



**Student & Parent Handbook
2018-2019**

PHYSICAL ADDRESS:
1735 Saxapahaw-Bethlehem Church Road
Saxapahaw, NC 27340

MAILING ADDRESS:
P.O. Box 40
Saxapahaw, NC 27340

Phone: (336) 376-1122 | Fax: (336) 376-6996

www.thehawbridgeschool.org

Mission Statement

The Hawbridge School community engages in a learning partnership. Students develop the skills, values, and strategies required to master the challenging curriculum and to pursue lifelong learning and personal growth. Relationships based on mutual respect honor individual learning preferences and create an environment that is intellectually, emotionally, and physically healthy.

Vision

Our vision is of an enduring, intimate and caring community of educators, parents, and students, working together to create an environment where all students thrive. A school of excellence built on a foundation of inclusiveness, mutual respect, personal attention, exploration, an inspired and inspiring faculty, and community engagement, with special emphasis on environmental stewardship and the arts.

Director's Welcome

Welcome to The Hawbridge School. We look forward to serving you and your family in the coming year. We believe The Hawbridge School provides an exemplary education for all of our students. Every member of our faculty is dedicated to helping all students reach their goals. The Hawbridge School is committed to your success, but you must be equally committed. The Partnership Agreement signed by you and your parent/guardian(s) is not only our pledge to you; it represents what it means to be a student at The Hawbridge School.

Mya Ciccotti Geiss
Interim Executive Director

Board of Directors
Association for the Advancement of Education
www.thehawbridgeschool.org/board

Dr. Todd Nicolet, <i>Chair</i>	tnicolet@hawbridgeschool.org
Dr. Karamarie Fecho, <i>Secretary</i>	kfecho@hawbridgeschool.org
Dr. Lori Edmonds	ledmonds@hawbridgeschool.org
Mr. Tim Toben	ttoben@hawbridgeschool.org
Ms. Val Hanson, <i>Vice Chair</i>	vhanson@hawbridgeschool.org
Ms. Dianne Ford	dford@hawbridgeschool.org
Ms. Sue Eldon, <i>Treasurer</i>	seldon@hawbridgeschool.org
Ms. Natalya Barker	nbarker@hawbridgeschool.org
Mr. Brian Setliff	bsetliff@hawbridgeschool.org

Board meetings are held on the fourth Wednesday of each month at 6:00 PM in Huth Commons at The Hawbridge School.

PASTA
Parent-Administrator-Student-Teacher Association

The mission of PASTA is to support, respect, and recognize the value of each teacher, student, and member of the faculty at The Hawbridge School. With involvement and communication, PASTA will provide collective wisdom to ensure the ongoing personal development and attainment of high academic and moral standards of the students.

All parent/guardian(s) and community members who wish to volunteer at the school or at any school-sponsored activities or events must complete a background check (at the school's expense). For information, please visit www.thehawbridgeschool.org/volunteers.

More information about PASTA is available at www.thehawbridgeschool.org/PASTA.

Faculty

Amanda Aguayo Adams

aaguayoadams@hawbridgeschool.org
Art 6, MS Art, Art 1, A2, Art 3, Spanish 2

Daniel Ayers

dayers@hawbridgeschool.org
Social Studies 6, American History II, Middle School Music

Kim Boyer

kboyer@hawbridgeschool.org
6th Grade Math and Science

Mya Ciccotti Geiss

mciccotti@hawbridgeschool.org
Interim Executive Director

Shanee Cowland

scowland@hawbridgeschool.org
Chemistry, Physical Science, Mathematics 7, Mathematics 8

Kevin Duke

kduke@hawbridgeschool.org
Sports Math, Pre-Calculus, AP Calculus

Nancy Dunevant

ndunevant@hawbridgeschool.org
Office Manager

Jonathan Farmer

jfarmer@hawbridgeschool.org
ELA 7, English II, English IV

Daryl Feldman

dfeldman@hawbridgeschool.org
Assistant Director of Student Services, AP Psychology

Kevin Ferris

kferris@hawbridgeschool.org
Middle School Theater, Performing Arts, High School Theater, Civics

Robert Greenberg

rgreenberg@hawbridgeschool.org
Science 8, Earth and Environmental Science, AP Earth and Environmental Science

Robert Howes

rhowes@hawbridgeschool.org

Social Studies 7, AP U.S. History, Model UN, Mandarin Chinese

Jack Hunter

jhunter@hawbridgeschool.org

Mathematics II, Mathematics III

Martin Jacaruso

mjacaruso@hawbridgeschool.org

Physical Education, Health, Outdoor Skills, Hawbridge Outdoors, Outdoor Leadership

Sabrina Kauffmann

skauffmann@hawbridgeschool.org

EC Teacher

Kierca Kimbel

kkimbel@hawbridgeschool.org

Teacher, Grade 5

Christopher Lipscomb

clipscomb@hawbridgeschool.org

Teaching Assistant to PE, 4th and 5th grade classes, Hawbridge Outdoors, MS elective

Joan Love

jlove@hawbridgeschool.org

EC Teacher

Caroline Luther

cluther@hawbridgeschool.org

American History I, American History II, World History

Emily Martin

emartin@hawbridgeschool.org

School Counselor

Jennifer McDuffie

jmcduffie@hawbridgeschool.org

Spanish 1, 2, 3

Colby McKenzie

cmckenzie@hawbridgeschool.org

Teacher, Grade 4

Elizabeth Osborne

eosborne@hawbridgeschool.org

Health Services, Life Skills, Internship Program

Greg Randall

grandall@hawbridgeschool.org

Science 7, Biology, Science Elective

Cameron Ratliff

cratliff@hawbridgeschool.org

English I, English III, English IV

Jennifer Shelton

jshelton@hawbridgeschool.org

Assistant Director of Curriculum and Instruction, AP English Literature

Evan Solender

esolender@hawbridgeschool.org

Mathematics I, Integrated Math IV

Tiana Thornton

tthornton@hawbridgeschool.org

EC Teacher

Sara Walls

swalls@hawbridgeschool.org

ELA 6, ELA 8, Creative Writing

Table of Contents

GENERAL INFORMATION

[Bell Schedules](#)
[Honor Code](#)
[Inclement Weather Policy](#)
[Transportation](#)
[Drop Off & Pick Up](#)
[Lunch](#)
[Cleaning & Recycling](#)
[School Communications](#)
[Use of Phones & Student Messages](#)
[Visitor Policy](#)
[Parent/Guardian and Student Volunteerism](#)
[Anti-Discrimination and Sexual Harassment Policy](#)
[Computer Use](#)
[Acceptable Use Policy](#)
[Grievance Policy](#)
[Field Trips](#)
[Lost and Found](#)
[Pets/Animals on Campus](#)

ATTENDANCE

[Excused Absences](#)
[Unexcused Absences](#)
[Tardies](#)
[Early Dismissal](#)

HEALTH & SAFETY

[Emergency Contact Form](#)
[Immunizations](#)
[Safe Schools](#)
[Emergency Preparedness](#)
[Allergies](#)
[Medication](#)
[Medical Conditions](#)

DRIVING

[Driving & Parking Rules](#)

EXTRACURRICULAR ACTIVITIES

[Athletics](#)
[Clubs](#)
[Fundraising Policy](#)
[Signs & Posters](#)
[Hawbridge Outdoors](#)
[School Dances](#)

STUDENT BEHAVIOR

[Campus Boundaries](#)
[Outdoor Classroom Guidelines](#)
[Study Hall](#)
[Bridge](#)
[Bullying & Cyberbullying Policy](#)
[Classroom Expectations](#)
[Displays of Affection](#)
[Dress Code](#)

[Electronic Equipment](#)
[Language](#)
[Respect for the Environment](#)
[Smoking](#)

[DISCIPLINE](#)

[Detention](#)
[Homework Support](#)
[Suspension](#)
[Appeals](#)
[Expulsion & Exclusion](#)

[ACADEMICS](#)

[Grading Scale](#)
[Grade Point Average \(GPA\)](#)
[Class Rank](#)
[Promotion and Retention Policies](#)
[Graduation Requirements](#)
[Course Selection](#)
[Honors](#)
[Advanced Placement](#)
[Scheduling Changes](#)
[Honor Roll](#)
[National Honor Society](#)
[Textbooks](#)
[PowerSchool](#)
[Test Policy](#)
[Reporting on Student Progress](#)
[North Carolina Virtual Public School](#)
[Dual Enrollment](#)
[Standardized Testing](#)
[Appendices](#)

GENERAL INFORMATION

Bell Schedules

Regular Day

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:15 a.m.	9:12 a.m.
2	9:15 a.m.	10:12 a.m.
3	10:15 a.m.	11:12 a.m.
4A	11:15 a.m.	12:12 a.m.
Lunch A	11:12 a.m.	11:42 p.m.
Lunch B	12:12 p.m.	12:42 p.m.
4B	11:45 a.m.	12:42 p.m.
5	12:45 p.m.	1:42 p.m.
6	1:45 p.m.	2:42 p.m.
Bridge	2:45 p.m.	3:30 p.m.

Note: 4th and 5th Grade dismiss at 3:15pm each day.

2 Hour Delay Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
1	10:15 a.m.	11:01 a.m.
2	11:04 a.m.	11:50 a.m.
3	11:53 a.m.	12:39 p.m.
Lunch	12:39 p.m.	1:05 p.m.
4	1:08 p.m.	1:54 p.m.
5	1:57 p.m.	2:43 p.m.
6	2:46 p.m.	3:30 p.m.

Honor Code

Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Wrongfully using or taking credit for the ideas or work of another, for example:
 - Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations.
 - Plagiarizing, which includes failure to cite sources of information, as well as copying and pasting, or passing off others' words or work as one's own.
 - Note: Individual teachers will instruct their students on the methods of citation they wish them to use.
 - Getting advance information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests, or examinations (this includes cell phones, and other electronic devices).
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Lying about any of the above.

Should there be any questions in the students' minds about a possible violation, they should consult with their teacher, the School Counselor, or the Assistant Director for Curriculum and Instruction. Questions regarding the honor code should be asked prior to utilizing a questionable resource for the respective class.

