



**Hunter Middle School  
6810 Lebron Sterchi Drive  
Ooltewah, TN 37363  
423-344-1474  
2023-2024**

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## **WELCOME**

Welcome to Hunter Middle School. It is our goal that your experience at Hunter Middle will be both positive and rewarding. As a student, you will be challenged to grow and mature as we prepare you for high school.

The time you are a student here will be a time of tremendous growth and change. You will encounter many new experiences while you are at Hunter Middle School; it is the desire of the staff to support and nurture you during this time of change.

We encourage students and parents to become involved in the vast programs and activities at Hunter Middle School. We challenge you to strive to become the best student you can be academically and socially. We look forward to working with you this year and hope that together we can make this school year an exciting and fulfilling one.

## **MIDDLE SCHOOL CONCEPT**

Hunter Middle School consists of grades six, seven, and eight. All students will study a core curriculum of Reading, Writing, Math, Social Studies, and Science. Our Related Arts classes include Art, Audio Visual, Band, Bible, Chorus, Physical Education, Spanish, Computer Science, Agricultural Science, Guitar in the 7th grade, Modern Band in the 8th grade and VW Elab. This core curriculum will be taught by a team of teachers that collaborate and plan together to provide continuity and an identity for our students as a member of a team. The goal of Hunter Middle School will be to provide a caring and supportive environment for each student so they may achieve their maximum potential.

## **ANNOUNCEMENTS**

Periodically, brief announcements will be given over the intercom. Every student should listen carefully to these announcements since they include HMS happenings, events, as well as needed information. The announcements contain pertinent information regarding times, places, costs, etc. Calls will go out weekly on Sunday afternoon to inform parents/guardians of upcoming events.

## **ATHLETICS**

In order to participate in any sport, a candidate must be academically eligible, must have a current physical, read and sign the Concussion form, read and sign the Cardiac Arrest form, and complete the Consent for Athletic Participation, Medical Care, and the Covid form (until further notice). Students may participate in the following sports: football, cross country, softball, tennis, basketball, soccer, wrestling, volleyball, track, golf, and baseball. Cheerleading and Dance are selected in May the year before. For students to be considered a member of a team, the student must be at tryouts with all of the appropriate documentation. If there is a legitimate reason a student cannot be at tryouts, the parent or student **must**: talk to the coach before tryouts, express interest in trying out, and explain

why they cannot try out with all of the other students. Student athletes are expected to maintain appropriate classroom behavior.

## **ATTENDANCE**

### **Attendance Law Explained**

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such a manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

### **Hamilton County Department of Education Board Policy (6.200)**

#### **The following are legal reasons for excusing a student from attending school:**

Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.

Death in Immediate Family- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

Religious Holiday- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

Personal- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

**HCDE attendance procedures:**

By law, students must attend school daily. It is the parent's responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

When a student reaches five (5) unexcused absences, the school will notify the parent/guardian by way of letter mailed to the home address, requesting a mandatory meeting to address absences and barriers to school attendance. **This is the Tier 1 Intervention.**

When a student reaches 8-10 unexcused absences, the school will make a referral to the Truancy Specialist. The parent will receive a Legal Notice Letter and the Truancy Specialist will contact the parent to set up a mandatory assessment to address continued absences and barriers to regular attendance. **This is the Tier 2 Intervention.**

If the student continues to accrue unexcused absences after the Truancy Specialist completes the assessment, then the family will be required to meet before the Community Attendance Review Board (CARB) to discuss continued barriers. Failure to appear before the Board will result in an automatic petition to Juvenile Court. **This is the Tier 3 Intervention.**

**There is a daily call out for those students that are absent. It is NOT necessary to call the school after receiving this call unless you know your child should be at school. The purpose of the call is to keep parents informed and attendance accurate. Your call for students who are here but marked absent will help keep our legal attendance logs correct or will help us keep your student safe in the event they are skipping class so we can locate him/her.**

## **CELL PHONES, SMART WATCHES, EARPHONES, AND OTHER ELECTRONIC DEVICES**

Cell phones & other electronic devices should not be used during the school day, except under the direct supervision of a teacher. These devices **MUST BE TURNED OFF** and are to be kept in the student's locker during the school day. The school, administration, teachers, and the staff are not responsible in the event of lost, stolen, or misplaced cell phone, or other electronic devices.

