off and away** during the school day.

Confiscated cell phones must be picked up in the front office by a parent or guardian.





Gum is not allowed on campus. Period.

**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.