At a minimum, serious violations of the Honor Code will result in a "0" (zero) for the work in question. Students who repeatedly violate the Honor Code will be subject to escalating disciplinary action, up to removal from school.

Inclement Weather Policy

The safety of the Hawbridge community is of utmost importance. Please use judgment regarding the advisability of driving to or from school during inclement weather. Students will not be penalized for parent/guardian's decisions regarding safety. Students arriving to school late or who are unable to attend school should call the school and/or email the Office Manager so that we can account for your safety.

In the event of inclement weather, The Hawbridge School CONSULTS decisions made by Orange County Schools (www.orange.k12.nc.us), the Alamance-Burlington School System (www.abss.k12.nc.us), and other area charter schools in order to make a decision about whether to close, delay, or

dismiss early. The Office Manager will email the school community as soon as a decision has been made. We will make the decision that is in the best interest of the students at The Hawbridge School.

In the event of a Delayed Opening due to weather, Hawbridge will follow the 2 Hour Delay Schedule with classes beginning at 10:15 AM and ending at 3:30 PM unless otherwise stated.

This policy may be altered in the event of prolonged school district closings. In that case, parent/guardian(s) will be updated via email.

School closings caused by weather may require make-up days. The school will notify the community if that need arises.

Transportation

Hawbridge does not provide transportation to and from school for students. We do help to arrange carpooling to and from school. The School Counselor will send an email out each spring to survey interest in carpooling for the upcoming school year. Students who enroll after that point and are interested in carpooling should contact the School Counselor for this information.

Drop Off & Pick Up

Students may be dropped off at school as early as 7:45 AM and picked up as late as 4:00 PM. Students should be dropped off at school between 8:00 AM and 8:10 AM in order to be on time for first period, which begins promptly at 8:15 AM. The school does not guarantee supervision for students arriving earlier than 7:45 AM or leaving after 4:00 PM. Once students enter campus, they may not leave without permission from an administrator or parent/guardian. Once dropped off at school in the morning, middle school students should remain in the downstairs commons or on the lower patio, and high school students should remain in the upstairs commons until it is time to move to first period.

If students wish to go to the General Store before school begins, they must do so before entering campus and should be dropped off on the General Store side of the building.

Lunch

Students may bring their lunch or order and pay for lunch from the General Store before entering campus. Food and drink are specifically prohibited near the computers, in the Band room, and in the Science Lab. Students may only have food, gum, or drinks in class with the permission of the teacher. Failure to dispose of food, gum, or drink items may lead to loss of food, gum, or drink privileges in class.

Students are reminded to clean up after themselves – remember, over 340 of us live here. Failure to clean up may result in disciplinary consequences; students who repeatedly fail to clean up after themselves may lose the privilege to eat outside. Students are welcome to use refrigerators and microwaves in the downstairs commons; these are shared spaces, so students should clean up after themselves and respect other students' property. During the last five minutes of lunch, students are expected to clean up the lunch area.

Students in grades 11 and 12 will have open campus privileges. Open campus privileges allow students in good standing (both academically and socially) to visit, on foot, local Saxapahaw businesses during the school day during lunch or when students are not enrolled in a face to face class period. Students may not access the student parking lot during this time. Students who have earned this privilege MUST sign in AND out in the front office. The Hawbridge School defines "good standing" as:

- Minimum GPA of 2.5;
- Less than three (3) Level I discipline referrals; and
- Zero Level II and/or Level III offenses.

Failure to abide by the rules associated with the open campus privilege (e.g. skipping class) may result in loss of said privilege. The open campus privilege can be revoked at anytime, and for any reason, by The Hawbridge School Administration.

Cleaning & Recycling

As an environmentally aware school and community, the Hawbridge faculty and students are committed to caring for the building and surroundings in which we spend our days. All students are equally responsible for contributing to the upkeep of the school.

In an effort to reduce solid waste, students should recycle correctly, as much as possible, and look for other ways to reduce, reuse, repair, or recycle, both at school and at home.

To conserve energy, doors to the outside are not to be left propped open. Turn the lights out when you leave an empty room.

School Communications

The Hawbridge School most frequently communicates with parent/guardian(s) via email (Google group). The Hawbridge School also utilizes an automated message notification system for weekly announcements. Parents may choose to receive these messages by phone and/or email. Announcements can be also be found on the school's website: <http://thehawbridgeschool.org/>. It is the parent/guardian's responsibility to make sure the Office Manager has the parent/guardian's phone number and email on file and that they

are updated in PowerSchool. If the phone number and/or email changes, it is the parent/guardian's responsibility to update the information that the school has on file and in PowerSchool. For grade information, please refer to the section within this handbook on PowerSchool.

Use of Phones & Student Messages

Parents are requested not to call or text their children during school hours. Please call the main office if you have a message for your child. Students may use school phones for appropriate reasons but only in the school office with permission. Students may not use their personal phones or devices to contact parent/guardian(s) during the school day. Parents, please contact the school if you need to give your child a message.

Visitor Policy

Parents and guardians are always welcome to visit The Hawbridge School, but we would sincerely appreciate your calling or emailing for an appointment.

Visitors other than parents and guardians are not permitted on campus unless approved as a guest by an administrator or the Office Manager in advance. This privilege will be extended only to potential Hawbridge students, and only with written permission from the parent/guardian of the potential student. Visitors must abide by all of the Hawbridge rules. Visitors must check in with the Office Manager and clearly display a visitor sticker while on campus.

Parent/Guardian and Student Volunteerism

The Hawbridge School depends on the volunteerism of everyone within its community. Parents/guardians and students are expected to participate actively by volunteering, in any of numerous ways, for approximately one hour per month. This tradition has become well established at Hawbridge and is part of the school's charter agreement. These hours can be accumulated in many ways. Please contact the Office Manager or administration for questions regarding your pledge. Each parent volunteer must submit to a background check. This procedure can be accessed through the following webpage within our website: <http://thehawbridgeschool.org/volunteering/>.

Please note: While the approval card for volunteering at The Hawbridge School is valid for two years, it is the responsibility of the parent to notify the school should any event occur that could potentially cause this approval to be revoked. School administration will use a Board approved rubric for determining volunteer eligibility. Decisions will be made on a case-by-case basis.

Anti-Discrimination and Sexual Harassment Policy

No one at The Hawbridge School may be discriminated against for reasons of race, age, gender, socioeconomic status, physical appearance, intellectual ability, ethnic group, religion, disability, or sexual preference.

The Hawbridge School has a zero-tolerance policy for any form of sexual harassment of anyone in its community. Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or certain other verbal, nonverbal, or physical conduct that is sexual in nature, if that conduct could offend another reasonable person, whether or not such offense was intended.

Computer Use

Students are reminded to consider the needs of others and to work quietly while using computers. Computer screens must be easily observable by a room supervisor or faculty member at all times. No food or drink is allowed near the computers. Student computer use requires a teacher sign-out. Students with online classes have priority during their online class period.

Students are permitted to bring personal computers and electronic devices for use at school **at the discretion of the classroom teacher**. While using these devices, students must follow school policies relating to acceptable use of computers and other electronic devices.

Acceptable Use Policy

Adopted by the Board of Directors on June 25, 2014

Electronic research skills are fundamental in the preparation of citizens and future employees. Thus, The Hawbridge School provides internet access to its students and staff. The goal of providing this service is to promote educational excellence by facilitating resource sharing, innovative lessons and discoveries, connections to global companies and libraries, discovery through information news services, and communication through electronic mail. These goals are consistent with the State of North Carolina and The Hawbridge School.

The internet is a global network that is in a constant state of change, and it is difficult to predict what will be available from day to day. Making electronic information available to students does not imply endorsement of that content. Personnel will make every effort to monitor students' use of the internet to ensure that materials accessed are

appropriate. However, on a global network, it is impossible to control all materials and information. The benefits of the valuable information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals. Students will, therefore, be given the privilege of using the internet along with the responsibility of using it properly. Ultimately, parent/guardian(s) of minors are responsible for setting and conveying standards that their children will follow when using media and information resources.

Access is a privilege, not a right. A student may earn this privilege by completing the signature page of the Student Handbook and returning it to the school. Use of the internet must be a part of a purposeful, planned educational endeavor.

Guidelines for appropriate use are stated below. In general, this requires efficient, ethical, and legal utilization of network resources as well as adherence to all school rules, regulations and policies. If a user violates any of these provisions, his or her privilege to use the internet will be terminated and future access possibly denied, revoked, or suspended. In a case where laws or school rules, regulations or policies are broken, further consequences may follow. Email messages relating to or in support of illegal activities will be reported to the authorities. The signatures on the signature page of the Student Handbook are legally binding and indicate that the parties who signed have read the terms and conditions carefully and completely understand their significance.

Internet Guidelines Acceptable Use: Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited.

Privileges: The Hawbridge School acknowledges that the internet can play a vital part in bringing information and ideas to students. However, the use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. Students are as responsible for good behavior on school computer networks as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The administration, faculty and staff of The Hawbridge School may request system network administrators to deny, revoke or suspend specific user privileges. School network storage areas (hard drives, flash drives, school email accounts) are subject to inspection at any time. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school equipment will always be private.

Public Records: Users are advised that all material in any form in The Hawbridge School's network may be considered a public record as defined by Chapter 132 of the

General Statutes of North Carolina, the Public Records Act. Under the Public Records Act, certain material (outlined in the aforementioned Chapter 132) is considered the property of the people of the State of North Carolina, which may be inspected, copied, used, republished, and otherwise made public. Users are further advised that public records may not be destroyed, altered, defaced, or mutilated.

Monitoring: Files stored on the Hawbridge School's server, electronic mail, and other school equipment are not private and may be subject to inspection and/or monitoring. Users of the internet/intranet are hereby informed that there can be no expectation of privacy, as designated Hawbridge staff reserve authority to monitor and examine all system activities to ensure their proper use.

