



**Student & Parent Handbook  
2019-2020**

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## **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.

## **Peaceful Schools NC**

The Hawbridge School is committed to being a peaceful school. The mission of Peaceful Schools NC is to empower schools to create and sustain their own healthy learning environments. Working with teachers, administrators, staff, students, and parents, Peaceful Schools works to support a healthy school climate in which all students can thrive socially and academically; the effects of which will positively impact families, local communities, society, and the world. Please read more on their website: <https://www.peacefulschoolsnc.org>



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# 1. Athletics

## 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 (70%) will become ineligible for 1 week (the following week). During that time, the student is expected to work with his/her teachers to increase the grade prior to the Assistant Director's next review of grades.

In addition, for a student to participate in athletics, the following must be completed and/or 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 student participates in.
- \$50 required athletic fee *per sport*. The family maximum is \$150 per school year.

Students who are absent for more than half a school day (must arrive to school before 11:30 am or may not sign out before 11:30am) may not participate in athletic events that day.

## Sports Offered

Fall:

Cross Country, Co-Ed, Grades 6-12

Soccer, Co-Ed, Grades 6-12

Volleyball, Girls, Grades 6-12

Winter:

Basketball, Boys, Grades 6-8

Basketball, Co-Ed, Grades 9-12

Ultimate Frisbee, Co-Ed, Grades 6-12

# 2. 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.

All absences shall be identified as excused (written note received) or unexcused (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 dismissals or late arrivals 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 a 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)
- written note from parent/guardian (10 permitted per school year)

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 the 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

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) within a 9 week grading period will receive an office referral to the Assistant Director. At that time, the student will receive after school detention for 30 minutes with the Assistant Director. Then, after every additional two (2) tardies, the student will receive an additional 45 minute after school detention. This timeline will reset on the first day of each 9 week grading period. Excessive tardiness may result in loss of school privileges to include, but not limited to, the following: driving privileges on campus, attendance at athletic and extracurricular events, club participation, exam exemptions, lunch detention, and after school detention, and prom.

## Extended Absences

If you would like to pre-arrange an excused absence of 2 or more school days, you must complete an extended absence pre-approval form. These forms may be obtained from the Office Manager or found in the appendix of this handbook. Forms must be completed and turned in to the Executive Director at least 2 weeks before the date of the requested excused absence.

## Early Dismissal

With permission, 12<sup>th</sup> grade students in good standing, defined as **passing all courses, 2 or less in-school consequences for behavior referrals, and zero out of school suspensions**, 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 1<sup>st</sup> 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.

## Attendance and School Sponsored Events

Students who are absent for more than half a school day (must arrive to school before 11:30 am or may not sign out before 11:30am) may not participate in athletics, extra curricular activities such as prom, practices, rehearsals, or outdoors trips.

### 3. Bell Schedules

#### Regular School Day

| <b><u>Period</u></b> | <b><u>Start</u></b> | <b><u>End</u></b> |
|----------------------|---------------------|-------------------|
| 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

| <b><u>Period</u></b> | <b><u>Start</u></b> | <b><u>End</u></b> |
|----------------------|---------------------|-------------------|
| 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.         |

## 4. Student Code of Conduct

### Discipline and Code of Conduct Handbook

[The Hawbridge School's Discipline and Code of Conduct Handbook](#) serves as a disciplinary framework and support for all behavioral and discipline actions. All students are expected to be aware of and abide by the expectations set forth in the guide. The guide can be located on our website at [www.thehawbridgeschool.org](http://www.thehawbridgeschool.org)

Administrators reserve the right to adjust consequences based on repeat offenses. In addition, identified students with special needs may have different sanctions or actions based on their Individualized Education Plan (IEP) and/or based on special education or disability law.

### 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 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.

### Outdoor Classroom Procedures

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.

## 5. Communication

### Respectful Communication Procedures

Students and families who are experiencing challenges in a particular class are expected to:

- First, reach out to the individual teacher to discuss the concern. This meeting can occur in person, by phone or via email. If this communication does not bring resolution, proceed to the next step.
- The next step is for students and families to contact the Assistant Director for Student Services (behavior/discipline) or the Assistant Director of Curriculum and Instruction (instruction/grading), pending the type of concern.
- Lastly, the Executive Director may become involved if the prior two steps have been completed but without resolution.