1<sup>st</sup> Offense - The device will be taken up. Either the parent/guardian can pick up the device after school or the device will be held for three (3) school days.

2<sup>nd</sup> Offense - The device will be taken up and held for five (5) school days.

3<sup>rd</sup> Offense - The device will be taken up and held for ten (10) school days.

4<sup>th</sup> Offense - The device will be taken up and held for twenty (20) school days.

## **BELL SCHEDULE**

The tardy bell rings at 7:15 a.m. School is dismissed at 2:15 p.m.

## **CAFETERIA**

School lunches are provided at a minimal cost. You may purchase your child's lunch online through [LINQ Family Portal](#). This payment will be deducted immediately from your checking account and a small fee will be charged. **Students are highly encouraged to pay in advance to eliminate change giving and slow lines in the cafeteria.** Food or drink is not to be taken from the cafeteria. Free/Reduced meal applications are provided to everyone.

## **DISCIPLINE POLICY**

Hunter Middle will follow a school-wide discipline plan in all academic and related arts classes. The documentation for the discipline plan will be given to the students each nine weeks. In order to help your child attain optimum success, we strongly encourage you to review the discipline plan documentation with your student on a weekly basis. In addition to consequences for unwanted behavior, there will be incentives at the end of each nine weeks for students who demonstrate appropriate behavior.

## CODE OF BEHAVIOR

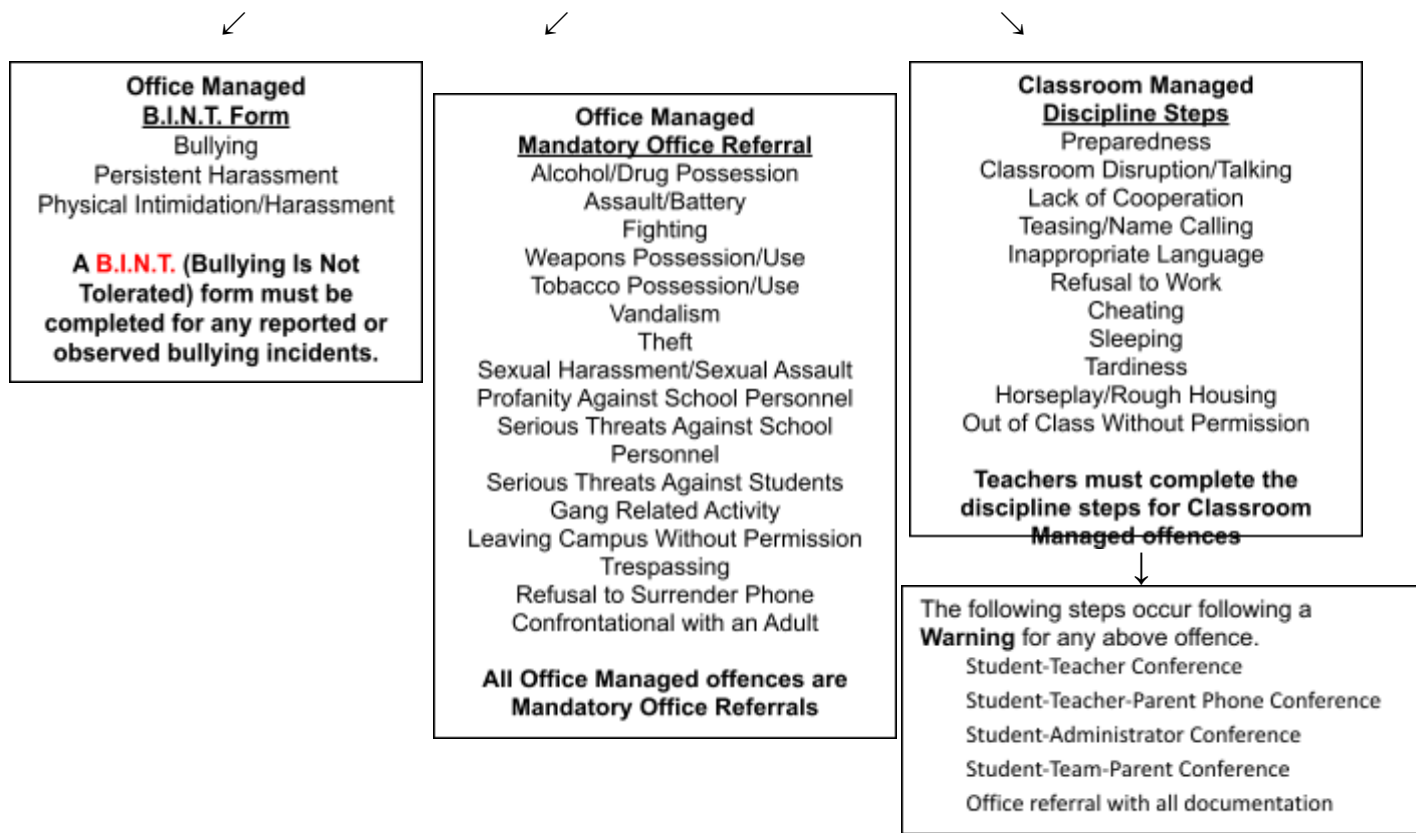
Hunter Middle School expects all students to demonstrate respect for teachers and classmates at all times. The following guidelines will enhance the learning atmosphere of our school:

- Team and classroom rules should always be followed.
- Students in the hall during class time **MUST** have a pass.
- Students who are tardy to their next class must obtain a pass from the teacher in whose class they have been detained.
- Students should bring all required materials (charged chromebook, paper, pencil, book, etc.) to class.
- Food or drink is not permitted in classrooms unless teacher permission has been given **and should never be near the chrome books.**
- Electronic devices, except chrome books, are strongly encouraged NOT to be brought to school. The school will not be responsible for lost or stolen electronic devices.
- Vulgar, immoral, or profane language or gestures will not be tolerated.
- The rules for behavior are the same when a substitute teacher is present.
- Backpacks and purses will remain in student lockers. They may be used only to transport materials between school and home. This is for your own protection against possible theft.
- Students will remain in assigned areas.
- Students must leave the campus upon being dismissed from school by **2:40** p.m. unless involved in a school-sponsored activity. Students should not loiter at any time on school property.
- Students will refrain from inappropriate physical contact with other persons at all times. Inappropriate touching includes but is not inclusive of expressions of affection (i.e. hugging, holding hands, etc.)
- Bartering and/or trading is not allowed. Hunter Middle School is not responsible for items lost, exchanged, or loaned.

**Failure to comply with the Code of Acceptable Behavior will result in disciplinary action.**

## Tier I Behavior Intervention

Is the behavior classroom or office managed?



## Tier II Behavior Intervention

Student will be placed on a Check –in/Check –out system.

Check in with Homeroom teacher each morning and pick up the Check –in/Check-out sheet.

Carry sheet and have it filled out by each teacher throughout the day.

Check out with Homeroom teacher at the end of each day and return the Check-in/Check-out sheet.

## Tier III Behavior Intervention

The Behavior Management Team convenes to create a Behavior Management Plan for the student. The team consists of an administrator, school psychologist, school counselor, school social worker, teacher and parent.