Warranties: The Hawbridge School makes no warranties of any kind, whether expressed or implied, for the services it provides. The Hawbridge School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors, or omissions. Use of any information obtained via the internet is at the user's risk. The Hawbridge School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security Awareness: Information security awareness ensures that all employees of The Hawbridge School are familiar with information technology security policies, standards, and procedures. School administrators should lead by example and establish a climate that gives information security a high priority in all current and future activities and initiatives. The Hawbridge School shall provide relevant information regarding security awareness to all staff in multiple forms. All employees and contractors shall be provided with security awareness information to educate them regarding the range of information technology security threats and appropriate safeguards.

Vandalism and Harassment: Vandalism is defined as any malicious attempt to harm, disrupt, degrade or destroy school equipment, software, or system performance. This includes, but is not limited to, the uploading or creation of computer viruses and altering school website content.

Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail, hate mail, discriminatory remarks, or language that offends or degrades others. Vandalism and harassment must be reported to an administrator immediately.

Vandalism and harassment offenses will result in cancellation of privileges. Any instances of vandalism or harassment will result in punishment and may also result in the notification of legal authorities. Any student who maliciously damages any computer or computer equipment will be required to reimburse The Hawbridge School for the cost of the damages.

Network Security: The Hawbridge School uses filtering mechanisms that deny access to a large amount of much material that is obscene, lewd, indecent, inappropriate for, or harmful to minors. No system is foolproof in this regard. Consequently, as stated in the Acceptable Use Policy, students are equally responsible for avoiding and reporting such material.

It shall be the responsibility of The Hawbridge School staff designated by the Executive Director to monitor The Hawbridge School Network equipment and users and notify Administrative Staff members when there has been a violation of the AUP (Acceptable Use Policy). The administrators will perform a review of the incident and appropriate action will be taken. Students and employees who violate this policy may be subject to disciplinary action at the discretion of the Executive Director and/or Board of Directors, in accordance with the Grievance Policy.

Management and administration of computer user accounts, usernames and passwords for identification and authentication, and regulating access to computer and networking systems, is the responsibility of the staff designated by the Executive Director. To preserve the security of The Hawbridge School's computer accounts, users are expected to act responsibly by:

- Adhering to necessary changes in network usage required by The Hawbridge School.
- Only accessing Hawbridge internet networks and not using available internet networks belonging to local merchants.
- Properly logging off computers when not in use.
- Not deleting files, email and other data belonging to The Hawbridge School.
- Reporting a security problem or risk immediately and discreetly to a teacher, supervisor or system administrator, as applicable, and not demonstrating the problem to others.
- Refraining from using high bandwidth resources, including, but not limited to, file sharing and music or video streaming, unless authorized by a school employee.

Network Etiquette: Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive or obscene language in messages to others. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
2. Do not reveal your personal address, phone number or email addresses to others in social media communication situations.
3. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. E-mail messages relating to or in support of illegal activities will be reported to the authorities.

Be considerate of all network users. Any action that disrupts the use of network

resources or files by others is prohibited.

Grievance Policy

Adopted by the Board of Directors on June 25, 2014

The Hawbridge School seeks to promote harmony among its employees, faculty, students and parent/guardian(s) and to encourage equitable solutions to problems arising among them. The Hawbridge School believes that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful and civil manner and that effective resolution depends on direct, prompt and constructive dialogue. The following procedures are adopted to meet these goals.

The Board recognizes that effective school governance requires the primary responsibility for issues involving student discipline, curriculum, assessment and promotion and other day-to-day decisions regarding school management, lies with the faculty, staff and Executive Director of The Hawbridge School, and these individuals are best suited to resolve conflicts that arise with respect to these issues. The Board has the authority to appoint, employ and remove the Executive Director, but primary responsibility and authority over faculty, staff and volunteer organizations of the School are vested in the Executive Director. The Board, therefore, will exercise any authority in this policy conservatively and narrowly so as not to usurp the authority granted to the Executive Director.

Informal Procedures: A parent/guardian should first attempt to resolve any grievance through discussion with the relevant teacher(s) or other involved person(s). If a parent/guardian's concern has not been adequately addressed through an informal discussion with the teacher involved, the parent/guardian should next attempt to resolve the grievance with an Assistant Director, and that informal discussion may include the teacher(s) or other involved person(s). If a grievance cannot be resolved in such informal manners, the parent/guardian may initiate a formal grievance procedure.

Formal Grievance Procedure: In instances, where informal means are ineffective or otherwise not feasible, the school offers these more formal grievance procedures. Grievance proceedings and information shall be kept confidential at all levels to the extent feasible and permitted by law. A parent/guardian grievance is a formal written claim by a parent/guardian or group of parents/guardians identifying the concern, identifying the individual or group's resolution attempts, and identifying any law, policy or practice that is implicated by the concern. No one shall retaliate against a parent/guardian or student who files or whose parent/guardian files a grievance under this policy. Failure of a parent/guardian to comply with timelines listed below may result in denial of a grievance request.

Level One – *Assistant Director Request and Conference.* A parent/guardian may, by written request, seek a conference with an Assistant Director to address an unresolved

grievance.

The request shall succinctly describe the specific grievance(s) and related details, and shall identify any specific policy, rule, regulation or law believed to have been violated, and shall provide other relevant information to help the Assistant Director adequately understand the nature of the grievance. All parties mentioned in the grievance will be informed in writing.

The grievance shall be filed within five business days of the incident(s) or the last informal attempt to resolve the grievance, provided that such an attempt was made within ten business days of the last incident.

Following receipt of the written request, the Assistant Director shall, if feasible, conduct a conference with the aggrieved parent/guardian(s) within seven business days of the written report. Within three to five business days following the conference, the Assistant Director will state in writing his or her position on the grievance and a copy will be given to the parent/guardian.

Level Two – Appeal to the Executive Director. If the grievance is not resolved, the parent/guardian(s) may appeal the Assistant Director's decision in writing to the Executive Director if the Executive Director was not involved in the Level One Conference.

The appeal must be made within five business days following receipt of the Assistant Director's written Level One response to the grievant. The Executive Director will review the grievance and conduct an informal hearing, when feasible, within seven business days following receipt of the written appeal.

Either party may present witnesses and other evidence to help resolve the matter. The parent/guardian shall have no right to have an attorney or other advocate present.

The Executive Director shall issue a written response to the grievant and the Level One Assistant Director within five business days following the hearing and create a written record of the evidence received and determination made.

Decisions of the Executive Director are final, not subject to further appeal, except in the following instances:

- Decisions involving an alleged violation by the school of state or federal law; or
- Decisions based on allegations of conduct by the Executive Director in violation of law or school policy.

The Board retains discretion to determine whether an alleged violation involves a "final" or "appealable" decision by the Executive Director. The Board may consider all available evidence in the record established at the time of the decision and any other evidence it deems necessary for consideration.

Level Three – Appeal to the Board: Discretionary Appeals and Appeals of Right. If a parent/guardian is not satisfied with the disposition of his or her grievance at Level Two, the parent/guardian may, within five business days of receiving notice of the decision or recommended action from the Executive Director, submit a written request to the Board Chairperson to appeal the Executive Director’s decision or recommendation and to request a formal hearing.

Within seven business days of receiving the written request for appeal, when feasible, the Board Chairperson or his or her designee shall issue a written notice to the grievant and the Executive Director indicating whether the Executive Director’s determination is “final” in nature or whether the Board shall, consequently, by discretion or by right of appeal, grant a hearing. The notice shall also specify, if a hearing is granted, the time and guidelines by which it will be conducted, including whether the hearing will be based strictly on a review of the existing record, whether the grievant will have the opportunity to be present at the hearing, the type of evidence to be considered by the Board, and other relevant procedural details.

If a hearing is granted, a panel of the Board consisting of at least three members shall hear the grievance within seven business days from the date the Board Chairperson’s notice is issued to the grievant, except when the parties agree to extend the timeline. Any appeal to the board panel will normally be on the written record only, unless the panel determines that additional information should be presented, including an appearance and presentation of information by the grievant. The grievant and Executive Director shall be informed in writing of the panel’s decision within seven business days after the hearing, if feasible.

Extensions in appeal timelines may be granted if the board panel determines there is a reasonable need for such extension. The board panel may affirm, reverse, or modify the decision of the Executive Director. Depending on the level, adherence to the established timelines will be enforced by the appropriate administrator or Board panel.

The Executive Director or Board may develop a grievance form to assist in recording each step of the grievance process.

Field Trips

Field trips are considered a part of the school day. Students participating in field trips must follow all school rules and policies. Students who do not attend a mandatory field trip will be marked absent for the day. Please notify Hawbridge if you know that your child/children will be absent for a school field trip. Please look for permission slips with information about the trip. Parents/guardians who wish to chaperone field trips must register as a Secure Volunteer at www.thehawbridgeschool.org/volunteers. Some field trips may require a fee. Scholarships are available on an as-needed basis.

Lost and Found

Students who lose personal items at school should look between the restrooms near the offices of the Assistant Directors. The Hawbridge School is not responsible for any lost or stolen items. The Lost and Found box will be emptied on the last school day of every month and the contents will be donated or disposed of. All electronic devices should be turned into the Office Manager in the main office, where they will be held until the end of the school year if not collected.

Pets/Animals on Campus

No pets are allowed on campus at any time without permission. The only exception to this rule is a service animal with proper documentation provided.

ATTENDANCE

Daily attendance is essential to success in school. Students are expected to be in every class, every day, on time. Whenever a student is absent from, late to, or dismissed early from class, it is the student's responsibility to obtain all missed work. Attendance is taken every period of every school day. Any student who is absent for half or more of a class period (28 minutes or more) will be marked absent for that class.

Absences

School officials shall not consider absences as excused or unexcused. All absences shall be identified as documented (written note received) or not documented (no note received). Each student should present to the main office a written note which includes the date(s), cause(s), and the parent/guardian's signature for daily absences, early dismissal or late arrival of the student. Notes of explanation should be received the day of the late arrival or following the absence or check-out.

Absences for any of the reasons listed below shall not contribute to a student's total number of absences:

- state mandated testing or other school testing programs;
- school-sponsored field trips or activities;
- all NCHSAA activities;
- conference with guidance counselor, administrator, or other related staff members;
- involuntary court appearance (copy of court order or subpoena required);
- extenuating medical circumstances (written verification required);
- death in the family or household (verification may be required);
- religious holidays (verification may be required);
- college visit (verification required) up to 3 school days;

- routine or illness associated medical appointment (written verification required).