Communication, whether by phone, email, or in person must remain professional and respectful in nature by all who are involved. The Hawbridge School holds faculty to a high degree of standards, and we expect our families to do the same. Threats, intimidation, yelling, the use of profanity and/or combative language and tone will not be tolerated.

### Modes of Communication

The Hawbridge School utilizes various modes of communication to keep our students, families, and community informed and up to date.

1. All faculty have an **email** address which may be found in the Faculty Directory of this handbook and on the school's website.
2. Teachers use **PowerSchool** for grading and attendance. Students and parent/guardian(s) have access to the Hawbridge PowerSchool Portal at the following web address: [hawbridge.powerschool.com/public](http://hawbridge.powerschool.com/public).
  - a. 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.
3. The Hawbridge School uses the **One Call Now Automated System** to send weekly calls and emails to families. Visit our **webpage** ([www.thehawbridgeschool.org](http://www.thehawbridgeschool.org)) to add your phone number and email address to receive these weekly updates. Click on the "Communications" tab, then click "Update your contact information so you can receive important messages!"
4. You may also find The Hawbridge School on **Facebook** and **Twitter**.
5. All families are encouraged to join the **Hawbridge Community Google Group** to receive emails and announcements. Contact the School Counselor if you have not received an invitation to join the Google Group Email list serve.

## 6. Faculty and Board Directory

### Faculty

**Daniel Ayers**

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Social Studies 6, American History II, Middle School Music

**Jana Cartner**

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Teacher, Grade 4

**Mya Ciccotti Geiss**

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Executive Director

**Sarah Cornette**

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Visual Arts Teacher

**Shanee Cowland**

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Chemistry, Physical Science, AP Physics

**Kevin Duke**

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Sports Math, Pre-Calculus, AP Calculus, Integrated Math 4

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Office Manager

**Jonathan Farmer**

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ELA 7, English II, English IV

**Daryl Feldman**

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Assistant Director of Student Services, AP Psychology

**Kevin Ferris**

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Middle School Theater, Performing Arts, High School Theater, Civics

**Robert Greenberg**

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Science 8, Earth and Environmental Science, AP Earth and Environmental Science

**Christina Hairston**

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Music Teacher

**Robert Howes**

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

**Jack Hunter**

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8th Grade Math, Mathematics II, Mathematics III

**Sabrina Kauffmann**

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EC Teacher

**Kierca Kimbel**

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6th and 7th Grade Math, MS Science Elective

**Christopher Lipscomb**

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

**Joan Love**

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EC Teacher

**Caroline Luther**

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American History I, American History II, World History

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School Counselor

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EC Teacher

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ELA 6, ELA 8, Creative Writing

Board of Directors

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**Ms. Kathryn Brown**  
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## **7. Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PASTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record. <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

## 8. High School Information

### First Aid/CPR Requirement

Per the North Carolina State Board of Education, students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation. The Health and Safety Coordinator will provide 12th grade students with opportunities to take a CPR class.

### 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.

### 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. The following chart represents the classifications for graduating with honors:

|  |  |
|--|--|
| 4.25 and higher<br>During high school;<br>must take a minimum<br>of 2 AP or dual-credit<br>courses <u>and</u> four<br>Honors courses | Summa Cum Laude (With Highest Honor), Gold stole       |
| 4.00-4.24<br>During high school;<br>must take a minimum<br>of four Honors<br>courses   | Magna Cum Laude (With Great Honor), Forest Green stole |
| 3.80-3.99  | Cum Laude (with Honor), White stole                    |

### 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)
- 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 AP US History

#### Science – 3 Credits

- 1 CREDIT Biology
- 1 CREDIT Physical Science (fulfilled by Physical Science, Chemistry<sup>^</sup>, Physics<sup>^</sup>, 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 Integrated Math IV or Pre-Calculus^

Physical Education/Health – 1 Credit

Electives (based on availability) – 4 Credits

Students may choose from various Elective courses including:

- Music I, II, III^, IV^
- Outdoor Leadership
- AP Psychology
- 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.

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

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

### 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**

### College and Career Promise (CCP)

The Career & College Promise (CCP) program allows North Carolina high school students a clear path to success in college or in a career. The program is tuition-free for all students who meet the eligibility requirements. To be eligible for a College Transfer pathway, students must:

- Be a high school junior or senior.
- Have a 2.8 or higher unweighted high school GPA OR demonstrate college readiness in reading, writing and math on a state-approved assessment test (SAT, PSAT, ACT, Pre-ACT, ACC placement test).
- Maintain at least a college GPA of 2.0 after two college courses for continued eligibility.