## DISMISSAL

Parents/Guardians **must** provide a valid driver's license in order to dismiss a student. The only people allowed to dismiss a child or children from HMS will be those who are listed. **It is the parent's responsibility to keep all student information up to date.**

## FINANCES

- The school requests an inclusive art/science/technology fee donation of \$20.00 to cover expenses not compensated by outside funding.
- Athletic participation fees are \$25.00. The participation fee for baseball is \$50.00.
- Some classes and school activities (such as field trips, etc.) may charge an additional fee.
- Obligations for athletic uniforms not returned, lost or damaged chromebook, stylus, and/or charger, library books, lunch charges, and fundraisers must be paid before records can be completed for transfer or for fall registration. Large amounts of money should not be brought to school. The school cannot be responsible for stolen or lost monies. Checks made out to Hunter Middle School will be accepted until May 1<sup>st</sup>.

## GRADING POLICY

Hunter Middle School uses the Hamilton County School System's grading scale. The grading scale is as follows:

<b>A</b>	<b>90 – 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>59 or Below</b>

Conduct grades given are Satisfactory, Needs Improvement, or Unsatisfactory. Grades may be viewed online at **[powerschool.hcde.org/public](http://powerschool.hcde.org/public)**. Parents and students, who do not have a username/password, may obtain an access code to create a username and password by requesting the information from the front office. Hard copies of the report cards will be issued at each grading interval. A parent/guardian signature is required on one copy of the report card. **The final grade for each subject includes all four nine-week periods and the state test when the results are available.**



## **HOMEWORK**

Homework is used to enhance learning. Each individual teacher will determine the amount of homework. Students should read a minimum of thirty minutes per night.

Hunter Middle School teachers use an online grading program, PowerSchool. Student's grades and assignments may be accessed from any home or work computer, or cell phone via the internet. Details concerning PowerSchool information are available through the front office.

## **LATE WORK POLICY**

We believe students should be taught responsibility and the value of a deadline. However, we also understand from time to time unusual circumstances arise. We encourage all students to turn their assignments in when they are due. This policy is meant to benefit students who **OCCASIONALLY** miss an assignment deadline. If students are **CONSISTENTLY** turning in late work, the parent/guardian will be notified, the conversation documented, and this policy will no longer apply to that student for the remainder of that 9 weeks. Teachers may be more lenient than this policy but may not be stricter.

- Make-up work for excused absences is required and shall receive full credit.
- Make-up work for unexcused absences is required and may result in reduced credit. (Reduction may not exceed 10%.)
- Make-up work must be completed within five (5) school days of the absence or by the last day of the progress report/grading period. Teachers may provide additional time if extenuating circumstances warrant.
- An assignment turned in the day it is due will be graded for full credit.
- Assignments turned in late - **after the day it is due** - will be accepted until the last day of the progress report/grading period.
- Assignments turned in late will be graded and the student will receive the grade minus 10% of the points earned. (This does not apply to excused absences.)
- After the end date of the progress report/grading period, no late work will be accepted, and the student will receive a zero.

**We encourage you to continue using PowerSchool to monitor grades and possible missing assignments. As always, do not hesitate to email your child's teacher with any questions or concerns.**

## **LOCKERS/LOCKS**

Hall lockers are assigned by the designated teacher. Lockers must be locked at all times and are subject to periodic checks. Use of lockers is a privilege. Abuse of that privilege may result in use of lockers being denied. Students should not give their combination to anyone. Sharing your combination with even one other student may negate its security. Sharing lockers with other students is prohibited. Defacing lockers may lead to suspension and fines to cover damages. Any problems should be reported to the designated teacher. **LOCKS WILL BE ISSUED BY THE SCHOOL. NO PERSONAL LOCKS SHOULD BE PLACED ON LOCKERS, IF SO, THEY WILL BE SUBJECT TO REMOVAL BY THE ADMINISTRATION.**

## **LOST AND FOUND**

Please do not bring extra money or articles of any value to the school, as HMS is not responsible for loss or theft. If books, clothing, or other items are found, please turn them into the office. To claim lost articles, check with the office. Unclaimed lost and found articles are given periodically throughout the year to local charities.