Absences, check-ins, and checkouts for reasons other than those listed above shall contribute to the total absences allowed by this policy. Any excessive check-ins, checkouts, patterns of absences, or more than 10 written notes from a parent, guardian or other family member may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

All notes of excuse, requests, or any other correspondence concerning student absences, check-ins, and check-outs shall be preserved for a minimum of sixty (60) calendar days after the close of the school year.

The following procedures apply when a student fails to report to school for scheduled school days:

Upon Fifth Absence:

After a total of five (5) scheduled school days missed, the director or the director's designee will send a formal letter to the student's parents/guardians alerting them to the total number of absences.

Upon Tenth Absence:

If the student is absent for ten (10) days, the director or the director's designee will send a formal letter to the student's parents/guardians alerting them to the total number of absences and requesting a conference. The director or the director's designee shall schedule said conference within five (5) school days of the written notification with the student, his/her parent/guardian, and school personnel. The conference shall be held no later than ten (10) school days after the tenth absence. At the conference, the student, his/her parent, and school personnel, shall attempt to resolve issues relating to the student's non-attendance. An attendance contract may also be implemented at this conference in an attempt to improve attendance.

Upon Fifteenth (15) Absence:

Upon the fifteenth absence, the director or the director's designee shall notify the parent/guardian in writing that compulsory attendance laws shall be enforced by one or more of the following:

1. The filing of a complaint with Juvenile Court pursuant to Chapter 7B of the General Statutes that the child is habitually absent.
2. The student may be asked to make-up time lost due to their absences. This may be done after school.
3. The student may automatically fail the grade or the class for which the absences have occurred.
4. The student may be placed on an attendance contract designed by administration.

It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student attendance will be monitored and reported as required by North Carolina state law. At the end of each school year, each public school, including Hawbridge, will report to the North Carolina Department of Public Instruction the number of pupils by grade level for whom a conference was scheduled as set forth above.

Tardies

Being in every class on time is the student's responsibility, and is a demonstration of self-respect as well as of consideration for classmates and teachers. Punctuality is expected. The classroom teacher will determine what constitutes tardiness as well as the consequences.

If students are tardy to first period, they **MUST** obtain a late slip from the Office Manager. Students will not be admitted to class without a late slip.

A student who is tardy to any class five times (5) will receive an office referral to the Assistant Director. At that time, the Assistant Director will have a conference with the student. On the sixth (6) tardy for that specific class, the student will receive after school detention for 45 minutes with the Assistant Director. Then after every additional three (3) tardies, the student will receive an additional after school detention.

Early Dismissal

With permission, 12th grade students in good standing (defined above) may leave school after their last academic class, or come to school when their first academic class begins. Eleventh grade students in good standing who are enrolled in college-level classes may request similar permission.

Students must have a parent/guardian permission slip on file in writing in the school office. Students who have permission to come in later than 1st period must sign in with the Office Manager in the main office when they get to school each day. Students who

have permission to leave early must sign out with the Office Manager in the main office before they leave each day. **Students who repeatedly fail to sign in and/or out will have their permission revoked and will be reinstated only with approval of the Executive Director or his/her designee.**

This permission will also be revoked if a student receives a failing grade in any class for any quarter, and will be reinstated only with approval of the Executive Director or his/her designee if/when the student's academic performance improves.

Students who sign out for the day cannot return to campus until the following day unless they are attending a school-sanctioned activity or picking up a younger sibling for transportation purposes.

Any student who plans to leave early for an appointment must bring a note from his/her parent/guardian. The parent/guardian must sign the student out in the front office. No person other than a parent/guardian may sign a student out during the school day regardless of the student's age.

Students who leave campus without signing out will be considered truant from class and appropriate consequences will be assigned.

HEALTH & SAFETY

Emergency Contact Form

Students must have a new Emergency Contact Form on file at the beginning of each school year. Students without this form will be excluded from field trips and outdoor classrooms until the form has been submitted. It is the parent/guardian's responsibility to submit this form and to ensure that the school has up-to-date information regarding emergency contacts.

Allergies

Parents/guardians with students who have allergies should be sure that the School Counselor has this information on file. Allergy information will be shared with the faculty to ensure safety among all students. If the student's allergy requires any special accommodations, please let us know. Students are responsible for monitoring their allergen exposure.

Concussions

In October 2015, the NC State Board of Education approved policy HRS-E-001, titled Return-to-Learn After Concussion. This education policy includes guidelines for safe

and appropriate return to the educational environment for ALL students post-concussion. Although, this policy includes student-athletes protected under the Gfeller-Waller Concussion Awareness Act, it is further reaching. HRS-E-001 includes requirements for safe return to school for any student in NC public schools who sustains a mild Traumatic Brain Injury (mTBI), more commonly referred to as a concussion. This policy is linked to the State Board of Education Strategic Plan under Goal 5 (Every student is healthy, safe, and responsible), Objective 2 (Promote healthy and active lifestyles for students). The requirements of HRS-E-001 became effective at the onset of the 2016-2017 academic year. The policy, along with information and resources designed to support schools and districts in their implementation are below:

1. • NC State Board of Education Policy [HRS-E-001](#) – Return-to-Learn After Concussion
2. • Parent information [Click here](#)

Immunizations

The school must have current immunizations on file for each student within the first 30 days of each school year. Students who do not have proper immunizations will be excluded from school until immunizations are current. Any absence incurred for this reason will be unexcused.

If a student is seeking exemption from the immunization requirement based on documented religious exemption, please contact the Health and Safety Coordinator to arrange to sign the two required religious exemption forms. If applicable, these forms must also be on file within the first 30 days of each school year.

Medical Conditions

If your child has a medical condition that warrants special care, please submit a care plan to the school as soon as possible. It is the parent/guardian/guardian's responsibility to alert the school to any important medical considerations that we should know in order to keep your student safe.

Medication

If your child must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

- (1) You may come to school and give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of a medication form from the Office Manager or Health and Safety Coordinator. Take the form to your child's doctor and have him/her

complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent/guardian(s)/guardian(s). Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

- (3) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
- (4) Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent/guardian permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian/guardian, and the medication has been received in an appropriately labeled container.

If you have questions about the policy, or other issues related to the administration of medication in schools, please contact the Health and Safety Coordinator.

We will have epinephrine auto-injectors (EpiPens) at the school and at all school-sponsored activities. They will be stored with the Office Manager in the main office.

Safe Schools

A safe, orderly school environment is everyone's responsibility. Students play an important role in maintaining a safe environment. Anyone who feels threatened at The Hawbridge School should report this to a teacher or an administrator immediately. Please notify a faculty member immediately if you see or know of anyone who brings weapons to school or engages in behavior that threatens the safety of the school community. Similarly, please notify administrators or teachers when you notice suspicious adults, students, or vehicles on the school campus. Officers from the Alamance County Sheriff's Department will visit campus frequently, and in order to maintain our drug-free environment, they may bring the canine unit with them on occasion.

State law prohibits firearms or weapons of any kind on school campuses, even with a conceal and carry permit.

If you feel that you are the target of harassment or feel unsafe at this school for any reason, the counseling office is a safe place to report this behavior. Your concerns will

be kept confidential.

In an effort to strengthen North Carolina's safe school efforts, the Governor and the State Bureau of Investigation Director have announced a toll-free phone number that students and parent/guardian(s) can use to report information regarding threats to North Carolina schools. Anyone with information about such threats is asked to call the SBI Operations Center at 1.800.334.3000 or Crimestoppers at 1.888.960.9600 or Scholastic Crime Stoppers at 919.960.CRIM.

Emergency Preparedness

Fire drills and other emergency drills (e.g. tornado and lockdown drills) are a required part of the school routine. Everyone is to follow the appropriate evacuation procedure and return to class in a quiet, orderly manner. When an alarm sounds, leave by the evacuation route posted in your classroom. In the case of a bomb threat, students are expected to follow the same evacuation procedures as a fire drill. If a student wishes to leave after a drill or emergency situation, and we have returned to normal operations, the normal check out procedures must be followed. Students failing to follow these procedures will receive consequences for truancy/cutting class. Our campus is closed during all drills and emergency situations, except to emergency personnel. No one will be allowed on or off campus during these times.

DRIVING

Driving & Parking Rules

Students wishing to drive and park at school need to apply for, and receive, a parking pass from the Assistant Director of Student Services. Parking passes are \$30.00 per student-driver. Students will park in a lot on Mulberry Lane located above the Saxapahaw Museum. Student parking is based upon availability and will be extended to students who do not abuse the privilege. **Cars on campus and/or located in this lot are subject to search by school officials and/or law enforcement units.** Parking is a privilege for which students will remain eligible as long as they abide by the rules and regulations outlined below:

1. Students may only park in the lot on Mulberry Lane. If your car is parked in any other parking spot/lot, you will be notified and asked to move with potential fines or the risk of towing. Our Village businesses are great supporters of The Hawbridge School. Please respect and honor them by not occupying their parking spaces. Failure to do so may result in your car being towed at your expense.
2. Parking permits must be displayed hanging from the inside rear-view mirror, with the number facing outside of the vehicle. Student vehicles that do not have a

visible parking permit during the school day may be fined, booted, towed at the owner's expense and/or have the permit privileges revoked.

3. You must have a valid driver's license in order to receive a parking pass. If you lose your license due to your grades or unsafe driving, your pass will be revoked.
4. Students may not possess drugs, alcohol, tobacco products or weapons in their vehicles at any time while the vehicle is in the designated parking areas. Students who drive a vehicle onto and/or park on this lot are responsible for all items found in their vehicle. This is a public parking lot—lock your doors!
5. Only one permit will be issued per student. Students may register up to two of their family vehicles. If you begin driving a vehicle that is not on our record, we request that you update this. The permit may only be moved from one registered family vehicle to another. Students may not share parking permits with other students.
6. Drive slowly and with caution in the parking lot. Wear your seatbelt and follow all NC driving guidelines.
7. You may not go back to your vehicle during the school day without approval from the Office Manager or school administration, so make sure you do not leave any books, lunch, homework, etc. in your car. Make sure your windows are rolled up so that you don't have to leave the school in the event of rain.
8. Give yourself some extra time in the morning to park safely and enter your first class period on time. Obey pedestrian traffic rules when crossing the road. Be cautious.
9. Unsafe driving (e.g., speeding, driving recklessly, tire squealing, leaving lanes, driving over the embankment) will result in a revocation of the parking privileges.
10. Students who have permission to drive may not pick up other students in any area other than the student parking lot and may not leave campus with other students until dismissal.
11. Mechanical problems with vehicles that result in tardiness or absence are not excused absences.