## Course Selection

Students meet with the School Counselor each spring term to choose courses for the upcoming school year. The School Counselor meets with all students and is available for meetings with families upon request to discuss course selection. We work collaboratively with teachers to ensure that student schedules reflect interests and ability. Parents do not create their student's schedule. The School Counselor and Executive Director have the final decision on student schedules. 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.

Freshman Honors: In order to participate in the Freshman Honors Seminar, a student must receive a 5 on both the Reading and Science 8th Grade End of Grade Exams. If a student has a 4 in one of the subjects, we will look at their 8th grade report card and make a determination. Students who received a 3, 2, or 1 in one of the End of Grade Exams will participate in a comprehensive study skills program during Bridge to help them be better Honors students in later years, should they choose that path.

## Advanced Placement (AP)

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
- AP Psychology

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. Students may not sit for AP Exams if they have not completed the course.

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

### National Honor Society

Each spring, Hawbridge inducts new students into its NHS Chapter. Sophomores who have a 3.50 cumulative GPA at the end of the first semester, and juniors 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](mailto:jshelton@hawbridgeschool.org)), for more information.

### North Carolina Virtual Public School ([www.ncvps.org](http://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 2.8 unweighted GPA and receive approval from the School Counselor 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 11<sup>th</sup> graders are required to 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](http://www.actstudent.org).

### **PreACT**

The PreACT simulates the ACT testing experience within a shorter test window on all four ACT test subjects: English, mathematics, 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 10<sup>th</sup> graders are required to take the PreACT in the fall. This administration of the exam is free for students and families.

### **PSAT10/PSAT**

All Hawbridge 10<sup>th</sup> 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 \$16.00 fee for each exam. The School Counselor will send home information regarding due dates for payment. If the \$16 fee presents a hardship for your family, please let the School Counselor know.

### **SAT**

The SAT is a college entrance exam designed to assess students' academic readiness for college. There are critical reading, mathematics, and writing sections. Hawbridge is not a testing site for the SAT. Students wishing to take the SAT exam should sign up at [www.collegeboard.org/SAT](http://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; 6<sup>th</sup> graders take Math and Reading; 7<sup>th</sup> graders take Math and Reading; and 8<sup>th</sup> graders take Math, Reading, and Science. EOG Exams do not factor into students' grades.

## **EOC**

Students take End of Course (EOC) Exams during the final 5 instructional day of 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.

## Open Campus

Students in grades 11 and 12 may 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. A signed parent permission form is required. 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:

- Passing all courses for the school year;
- No more than two (2) in-school consequences for behavior referrals; and
- Zero Out of School Suspensions for the school year.

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

## Drivers Education

Students who attend The Hawbridge School and are at least 14½ years old can enroll in an approved driver education course provided through the Alamance-Burlington School System. A birth certificate or passport is required to enroll. You can find more information at: [www.abss.k12.nc.us](http://www.abss.k12.nc.us).

# **9. Health and Wellness**

## Diabetes and Chronic Health Concerns

Parents of children with identified chronic health conditions should contact the Health and Safety Coordinator, Elizabeth Osborne ([eosborne@hawbridgeschool.org](mailto:eosborne@hawbridgeschool.org)). A plan of care will be created for the student. 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.

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's responsibility to alert the school to any important medical considerations that we should know in order to keep your student safe.

### Concussion

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](#)

### Head Lice

Hawbridge faculty have the right to inspect the heads of students at any time in order to check for lice and/or nits. If the student with lice has siblings at the school, the sibling(s) will be checked prior to parental notification. Parents will be notified if their child is found to have live lice, and they will be asked to come to school to pick up their child. The parent is expected to accompany the student to school on the first day back after treatment and must wait until the student is checked for live lice. If live lice are still present, the student will be sent home, and the parent must continue to accompany the student to school until the student is free of live bugs. Students with remaining nits will be allowed to stay at school; however, the parent must continue to work on nit removal at home. The student will continue to be monitored until no nits are found in the hair.

If a student is found to have recurrent live lice, the Executive Director has the authority to intervene and request other interventions (i.e. parent conference, continued daily check for live lice, Health and Safety Coordinator involvement, etc.).

