



Houston County Middle School
3460 W. Main Street
Erin, TN 37061
931-289-5591

Web Site: www.houston.k12.tn.us

Mrs. Andrea Martin
Principal
amartin3@houstonk12tn.net

Miss Chelsea Clack
Assistant Principal

HCMS Student Information 2022-2023

This packet contains information for HCMS students and is aligned with
Houston County Schools Student Handbook 2022-2023

HCMS Administrative and Office Staff

Mrs. Andrea Martin	Principal
Miss Chelsea Clack	Assistant Principal and Athletic Director
Mrs. Rhonda Meadows	Secretary/Bookkeeper
Mrs. Elise Hinson	Clerical Assistant
Ms. Rachel Radley	Nurse

Specialists

Mrs. Sharlene Garringer	School Counselor
Mrs. Stephanie Stone	Media Specialist
Mrs. Nicole McCollough	S.T.E.A.M.
Mr. Corey Bucciarelli	Physical Education
Mr. William Hoekstra	Band/Music
Mrs. Anita Gray	RTI2 Coordinator
Mrs. Alicia Parker	Special Education
Mrs. Denise Chadwick	Special Education/CDC

6th Grade

Ms. Darlene Bentley	Social Studies
Ms. Caroline Mayfield	Math
Mrs. Kelly Carter	Science
Mr. David Ross	Reading/Language Arts

7th Grade

Mr. Tony Logan	Social Studies
Mrs. Darcey Manners	Science
Mrs. Hayley Sawyer	Math

Ms. Angie Sutton

Reading/Language Arts

8th Grade

Mrs. Teresa Koons

Social Studies

Mrs. Ashlie Bucciarelli

Science

Mrs. Michelle Hastings

Reading/Language Arts

Mrs. Shelly Bratschi

Math

MOTTO

Education today for success tomorrow!

MISSION STATEMENT

Our mission at Houston County Middle School is to provide all students with a comprehensive education in order to inspire personal, academic, and social success.

GENERAL SCHOOL INFORMATION

School Hours and Attendance

School hours are from 7:45 a.m. - 2:45 p.m. The building is open for students from 7:00 a.m. - 3:00 p.m. Students are not to arrive before 7:00 a.m. and students must be picked up by 3:05 p.m.

Students are required by law to attend school regularly. When a student accumulates five (5) unexcused absences, a report will be made in accordance with the Houston County Schools attendance policy. Before ten (10) days of unexcused absences, a parent/guardian will need to make arrangements to meet with the principal. Absences are excused for illness, medical appointments or a death in the family. Medical and dental appointments are excused, but a physician's statement is required in order for it to be excused. When a student is absent, the parent or guardian is requested to phone the school on the day of the absence, and a note is required upon the student's return to school. Notes are to be turned into the office by 7:45 a.m. The note must have the student's name, date of absence, specific reason for the absence, and parent's signature. Only three (3) parent notes will be accepted as excused per semester. Any portion of a day missed will be recorded in the student's attendance file; this includes a tardy or early dismissal.

Arrival

All students are to report to the gym upon arrival. Students will be given the opportunity to go to breakfast during this time. Students will be dismissed from the gym to go to their 1st period class..

Car riders are to be dropped off at the front entrance starting at 7:00 a.m. Please do not drop students off before 7:00 A.M. Students need to be at school by 7:30 if they plan to eat school breakfast and always no later than 7:45.

Dismissal

2:45 p.m. First Load Bus Riders

2:45 p.m. Car Riders

3:00 p.m. Second Load Bus Riders

Car riders are dismissed at the front door. After 2:30 p.m., parents are to form a pick-up lane around the exterior curb of the front driveway. There should only be one line until directed to form a second line. This will leave the center open for other vehicles to use. Please ensure that car riders are picked up no later than 3:05.

Early Dismissal Procedures

A parent/guardian must enter the building to sign out a student. Please have a photo ID available.

Houston County Middle School is a closed campus, and students may not leave the school grounds during the school day. A parent must sign out a student before they can leave campus. Students may be signed out until 2:30. After 2:30, parents will need to wait in the car rider line. A student who leaves the campus without having been signed out will be disciplined in accordance with the Houston County School Discipline Policy.