Violations of the driving rules and regulations may include but is not be limited to the following consequences:

- ❖ 1st Offense: Suspension of driving and parking privileges for a minimum of 30 school days.
 - ❖ 2nd Offense: Suspension of driving and parking privileges for a minimum of 60 school days.
 - ❖ 3rd Offense: Revocation of driving and parking privileges for the rest of the school year.
- **The Hawbridge School administration reserves the right to revoke driving and parking privileges at any time, regardless of offense type or frequency.**

Driver's Education

Hawbridge students may take Driver's Education through the Driver's Education Program at their home-based school or if enough interest is expressed, the course can be taught during Bridge on Monday, Wednesday, and Fridays for first semester. For the latter option, attendance is mandatory for all Driver's Education classes

A student will need a Driving Eligibility Certificate in order to receive a North Carolina Driver's permit or license until he or she reaches the age of 18. The Division of Motor Vehicles will not issue a permit without one.

A student who wishes to get or keep a permit or license to drive prior to his or her 18th birthday must be enrolled in school, must pass 70% of the courses he or she is taking, and must not be given a suspension nor placement in an alternative education setting for longer than 10 days for possession/sale of alcohol or controlled substances on school property, bringing/possessing/using a weapon on school property, nor assault of any school personnel. Students who do not meet these criteria will be reported to the DMV and will have their licenses or permits revoked.

You can obtain a Driving Eligibility Certificate in the main office or from the School Counselor. Parents must come to the school office to sign the completed certificate. The certificate is valid for 30 days from the date of issuance. Students must also show written proof of North Carolina residency in order to obtain an original driver's license, permit, or identification card. This policy is for first time issuance only. This is in addition to the requirement of two forms of identification, unless one of the required ID documents has the applicant's residential address on it. Acceptable documents of proof of residence are school records signed by a school official (e.g. report card), valid passport, military orders, immigration and naturalization service (INS) documents, library card, North Carolina voter registration card, computer generated check stub or computer generated tax record.

A student who is under the age of 18 and drops out of school or is suspended for the year will lose his or her driver's license or permit.

EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities (e.g., athletics, Hawbridge Outdoors, and school dances), students must be in good standing. Students who have received a suspension or detention for their behavior may be excluded at the discretion of the Executive Director or his/her designee.

Please note that all policies regarding student conduct and student discipline are in effect at school-sponsored activities both on and off campus.

Athletics

In order for a student to participate in athletics, the following forms must be completed and turned in prior to tryouts:

- Physical examination form (completed by medical personnel; these forms are valid for one year from the date of the medical visit)
- Concussion form signed, in accordance with the Gfeller-Waller Concussion Act. These forms must be completed for each sport a students participate in.
- Each athlete is required to pay a \$50 athletic fee per sport. The family maximum is \$150 per school year.

Hawbridge Student-Athlete Eligibility:

Student-athletes may carry 1 course grade below a C (70%) during the sports season and remain fully eligible to participate in team activities, including practices and games. Student's grades will be reviewed weekly during the season by the Assistant Director for Student Services. Any student that has 2 course grades below a C will become ineligible for 1 week. During that time, the student is expected to work with his/her teacher to increase the grade prior to the Assistant Director's next review of grades.

Clubs

All clubs take place during Bridge or after school. A faculty member must serve as advisor for every such group. Students interested in joining, forming, or learning about a club should talk to a faculty member about being a sponsor. An administrator must approve newly created clubs. Students commit to clubs for the duration of the school year, unless provided an exemption by The Hawbridge School administration.

Fundraising Policy

If your club or organization wishes to sell any products, you must have the permission of the Executive Director.

Signs & Posters

Posting signs around the campus is an appropriate and effective way to let students know about events that are happening around school but should be confined to bulletin boards and must be approved by the Assistant Director of Curriculum and Instruction. Please do not use tape on the walls. Please respect the materials on display in the

school and on bulletin boards.

Hawbridge Outdoors

Students may participate in Hawbridge Outdoors trips with written permission from their parent/guardian(s). Some Hawbridge Outdoors trips may require a fee and/or certain equipment. Students participating in Hawbridge Outdoors must abide by all school rules and policies. Parents/guardians wishing to chaperone a Hawbridge Outdoors trip must be cleared through our Secure Volunteer background check, and drivers must provide proof of insurance. Please direct questions about Hawbridge Outdoors to Martin Jacaruso (mjacaruso@hawbridgeschool.org).

School Dances

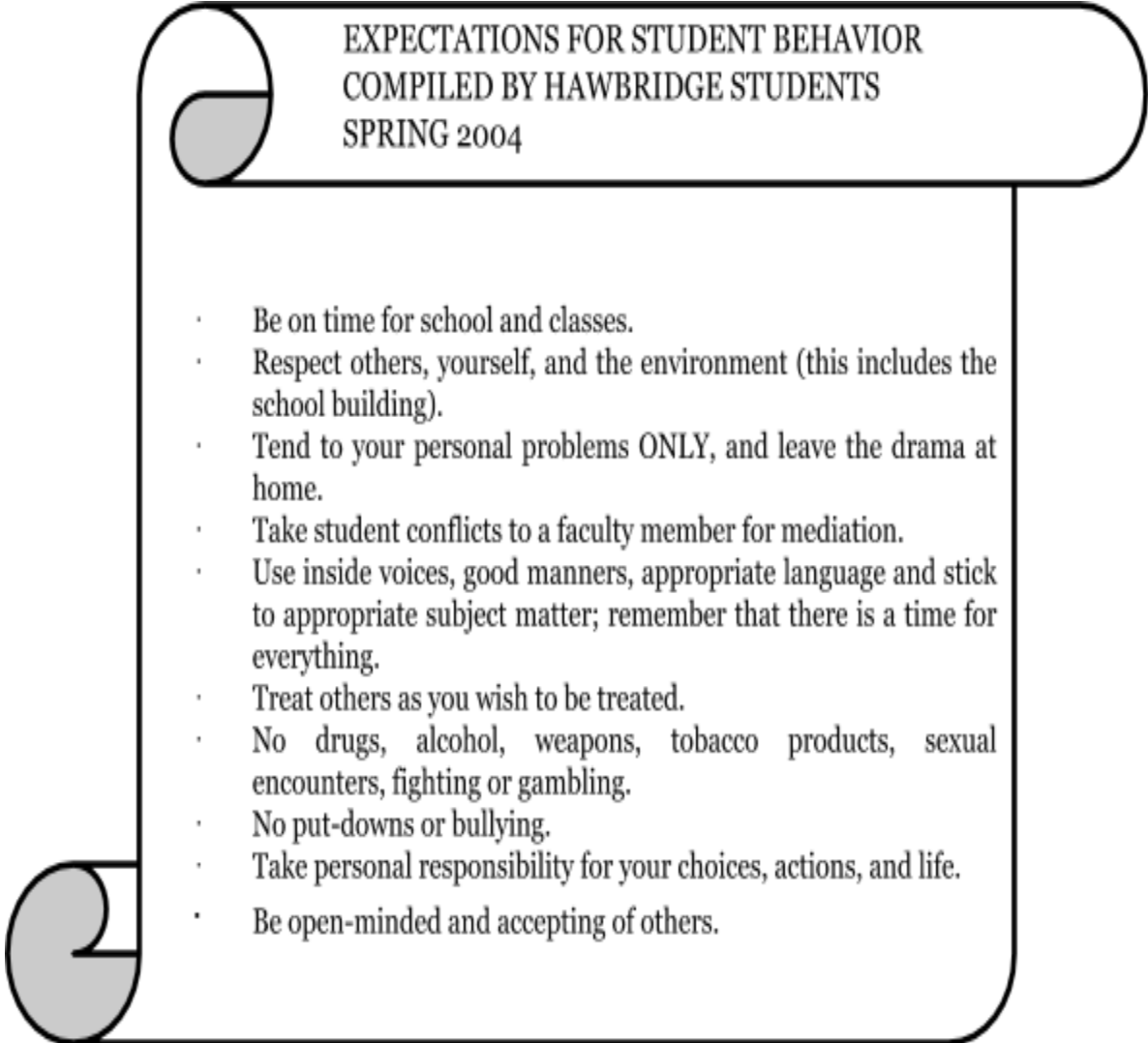
Student committees wishing to organize school dances may do so only with permission of the Executive Director. Provided there are adequate chaperones, the school may host several dances per year for middle school students and separately for high school students.

Students may not bring guests from outside Hawbridge to school dances. The only exception to this rule is the High School Prom. Students wishing to bring a guest from outside Hawbridge to the Prom must obtain a form from the School Counselor and submit it by the given deadline.

Only middle school students (6th-8th grade) may attend middle school dances. Only high school students (9th-12th grade) may attend high school dances, including the High School Prom.

STUDENT BEHAVIOR

Please note that the policies stated in the following pages do not cover every possible action or situation and disciplinary decisions remain at the discretion of the Executive Director in consultation with the faculty of The Hawbridge School.



EXPECTATIONS FOR STUDENT BEHAVIOR COMPILED BY HAWBRIDGE STUDENTS SPRING 2004

- Be on time for school and classes.
- Respect others, yourself, and the environment (this includes the school building).
- Tend to your personal problems ONLY, and leave the drama at home.
- Take student conflicts to a faculty member for mediation.
- Use inside voices, good manners, appropriate language and stick to appropriate subject matter; remember that there is a time for everything.
- Treat others as you wish to be treated.
- No drugs, alcohol, weapons, tobacco products, sexual encounters, fighting or gambling.
- No put-downs or bullying.
- Take personal responsibility for your choices, actions, and life.
- Be open-minded and accepting of others.