## **MEDICATION POLICY**

The school must have on file an immunization record and an emergency card completed by a parent/guardian for each student. No over-the-counter medications will be given during school hours without the written consent of a medical doctor (this includes aspirin, Tylenol, Advil, Pepto-Bismol, etc.). Prescription medicine such as Ritalin, etc. will be administered according to Hamilton County School Board Policy. All other prescription medicine should be administered at home.

## **PARENT CONCERNS**

A Hamilton County Department of Education complaint form is on file in the office if one is needed. Superintendent's Parent Complaint Process: If you or your child encounters a specific problem or concern during the school year, the following step(s) should be taken:

Step 1 – Contact your child's teacher or other people with whom the problem was encountered.

Step 2 – If the problem was not resolved in Step 1, call or make an appointment with the principal.

Step 3 – After talking to the principal, if you feel you need further assistance, contact the Community Superintendent.

## **PARENT CONFERENCES**

Parent conferences may be held with teams or individual teachers. Each team has a designated planning time, and arrangements may be made by contacting the school at 344-1474.

## **PARENT ORGANIZATIONS**

We encourage parent involvement at HMS through active participation in the PTSA. We also encourage parents to participate in conferences, workdays, and other volunteer opportunities offered throughout the school year.

## **PHONE NUMBERS**

Main Office	344-1474
Guidance	344-1477
Cafeteria	344-1483
Fax	344-1485

## **SCHOOL DISASTER PLAN**

Procedures for classroom evacuation are posted in each classroom. Drills are held periodically. Students are expected to walk quickly and quietly to the designated areas.

## **SEARCHES OF STUDENTS, LOCKERS, ETC.**

In case of suspicion, a student, their locker, backpack, purse, billfold, or storage area may be subject to physical search by school officials in accordance with state law without parent permission.

## **SEXUAL HARASSMENT**

It is the policy of the Hamilton County School System to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability, or race/national origin.

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office location.

See Hamilton County Board Policy No. 5.500 Harassment/Sexual Harassment and Discrimination.

## **TARDIES**

A student arriving at school after the car duty teachers have come in the building must obtain a Tardy Slip from the office. It is very important that students are in class on time as instruction begins promptly. Late arrivals cause disruption in the instructional process. Students who have unexcused tardies will be subject to the Hamilton County Code of Acceptable Behavior.

**TRANSPORTATION**  
**THE BUILDING WILL BE OPENED AT 6:30 A.M. DAILY.**

**Buses**

Rules posted on each bus must be followed at all times. Drivers are authorized to enforce these rules, and students who violate them will be subject to denial of bus transportation. Suspension from a bus does not excuse a student's absence from school. **Students may not leave campus after the buses arrive and must go to the designated area where supervision is provided.**

**Cars**

See the Morning and Afternoon Drop Off Procedures.

**VISITORS**

All visitors **must** report to the office and provide a valid driver's license. Upon check-in, guests will receive a Visitor's Pass that must be worn throughout their stay in the building. All visitors **must** return to the office and check out when exiting the building!

**WITHDRAWAL**

The office should be notified at least a day in advance concerning withdrawal from school so that proper forms may be completed. **ALL FINANCIAL OBLIGATIONS MUST BE MET BEFORE RECORDS CAN BE TRANSFERRED.**

**ZERO TOLERANCE**

The following will result in a suspension of at least a calendar year:

1. Possession of a Firearm, an Explosive, or Incendiary or poison gas device.
2. Striking a School Employee or School Resource Officer.
3. Unlawfully possessing any controlled substance or drug.
4. Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

The following may result in a calendar year suspension:

1. Possession of a knife, any device with a sharp blade, or any device capable of injuring or disabling another individual.
2. Possessing, transferring, or receiving Drug Paraphernalia, "look-alike" Drugs or Non-Prescription Drugs.

The above includes possession on school property, a school bus, or a school sponsored activity and may be reported to local law enforcement officials.