Visitor Sign In

All visitors are required to sign in at the office. A valid driver's license is required upon sign in. Your driver's license will be scanned by RAPTOR (visitor sign in program). Once the scan has been completed and approved by RAPTOR, a visitor's badge will be printed for you to wear.

Students or teachers will not be called out of class for visitors. Teachers may be contacted by a note, email, or telephone. You may call the office and leave a message for a teacher. Please give them at least 24 hours to respond.

Behavior Policies

- Be in your assigned seat and ready to work with required materials
- Treat all property, materials, books, and supplies with care and respect
- Do not use words or actions that hurt, embarrass, or disrespect others
- Reported bullying concerns and reported cyber-bullying that occurs on school grounds, school sponsored activities, or school provided transportation, will be addressed per HC Board Policy
- Keep our school clean
- Eat only in designated areas
- No gum at school
- All electronic devices should be turned off at school including school transportation
- Tobacco of any type, electronic cigarettes, vaping, and associated paraphernalia are not allowed on school grounds or at any school-sponsored activity

Hall Privileges

Students must have a pass from their teacher whenever they are in the hall during class time.

Report Cards

Report cards will be issued each nine weeks. Parents will receive a progress report every third week of the nine-week grading period as needed. Teachers will also make notes in planners, call home, or send home notes to parents as needed.

Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 & Below

Homework

Homework allows students more time to learn or practice a skill. Homework is the student's responsibility and should be completed by the student according to the teacher's directions.

Lockers and Backpacks

HCMS students will be allowed to carry drawstring backpacks and/or a small purse provided that those items fit in the student's desk. All textbooks and classroom materials will be stored in each teacher's classroom. All student athletes will keep his/her clothing/equipment in their designated locker room.

Debts

If a student owes money to the school, school records and grades may be withheld until payment is received. Eighth grade students will not be permitted to participate in 8th Grade Promotion if he/she has unpaid debt.

Cafeteria

Breakfast and lunch will be served daily. Breakfast will be available from 7:15 a.m.-7:40 a.m. For the 2022-2023 school year, breakfast is free to all students. Lunch is \$2.25. We encourage all families who qualify to apply for free and reduced lunch. Students will have an assigned lunch period. Students also have the option to bring lunch from home. Students who bring breakfast items/drinks to school must consume them in the cafeteria. Students may add money to his/her account to purchase lunch and/or ala carte items. Ala carte items are to be paid for at the time of purchase. A la carte items cannot be charged. Energy drinks and drinks in glass bottles are not permitted at HCMS.

Students are expected to:

- Remain seated unless purchasing items or emptying trash.
- Eat and finish breakfast and/or lunch in the cafeteria. No food or drinks are allowed to be taken from the cafeteria.
- Follow directions of the cafeteria staff.
- Behave in an appropriate manner.
- Leave the table and eating area clean.

Transportation

Transportation is provided by the school bus transportation system of Houston County. Students are to obey School Bus Rules/Regulations (enclosed in packet.). Failure to obey the rules may result in suspension of bus privileges (page 25-26) HC Student Handbook).

Students are assigned one school bus and have one bus stop. Riding a different bus or getting on and off at different places will not be permitted. Houston County Middle School students are not permitted to drive a car or motorcycle to school.

Medication Policy

A medical information form, available in the office, must be filled out by the parent and physician in order for the medication to be administered at school. Medicine that must be taken during school hours must be brought to school by a parent/guardian in its original container.

- Medicine is not to be brought to school by a student.
- The parent must bring the medicine and form to school in order for it to be administered.
- The school will not administer medication without the completion of the medical information form.

Food, Drinks and Gum in Class

Students should not be consuming anything other than clear, unflavored water in class. Exceptions are made for students with documented medical conditions and rewards given by faculty and staff. Students are not permitted to have gum at HCMS.

Extra- Curricular Activities

Houston County Middle School students are encouraged to be involved in a variety of activities, including clubs, organizations, and athletics. Students who are assigned In-School Suspension, Out-of-School Suspension, or in Alternative School will not be allowed to participate in or attend extra-curricular activities while they are serving their suspension.