Admission and continued enrollment at Hawbridge are privileges based upon acceptable conduct and The Partnership Agreement. Being part of the Hawbridge Community requires an ongoing commitment to respecting your teachers, your fellow students, and yourself.

All adults associated with the school are responsible for student behavior. Students are expected to comply with requests by any faculty member, including substitute personnel and chaperones for various events.

Campus Boundaries

Once students enter the school campus, they may not leave (without expressed written permission). The Hawbridge School is set in the community and must respect the community's boundaries. Students should remain within the recreation area in front of the school building where the picnic tables and basketball goal are and should not be in front of the brick and iron fence or the mill building, or go past the garden behind the school. **The General Store is off limits during the school day for students in grades 4-10.** Leaving campus without permission during school hours is strictly prohibited. **Please be advised that Hawbridge is not responsible for students until they enter campus, or after they leave campus.**

Outdoor Classroom Guidelines

1. Outdoor classrooms are classrooms. All in-class rules still apply.
2. You must stay within the teacher's direct line of sight at all times.
3. Bring all approved medical equipment (e.g. inhalers, EpiPens) with you outside.
4. Be prepared for the weather – bring proper shoes/rain gear if appropriate.

Bridge

Bridge is an essential and mandatory part of the academic day at Hawbridge. Attendance will be taken during Bridge each day. Students must go directly to their assigned Bridge teacher at the end of 6th period. Students who need additional help from a different teacher must present a signed slip from that teacher to their Bridge teacher. Bridge is designed for tutoring, homework, group work, AP and Honors instruction, and select clubs. Socializing is not permitted.

Bullying & Cyberbullying Policy

The Hawbridge School is committed to providing an environment that is conducive to learning, free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic or emotional and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs directly or indirectly, by personal or electronic communication or action.

Any behavior that affects a student while in school – including cyberbullying that occurs while involved students are at home, or in-person bullying that occurs off campus – becomes the school's concern.

Harassment is an unwelcome offensive verbal, nonverbal or physical conduct that is

sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

Harassment is prohibited at all levels: between students, between employees and students, between co-workers, between supervisors and subordinates, between non-employees and employees and/or students, and between any other Hawbridge School representatives or members of The Hawbridge School community while at The Hawbridge School or involved in Hawbridge School activities.

In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in the enforcement of this policy.

All staff members are required to report instances or reasonable suspicions of harassment and bullying to an administrator or the School Counselor and to aid in investigations under, and the enforcement of, this policy. Any report of alleged harassment or bullying shall be taken seriously and responded to fully and promptly by appropriate Hawbridge School staff. Students are urged to also report and assist in carrying out this policy.

Students who are found to have engaged in any of the above-referenced prohibited activities are subject to the school's discipline policies, including suspension or expulsion.

Classroom Expectations

Please note that these are in addition to those expectations posted by individual teachers:

1. Come prepared to work with necessary materials (books, pencils, etc.).
2. Discuss appropriate topics with appropriate language.
3. Focus on learning:
 - a. Arrive on time.
 - b. Pay attention (no sleeping).
 - c. Care for your environment (no vandalism, including writing on desks, posts, walls, floors, furniture, etc.). Clean up after yourself. Recycle.
 - d. Cooperate with the learning process (no disruptions).
 - e. Breaks between classes are for restroom use and getting water.
4. Practice honesty -- the kind your grandparent/guardians would be proud of.
5. **Cell phones must be turned off and stored throughout the school day. (Lunch time is an exception.) The Acceptable Use Policy applies to all electronic equipment used during school time.**
6. Unauthorized video or audio recording or photography is prohibited. Students

who receive permission to record audio or video or to take pictures in class may only use these materials for academic purposes and may not upload them to any internet or social media site.

7. Food, gum, and drinks are permitted during class time only with the teacher's permission.
8. Students must be supervised at all times and must remain on campus during the school day, i.e., within the bounds of the brick and iron fence separating the school from the parking lot, the oak tree within the circle, and the bottom of the steps beside the garden (notwithstanding open campus procedures described previously in this handbook).
9. For the purposes of tobacco use, substance abuse, and sexual activity, the Hawbridge campus includes the entire Village of Saxapahaw. Tobacco products, including e-cigarettes, will be confiscated and disposed of.
10. These restrictions apply when students are on field trips or off campus for other school-related activities.

Displays of Affection

Respect yourselves and each other. Public displays of affection are inappropriate for school. Teachers and school administration may prevent such display at anytime at their discretion.

Dress Code

You are a student; that is your profession. You should dress professionally. The faculty and administrators reserve the right to determine whether a student's clothing and accessories are appropriate for school. If deemed inappropriate, the student will be asked to contact someone to bring appropriate clothing, will be sent home to change, or will be given one of the school's t-shirts to cover the inappropriate clothing.

The following clothing does not meet Hawbridge community standards:

- Articles that include language or images which are profane, sexually suggestive, drug- or tobacco-oriented, and/or suggest or support violence
- Articles that demean any race, religion, gender, national origin, sexual orientation, physical disability, or intellectual ability
- Clothing that exposes bare midriffs
- Clothing that exposes underwear and/or buttocks
- Extremely tight, revealing, and/or low-cut clothing

Closed-toed shoes must be worn in science labs, in outdoor classrooms and on field trips.

Electronic Equipment

Cell phones and all other electronic equipment must be turned off and out of sight during the instructional portions of the school day, including during class changes. The school will not be responsible for lost equipment, nor will the school assist in the recovery of stolen equipment.

Students who wish to use their cell phones must do so only during lunch, before or after school, or with permission from a teacher. Non-compliance will result in confiscation and may result in disciplinary action. The student's parent/guardian may be required to come to the school to obtain the cell phone or other electronic equipment if it has been confiscated. Confiscated electronic devices will be turned in to the Assistant Director.

Language

Students should demonstrate good choices and judgment in behavior and interaction with others. Good choices about language are essential to showing respect and concern for each other everywhere on campus and at all school-sponsored events. Profanity, obscenity, and derogatory language will not be tolerated. Students are expected to express themselves in a civil, considerate manner.

Respect for the Environment

What the building and the grounds look like is up to us. All students are expected to respect school property and the property of others. Students are expected to keep the school free of graffiti, maintain a clean environment, and ensure that things do not get broken. Failure to keep areas clean may result in disciplinary consequences, including the loss of privileges. As a community, we can make sure that our environment is safe, attractive, and welcoming.

Smoking

North Carolina General Statute § 115C-407 prohibits the use of all tobacco products, including e-cigarettes and vapes, on school campuses or at any school-related activities by all persons, regardless of age or relationship to the school. This includes tobacco use by parent/guardian(s), faculty, and visitors, as well as students. For purposes of tobacco use, the Hawbridge campus includes the entire Village of Saxapahaw since student co- and extra-curricular activities take place throughout the town.

DISCIPLINE

Excellent conduct is an expectation for everyone in the Hawbridge community and includes conduct both on campus and off campus (including field trips) when representing the school or participating in a school-sponsored activity. **Specifically, we expect students to follow these four major behavioral guidelines:**

- 1) Be an ACTIVE LEARNER
 - a. Complete all homework assignments on time
 - b. Follow your classroom rules
 - c. Respect the learning environment of other students
 - d. Arrive to class on time and prepared to learn
- 2) Be KIND
 - a. Speak to people in a way you would want them to speak to you
 - b. Get to know other people's "funny boundaries" before making jokes
 - c. Speak about groups of people in a way that ensures that everyone would be welcome
- 3) Be RESPECTFUL of yourself, your teachers and your school community
 - a. Clean up after yourself
 - b. Respect shared spaces and keep them clean
 - c. Use classroom materials appropriately and for academic purposes only
 - d. Use school electronic equipment appropriately
 - e. Respect the property of others
- 4) Be SAFE at all times
 - a. Follow the guidelines for Outdoor Classrooms
 - b. Stay with the teacher you are assigned to
 - c. Keep all body parts to yourself
 - d. Engage in safe behavior both indoors and outdoors

In the event that a student makes decisions that result in disciplinary consequences, a variety of measures may be used to help resolve unfortunate actions.

Serious, egregious, or repeated violations will result in more severe consequences.

The police will be called and students will be charged **WHENEVER** there is a serious violation of North Carolina law.

Detention

A teacher or an administrator may assign detention. Lunch detention is held during lunch in the respective teacher's classroom or other designated area. When a student receives detention, he/she will serve detention the following school day at lunch. Teachers will complete an online form documenting the incident and contact the parent/guardian that the child received detention. Failure to serve detention will result in a second detention or referral to the Assistant Director of Student Services. After-school detention will be held at 3:35 p.m., as needed. After-school detention will be located in the Assistant Director's office or his/her designated classroom. Repeated missed detentions may result in out of school suspension.

Three behavioral detentions assigned in any quarter will result in a parent/guardian conference. Students who violate the four major behavioral expectations will receive detention. Some examples of how that may happen are (including, but not limited to):

Students who are not being ACTIVE LEARNERS may receive detention for...

- Unexcused lateness to class
- Sleeping in class
- Failing to follow classroom rules or the instructions of a teacher
- Mild classroom misconduct
- Skipping class

Students who are not being KIND may receive detention for...

- Name-calling
- Gossiping
- Using language that suggests that some people are less welcome or less valued than others
- Excluding other students in a mean-spirited fashion

Students who are not being RESPECTFUL of themselves, their teachers, and/or their school community may receive detention for...

- Misuse of electronic devices
- Public displays of affection
- Violation of dress code
- Failure to clean eating area
- Littering

Students who are not being SAFE may receive detention for:

- Being in an unauthorized area of campus

- Mild misconduct in vehicles used for school-sponsored activities (e.g. on buses during field trips)
- Breaking Outdoor Classroom rules
- Horse-playing (throwing food, snowball throwing, etc.)