When students are sent home after half a day, they are considered present for that day. It is not necessary for an entire classroom to be checked if a case of lice is found. A letter will be sent

home with all class members if 20% or more of the students in the classroom are found to have live lice.

### Health Assessment

Effective July 1, 2016, all students entering public school in North Carolina for the first time are required by NC General Statute 130A-440 to have a health assessment within 12 months prior to the first day of school attendance and submit the report of the visit on the North Carolina Health Assessment Transmittal Form. The completed Health Assessment Transmittal Form must be turned into the school within 30 days of school on the first day of school attendance. Students who have NOT turned in the completed form by the 30th day will NOT be allowed to attend school until the school has the completed form on file.

This law applies to: 1) All students enrolling in Kindergarten for the first time; 2) Any student who enrolls in public school in North Carolina for the first time, no matter what grade (grades 1-12).

### Immunizations

All students entering public school in North Carolina are required to submit a current and up to date certificate of immunization within 30 days of school attendance. Students who have NOT provided the immunization record to the school within 30 days will NOT be allowed to attend school until the immunization certificate is received. Neither a transcript nor school data management immunization record is the official immunization certificate. Parents are responsible for obtaining the immunization certificate and providing it to the school. Records from previous schools will be requested as a courtesy to parents; however, the 30 day rule will still apply if records are not received within 30 days of the first day of school attendance.

7th grade immunization requirements (effective 7/1/2015): TDaP: 1 dose, Meningococcal Conjugate Vaccine (MCV): 1 dose.

Absences for failure to provide Health Assessment and/or Immunization Certificate Absences will be marked as unexcused for students who fail to turn in the required information by the 30th day; however, students will be allowed to make up their missed work. The parent or student should contact the student's teacher(s) to arrange to obtain missed work.

### Administering 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 (located in Appendix) 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 (located in Appendix) 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 (eosborne@hawbridgeschool.org).

### Epi-Pens

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. Epinephrine auto-injector devices provided by the school are intended for unforeseen emergencies. Students known to have a medical condition requiring the availability of an epinephrine auto-injector device are expected to provide such a device for their use at school. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications.

### Lunch Options

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 music 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; 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.

## **10. Inclement Weather Procedures**

The safety of The Hawbridge School 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](http://www.orange.k12.nc.us)), the Alamance-Burlington School System (<https://www.abss.k12.nc.us/>), and other area charter schools in order to make a decision about whether to close, delay, or dismiss early. We will make the decision that is in the best interest of the students at The Hawbridge School. The Office Manager will email the school community as soon as a decision has been made. We will also use local TV stations, Facebook, One Call Now, and the school webpage to announce weather related decisions.

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 procedure 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.

## **11. Parent, Administrator, Student, Teacher Association (PASTA)**

The mission of PASTA is to support, respect, and recognize the value of each teacher, student, and faculty member 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. PASTA meets on the first Tuesday of each month.

More information about PASTA is available at [www.thehawbridgeschool.org/PASTA](http://www.thehawbridgeschool.org/PASTA).

## **12. Parental Notices**

### Custody Rights

Parents have equal rights to their children unless a "court issued legal document" is issued and filed in the child's cumulative folder and recorded in the Executive Director's office. In the event that a parent states that they have such a document, it is imperative that the document be brought to school to be included in the child's school record. The school will not engage in parental disputes and will follow the specifications of the "court issued legal document" accordingly.

## 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 The Hawbridge School 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](http://www.thehawbridgeschool.org/volunteers). Some field trips may require a fee. Scholarships are available on an as-needed basis. Please see the School Counselor for scholarship requests.

## Grievances (See details in the Board Policy Manual)

Parents who have a concern about something at the school level should follow these steps:

- 1) Contact the child's teacher.
- 2) If the concern is unresolved after talking to the teacher, contact the Assistant Director of Curriculum and Instruction (instructional/grading concerns) or Student Services (discipline concerns).
- 3) If not satisfied with the discussions with the Assistant Director, contact the Executive Director.
- 4) If, after communicating with the Executive Director, you are still not satisfied with the way the concern was addressed, initiate a written grievance.

Using these channels of communication for all concerns will be helpful in getting concerns taken care of in a timely manner.