Athletics

Houston County Middle School will offer athletic opportunities to our students through the intramural sports program and interscholastic sports programs. All sports are coed unless otherwise noted.

Eligibility Requirements for Participation in HCMS Extra-Curricular Activities

In order to be eligible to participate in Houston County Middle School extra-curricular activities, a student must adhere to the following policy:

Grades: A student must maintain a C average in core academic classes (Reading/Language Arts, Math, Science, and Social Studies). The grade of F in any grading period places the student on probation (they may not participate in games, but they should attend the game and be with the team) until the next progress report or report card, whichever comes first. If grades are not improved by the next reporting period, the athlete will be ineligible to participate.

Behavior: Any athlete who has been suspended, either In-School-Suspension or Out-of-School Suspension, will be ineligible to participate in or attend extra-curricular activities during the period of suspension.

Clubs/Organizations

The following organizations are available to students: Beta Club, 4-H Club, Fellowship of Christian Athletes, U-Trust, and Student Council Association. Each club or organization has requirements for membership. Interested students should contact the club sponsor for membership information.

Textbooks

Textbooks are issued to the student upon receipt of the textbook agreement form.

Chromebooks

Chromebooks will be used in the classroom. Students and parents must sign all technology forms in order for students to use the chromebooks. Students are responsible for all charges if they damage a chromebook.

Dress Code

- ALL shirts and dresses must have sleeves or straps at least two inches wide.
- The bottom of shorts, skirts, and dresses must come to within 3.5 inches (credit card length) of the knee.
- Pants may not have any inappropriate rips, holes, or sheer (see through) material. Rips, holes, or sheer material higher than 3.5 inches (credit card length) above the knee will be considered inappropriate.
- Hats, caps, or hoods may not be worn in the building before 3:15 p.m.
- Clothing must cover the waist as well as under garments and keep them from being exposed. Pants, shorts, and skirts must be worn at the waist.
- Pajamas and/or pajama pants may not be worn to school.

- Students may not possess large-linked key chains, chain necklaces or anything with spikes or large studs.
- Clothing may not contain obscene or suggestive writings, images of weapons, references to alcohol, drugs, tobacco, or any other controlled substance. Clothing or accessories that can be perceived as being gang affiliated are not permitted.
- No wearing, carrying, or showing bandanas.
- Other articles of clothing may be deemed inappropriate by the administration if it is disruptive to the learning process. Examples include but are not limited to low-cut or open sided shirts, see through shirts, clothing that contains writing or symbols that may disrupt the learning process.

Whenever inappropriate clothing is worn to school, students must change into clothing that is appropriate. (Students will be able to call home for a change of clothes.)

The procedure to address inappropriate clothing will be as follows:

- 1st offense – written warning
- 2nd offense – detention from Intramurals
- 3rd offense – one day ISS

Personal Items

Students are encouraged to not bring personal items such as cameras, cell phones, tablets, handheld games, trading cards, etc to school. The school is not responsible if any item is lost or damaged while at school.

- Cell phones and all electronic devices that are brought to school must be turned off and put away at school and while on school transportation. If students are caught using or displaying their cell phones or any electronic devices at school without permission, the item will be taken and placed in the office.
- 1st Offense: Student may pick up the device at the end of the school day from the front office.
- 2nd Offense: Parent/guardian must pick up the device at the end of the school day from the front office.
- 3rd & Subsequent Offenses: Principal/designee retains the device until such a time as it may be released to a parent/guardian.

2022-2023 School Calendar

A 2022-2023 School Calendar is provided in your enrollment packet. It may also be found on the District and HCMS website.

Communication

HCMS utilizes many avenues to communicate with our families. Please sign up and check the following on a regular basis.

- Remind: Mrs. Martin's and classroom teachers
- HCMS Facebook page
- HCMS All Calls

HCMS Families: please keep phone contact numbers and an email address up to date with our school to receive communications.

Thank You!

We look forward to a GREAT school year!