Homework Support

Students who fail to turn in homework in any class will report for Homework Support at lunch every day until they are back up to date on all homework. Students who fail to turn in homework will begin attending Homework Support the day after the assignment was due. Students should bring their work (including all materials needed to complete the work, such as laptops and/or textbooks) to the Homework Support room (locations rotates) and must work quietly on it through lunch. Remember that school laptops may only be used after students are finished eating. Students who do not bring work to Homework Support must sit quietly while eating and return the following day.

Suspension

When a student is suspended from school, he or she may not be on school grounds or participate in any school-sponsored activity for the duration of the suspension.

Any suspension from school requires a re-entry conference with the student, his/her parent/guardian, and the Assistant Director for Student Services and/or the Executive Director. A behavior contract may be developed and signed by the student and his/her parent/guardian at the reentry conference.

It is the student's responsibility to contact his or her teachers in order to keep up with work missed during the suspension and take any missed tests or exams. Students may lose credit for work they miss while suspended.

Exceptional Children cases will be handled in accordance with all State and Federal guidelines.

Short Term Suspension (1 day to 10 days)

Hawbridge does not take the suspension of students lightly. Short-term suspension is a serious consequence resulting from one or more of the following:

- Student repeatedly violates one or more of the four major behavioral expectations, after more than one attempt to remedy the behavioral issue
- Forgery or other forms academic dishonesty including plagiarism
- Inappropriate use of electronic equipment
- Repeated use of profanity
- Gambling
- Inappropriate literature

- Fighting (1st Offense will be a 5-10 day suspension)
- Leaving campus without permission (1st Offense)
- Profanity toward any school personnel or in class
- Destroying school property/vandalism (may result in restitution, legal consequences, or other consequences as deemed appropriate)
- Smoking or the use of a tobacco product on campus (1st Offense)
- Extortion, intimidation, bullying, cyberbullying, harassment, or sexual harassment
- Hazing
- Stealing or possession of stolen property (book bags, books, clothing, lunch, etc.)
- Failure to serve school detentions
- Cutting school
- Accessing inappropriate internet sites
- Roughhousing or other behavior that could cause harm or injury (fighting, play fighting, shoving, arguing) (1st Offense)
- Vandalism
- Insubordination
- Disrespect
- Lewd, inappropriate, or lascivious behavior
- Threatening a student or school employee (1st Offense)
- Other behaviors at the discretion of the Executive Director or his/her designee

Long Term Suspension (11 days to 365 days)

The police will be called and students will be charged WHENEVER there is a serious violation of North Carolina law. Consistent defiance or repeated offenses will result in escalating consequences.

The following behaviors may result in a long-term suspension:

- Possession of a weapon or potentially dangerous materials (automatic 365-day suspension or expulsion and reported to legal authorities)
- Fighting (reported to legal authorities)
- Assault on a student or a staff member with a weapon or an object that can be considered a weapon (automatic 365-day expulsion and reported to legal authorities)
- Bomb threat or terroristic threat (automatic 365-day expulsion and reported to legal authorities)
- Assault or attempted assault on a staff member or student (automatic 365-day suspension or expulsion and reported to legal authorities)
- Extortion, intimidation, bullying, cyberbullying, harassment, or sexual harassment
- Pulling a false fire alarm (will be reported to legal authorities)
- Insubordination
- Inappropriate use of computers, accessing another's files, hacking, or damaging equipment (will be reported to legal authorities)
- Hazing

- Accumulation of short-term suspensions or repeated behaviors that result in short-term suspensions
- Other behaviors at the discretion of the Executive Director or his/her designee

Substance Use

If the suspension is related to substance abuse, the student will be referred to a counselor and the following policy will be in effect:

NARCOTICS, ALCOHOL, CONTROLLED SUBSTANCES, CHEMICALS AND DRUG PARAPHERNALIA

No student shall possess, use, distribute, sell, possess with the intent to sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotics drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating, liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemical or products known to bring about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

If a student is found in violation of this policy, the following consequences will be issued. These consequences are non-negotiable.

1st Offense

- The student will attend the Duke Adolescent Outpatient Substance Use Treatment Program or a NC-certified substance abuse program and will comply with all recommendations. He/She will provide all appropriate documentation of completion of an assessment and compliance with treatment recommendations at school re-entry conference.
- The student may also receive a suspension of **up to 10 days**.
- If the student (or his/her parent/guardian) **refuses** to seek an assessment and/or recommended treatment, he/she will be expelled for **365 days**.

2nd Offense

- The student will enroll again in the Duke Adolescent Outpatient Substance Use Treatment Program or a NC-certified substance abuse program and comply with all recommendations and provide documentation at school re-entry conference.
- The student will also receive a **long-term suspension (10+ days)**.
- If the student (or his/her parent/guardian) **refuses** to seek an assessment and/or recommended treatment, he/she will be expelled for 365 days.

3rd Offense

- **365 day Expulsion**

The Hawbridge School will not be financially responsible for the cost of any

assessment or treatment.

Appeals

Students wishing to appeal a Hawbridge academic intervention or serious discipline decision should follow the Grievance Procedure outlined previously in this manual.

Expulsion & Exclusion

Students will be considered for expulsion from the school on the basis of infringement of state laws, the school's Partnership Agreement, and other school policies. The Executive Director will make the final decision. Efforts will be made to support the student in abiding by school policies. Students who have been expelled or suspended from other schools will not be considered for admission to The Hawbridge School until the term of their expulsion or suspension is over, as per the terms of G.S. 115C-391. Similarly, students expelled or suspended from Hawbridge are ineligible to be a student at any public school in North Carolina for the duration of the disciplinary action.

ACADEMICS

Grading Scale

Grade	Grading Scale	Quality Points	Description
A	90 - 100	4.0	A
B	80 - 89	3.0	B
C	70 - 79	2.0	C
D	60 - 69	1.0	D
F	≤59	0.0	F
WP	0	0.0	Withdrawn Passing
FF	0	0.0	Failure due to Attendance
WF	0	0.0	Withdrawn Failing
AUD	0	0.0	Audit
P	0	0.0	Pass
INC	0	0.0	Incomplete

Grade Point Average (GPA)

Grade Point Average (GPA) is calculated annually at the end of each school year. Both weighted and unweighted GPAs are displayed on transcripts.

Weighting of GPAs is determined as follows:

For students starting high school before the 2015-2016 school year:

- Honors courses receive one (1) additional quality point (e.g. an “A” would receive 5.0 quality points in an Honors class).
- Courses taken through Career & College Promise receive one (1) additional quality point.
- Advanced Placement (AP) classes receive two (2) additional quality points.

For students starting high school in 2015-2016 and after:

- Honors courses receive one-half (.5) additional quality point (e.g., an “A” would receive 4.5 quality points in an Honors class).
- Courses taken through Career & College Promise receive one (1) additional quality point (e.g., an “A” would receive 5.0 quality points in a community college course).
- Advanced Placement (AP) classes receive one (1) additional quality point (e.g., an “A” would receive 5.0 quality points in an Advanced Placement course).

Middle school students who take high school level classes do not receive weighted grades for those classes.

Class Rank

High school students are ranked annually. Class rank is based on weighted GPA. Class rank appears on transcripts. Middle school students are not ranked.

Beginning with the 2016-2017 school year, students will have the opportunity to graduate “with honors.” Selection of honor graduates will occur at the end of the first semester of the senior year and shall be computed on the basis of all subjects taken for credit in grades 9, 10, 11, and the first semester of grade 12, and any courses taken prior to grade 9 for which the students earned graduation credit. The following chart represents the classifications for graduating with honors:

4.25 and higher During high school; must take a minimum of 2 AP	Summa Cum Laude (With Highest Honor), Gold stole
--	--

or dual-credit courses <u>and</u> four Honors courses	
4.00-4.24 During high school; must take a minimum of four Honors courses	Magna Cum Laude (With Great Honor), Forest Green stole
3.80-3.99	Cum Laude (with Honor), White stole

Promotion and Retention Policies

Middle School

Middle school students who are struggling academically may be considered for retention. A variety of factors will be considered when making such a decision, including but not limited to:

- Number of classes the student has passed versus failed;
- The presence of external social/emotional factors;
- The presence of an IEP or 504 plan;
- Standardized testing results (both achievement and ability);
- The student's chronological age;
- Input from the student's parent/guardian(s);
- Input from the student's teachers;
- Potential for success in courses at the next level; and
- Short- and long-term impact of the decision on the student.

High School

- To be promoted from 9th grade to 10th grade, you must pass English I or English I Honors and earn at least 5 credits.
- To be promoted from 10th grade to 11th grade, you must pass English II or English II Honors and earn at least 10 credits.
- To be promoted from 11th grade to 12th grade, you must pass English III, English III Honors, or AP English Language & Composition and earn at least 15 credits.

Graduation Requirements

The state of North Carolina requires 22 credits for graduation. The breakdown of those credits is as follows:

English – 4 Credits

- 1 CREDIT English I* (9th grade English)
- 1 CREDIT English II* (10th grade English)
- 1 CREDIT English III* (11th grade English) OR 1 CREDIT AP English Language & Composition
- 1 CREDIT English IV (12th grade English) OR 1 CREDIT AP English Literature & Composition

Social Studies - 4 Credits

- 1 CREDIT World History*
- 1 CREDIT Civics & Economics*
- 1 CREDIT American History I*
- 1 CREDIT American History II

OR

- 1 CREDIT AP United States History
- 1 CREDIT Psychology^ (or other Social Studies elective)

Science – 3 Credits

- 1 CREDIT Biology
- 1 CREDIT Physical Science (fulfilled by Physical Science, Chemistry^, Physics^, or AP Physics)
- 1 CREDIT Earth/Environmental Science OR AP Environmental Science

Math – 4 Credits

NOTE: Math pathways differ based on post-secondary plans. See your School Counselor for more information about 2-year college pathways. Students who want to go to a 4-year college **right after high school** should follow this pathway:

- 1 CREDIT NC Math I
- 1 CREDIT NC Math II
- 1 CREDIT NC Math III
- 1 CREDIT NC Math IV or Pre-Calculus^

Physical Education/Health – 1 Credit

Electives (based on availability) – 4 Credits

Students may choose from various Elective courses including:

- Band I, II, III^, IV^
- Outdoor Leadership
- Psychology^ (if not using to fulfill Social Studies requirement)

- Theatre Arts I, II, III[^], IV[^]
- Visual Arts I, II, III[^], IV[^]
- Extra courses in any of the core disciplines (History, Science, Math, English)

World Language

Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.