## **13. Reporting on Student Progress**

Progress reports will be sent home with students or emailed every 4 ½ weeks. Report cards are sent home quarterly with students. The final report card is mailed home. Parent-Teacher Conferences are held on October 24-25, 2019.

## **14. School Calendar**

The Hawbridge School's academic calendar may be found on the school webpage ([www.thehawbridgeschool.org](http://www.thehawbridgeschool.org)) under the "Communications" tab.

## 15. Student Services

### Exceptional Children's Program

The Hawbridge Schools' Exceptional Children's Program provides a full continuum of services for students identified with disabilities ages 3-22. For each student with special needs, services focus on academic and/or functional skills in order to provide a free, appropriate public education in the least restrictive environment based on individually identified needs as defined by an Individualized Education Plan (IEP). Exceptional Children's support staff includes special education teachers, a psychologist, an occupational therapist, and a speech language therapist who provide services for students.

### Section 504

Section 504 of the Rehabilitation Act of 1973 requires that: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (U.S. Department of Education) For more detailed information, go to: [www.ed.gov/about/offices/list/ocr/docs/edlite-FAPE504.html](http://www.ed.gov/about/offices/list/ocr/docs/edlite-FAPE504.html) .

Students are determined to be handicapped under Section 504 if they have a disability that substantially limits their school functioning and therefore requires modifications and/or accommodations to their general education program in order to succeed. Section 504 differs from Special Education because students do not receive instruction from separate trained professionals in order to meet their special needs.

Referrals must be made to the School Counselor. Students are then considered by the school's Student Assistance Team (StAT) where interventions are implemented and monitored as part of the identification process. This same team, in cooperation with the parents, will consider eligibility and draft an individualized Section 504 plan for the qualifying student.

### Schedule 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.

### Grade Changes

Grade changes will only be considered in instances where relevant, legal documentation (medical, court) is provided within 180 calendar days of the grade(s) in question. Documentation must clearly state the date(s) and condition(s) to justify a grade change. The Executive Director will make the final decision on all grade changes.

## Student Assistance Team

The Hawbridge School has a student assistant team to provide support to students experiencing difficulties within the general education environment. The primary purpose of the team is to provide immediate support to students and teachers and to enhance the ability of teachers to effectively provide all students the instruction needed to make progress toward academic standards. Academic and/or behavioral concerns, including attention and focusing difficulties, substance abuse, truancy, Section 504 and Safe Schools may be considered by these teams. In order to collaborate effectively on a wide range of student problems, there will be a committee of members with a wide variety of expertise. The team will develop, implement, monitor and evaluate interventions with the intent to help the student be successful in the general education environment. Educational screeners and medical information may be obtained as part of this process. The parent/legal guardian may also be asked to fill out some information regarding your child's medical history and current ability levels.

## **16. Transportation**

### Drop Off and 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 must 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.

### Student Drivers and Parking Procedures

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, tires squealing, leaving lanes, driving over the embankment) will result in a revocation of 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 limited to the following consequences:

- 1<sup>st</sup> Offense: Suspension of driving and parking privileges for a minimum of 30 school days.
- 2<sup>nd</sup> Offense: Suspension of driving and parking privileges for a minimum of 60 school days.
- 3<sup>rd</sup> 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.**

## **17. Visitor Procedures**

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.

## **18. Volunteer Procedures**

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). Please note: While the approval 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 determine volunteer eligibility. Decisions will be made on a case-by-case basis.

For information, please visit [www.thehawbridgeschool.org/volunteers](http://www.thehawbridgeschool.org/volunteers).

## 19. Signature Page

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

Student Signature:

Date:

Parents/Guardians Signatures:

Date:

Please print and sign this page and submit to your child's Bridge teacher (or to Ms. Dunevant if your child does not have Bridge) by Friday, August 23, 2019. If you have more than one child at The Hawbridge School, please submit one form per child.

## Appendix

Click the link to access the necessary form(s).

- A. [Early Release Permission Form \(for 12th graders\)](#)
- B. [Late Arrival Permission Form \(for 12th graders\)](#)
- C. [Student Parking Pass Application](#)
- D. [Open Campus Permission Form \(only for 11th and 12th graders who meet requirements\)](#)
- E. [Concussion Form](#)
- F. [Physical Form for athletics](#)
- G. [Extended Absence Pre-Approval Form](#)
- H. [Medication Form](#)