SUMMARY

Students will need 22 credits to graduate from high school:

- 4 English Credits
- 4 Social Studies Credits
- 3 Science Credits
- 4 Math Credits
- 1 Physical Education Credit
- 6 Elective Credits (may include a World Language)

TOTAL = 22 Credits

* Denotes a class that can be taken at the Honors level

[^] Denotes a class that is only available at the Honors level.

Course Selection

Students meet with the School Counselor each spring term to choose courses for the upcoming school year. Students must have their selections approved by their current teachers, a parent/guardian, and the School Counselor. If courses receive too few requests, they may not be offered. If a course receives a high number of requests, students may receive priority for enrollment depending on class year, necessity of the course for graduation, and other factors as determined by the School Counselor. While we make every effort to give students the classes they select, this is not always feasible and they may be asked to choose some alternate classes.

Honors

Honors classes are most frequently taught within the standard-level classroom. Teachers choose to deliver the Honors curriculum in various ways, including but not limited to hosting seminars during Bridge for Honors students, lengthening assignments, and giving additional assignments. Teachers will describe what the Honors curriculum will entail in all eligible classes by the end of the first week of school. Students who would like to take an Honors class should speak with their classroom teacher, who will inform the School Counselor.

Classes eligible to be taken at the Honors level are listed under the Graduation Requirements section. Honors courses are weighted as described in the GPA section.

Advanced Placement

Advanced Placement courses are taught at the college-level but are designed for 11th and 12th grade students. All of our AP instructors have been specially trained to teach their Advanced Placement courses and must undergo a rigorous syllabus review process through the College Board.

Hawbridge may offer the following Advanced Placement classes:

- AP Calculus AB
- AP English Literature & Composition
- AP Environmental Science
- AP Physics 1: Algebra-Based
- AP United States History

11th and 12th grade students wishing to take other AP classes may do so through the North Carolina Virtual Public School. Details about NCVPS can be found through the School Counselor.

Any student who enrolls in any Advanced Placement course (at Hawbridge or online through NCVPS or any other online provider) **MUST** take the Advanced Placement Exam in May. Successful completion of AP Exams may earn students college credit.

Advanced Placement courses are weighted as described in the GPA section of this manual.

Scheduling Changes

All scheduling changes, including the addition of an Honors course, must be complete by **the third Friday of the school year**. Changes to the schedule will be considered on a case-by-case basis, and may require approval from a teacher. Please see the School Counselor for scheduling changes.

Honor Roll

At the close of each quarter, students who maintain a B or better in all classes earn a place on the A/B Honor Roll. Students who maintain an A or better in all classes earn a place on the A Honor Roll. Students' names are posted in the Commons to celebrate this achievement.

National Honor Society

Each spring, Hawbridge inducts new students into its NHS Chapter. Juniors who have a 3.50 cumulative GPA at the end of the first semester, and seniors who have a 3.25 cumulative GPA at the end of the first semester, may be invited to apply. Please contact

the National Honor Society advisor, Jennifer Shelton (jshelton@hawbridgeschool.org), for more information.

Textbooks

Students who are loaned a textbook from the school must maintain the condition of the textbook. If a textbook loaned to a student is damaged, lost, or stolen, it is the student's responsibility to replace the textbook as soon as possible.

PowerSchool

Students and parent/guardian(s) have access to the Hawbridge PowerSchool Portal at the following web address: **hawbridge.powerschool.com/public**.

Students and parent/guardian(s) should check PowerSchool regularly. Teachers use it to update attendance records and grades. Teachers have two weeks to post grades to PowerSchool (e.g., if your student hands in an assignment due on a Monday, he/she can expect to see a grade for that assignment posted to PowerSchool two weeks from that Monday). Please direct questions to the School Counselor.

Test Policy

In the event a student has three or more major tests or major projects due on the same day, the student may request to postpone the last-assigned test or assignment. It is the student's responsibility to request permission for the change in test or due date. This permission must be obtained from the teacher who last assigned a test or assignment at least 48 hours prior to the original test or assignment due date.

Reporting on Student Progress

Progress Reports

Since students and parent/guardian(s) can check student progress at any time via PowerSchool, Hawbridge does not send home progress reports. However, midway through each quarter, teachers will send home a letter if your student is failing their respective classes.

Report Cards

Report cards are sent home quarterly. Please see the school calendar and/or website for dates on report cards and conferences.

North Carolina Virtual Public School

www.ncvps.org

1. NCVPS courses are limited to students in grades 9-12.
2. Students may take electives not offered at the Hawbridge School. Students will not take their core classes through NCVPS unless:
 - a. They plan to graduate early.
 - b. They need the credits due to a transfer.
 - c. The face-to-face course doesn't fit their schedule.
3. Students may only use NCVPS for acceleration over the summer and families must pay the cost. Hawbridge will offset the cost for families in need of financial assistance.
 - a. Exception: Students may not take EOC classes through NCVPS at any time.
4. Students cannot enroll in an online world language unless:
 - a. The face-to-face course doesn't fit their schedule.
 - b. They wish to continue study of Mandarin Chinese or Spanish beyond what we offer in the classroom.
 - c. They are transfer students who started another language elsewhere.
5. NCVPS Advanced Placement courses are limited to students in grades 11-12.

Online classes will appear on students' schedules and transcripts. Students will be assigned to a room where they may use their own computer or other electronic device or may sign out a school computer to access their course. Students may obtain their login information from the School Counselor.

NCVPS courses are free for families during the traditional academic year, but the school is required to pay an enrollment fee per class/per student. We ask that students who intend to drop a course through NCVPS do so by the NCVPS drop deadline for that term. Questions about NCVPS can be directed to the School Counselor.

Dual Enrollment

Juniors or Seniors who maintain a 2.5 GPA and are enrolled in at least three classes at Hawbridge are eligible to dual enroll through Career and College Promise (CCP) at one of the NC Community Colleges. There are CCP classes offered both online and in person. Students who will need to leave campus for their CCP classes should refer to the Early Dismissal Policy. Students who wish to participate in the CCP program should

speak with the School Counselor. Career and College Promise classes appear on a student's schedule and transcript and are weighted as outlined in the GPA section of this manual.

Hawbridge students may dual enroll through the North Carolina School of Science and Math. Students interested in this option should contact NCSSM directly. NCSSM classes appear on a student's schedule and transcript.

Standardized Testing

ACT

The ACT® contains multiple-choice tests in four areas: English, mathematics, reading and science. The writing portion of the ACT is also required for North Carolina 11th graders. The ACT is a college entrance exam.

All North Carolina 11th graders take the ACT exam in late February or early March. This administration of the exam is free for students and families. Students wishing to retake the ACT exam should sign up at www.actstudent.org.

PreACT

The PreACT simulates the ACT testing experience within a shorter test window on all four ACT test subjects: English, math, reading and science. Results predict future success on the ACT test, and provide both current achievement and projected future ACT test scores on the familiar 1-36 ACT score scale.

All North Carolina 10th graders take the PreACT in the fall. This administration of the exam is free for students and families.

PSAT10/PSAT

All Hawbridge 10th grade students will be offered the opportunity to take the optional PSAT10 in February of each year. Eleventh grade students will be offered the opportunity to take the optional PSAT/NMSQT in October. There is a \$15.00 fee for each exam. The School Counselor will send home information regarding due dates for payment. If the \$15 fee presents a hardship for your family, please let the School Counselor know.

If there are students in other grades who wish to sit for the PSAT, those students should contact the School Counselor as soon as possible.

SAT

The SAT is an exam designed to assess students' academic readiness for college. There are Critical Reading, Mathematics, and Writing sections. The SAT is a college entrance exam.

Hawbridge is not a testing site for the SAT. Students wishing to take the SAT exam

should sign up at www.collegeboard.org/SAT.

EOG

Elementary and middle school students take End of Grade (EOG) exams during the final 10 instructional days each school year. 4th graders take Math and Reading; 5th graders take Math, Reading, and Science; 6th graders take Math and Reading; 7th graders take Math and Reading; and 8th graders take Math, Reading, and Science.

EOG Exams factor into students' grades as follows:

6th grade - EOGs count as 5% of your overall grade in English 6 and Math 6 (tested subjects). 6th graders taking higher-level math must take the Math 6 EOG, but their scores will not factor into their grades since they are not taking Math 6. 6th graders taking Math I will have their Math I EOCs count for the state-required 20% of their grades.

7th grade - EOGs count as 10% of your overall grade in English 7 and Math 7 (tested subjects). 7th graders taking higher-level math must take the Math 7 EOG but their scores will not factor into their grades since they are not taking Math 7. 7th graders taking Math I will have their Math I EOCs count for the state-required 20% of their grades.

8th grade - EOGs count as 15% of your overall grade in English 8, Science 8, and Math 8 (tested subjects). 8th graders taking Math I will have their Math I EOCs count for the state-required 20% of their grades.

How this is determined:

Level 5 = A = 100% (highest possible A)

Level 4 = B = 89% (highest possible B)

Level 3 = C = 79% (highest possible C)

Level 2 = D = 69% (highest possible D)

Level 1 = F = 59% (highest possible F)

EOC

Students take EOC Exams at the end of the following courses: Biology, English II, Math I, and Math III. EOC exams count as **20%** of the students' final grade in the course. This requirement is for all students enrolled in the EOC course, no matter what grade they are in. The state sends students' scores in numerical form to be included in final grades.

I hereby acknowledge that I have received, read, and agree to the contents of this Student/Parent Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please complete and return this page only to your 2nd period teacher by Friday, August 24, 2018. This serves as your acknowledgement of the contents within this handbook.

Appendices

Appendix A

[Early Release Permission](#)

Appendix B

[Late Arrival Permission](#)

Appendix C

[Parking Pass Application](#)

Appendix D

[Open Campus Permission Form](#)