



## **Student & Parent Handbook 2023-2024**

*Adopted as policy by The Hawbridge School Board of Directors  
on September 27, 2023*

### LOWER SCHOOL (K-6)

Physical Address:

1735 Saxapahaw-Bethlehem Church Rd  
Saxapahaw, NC 27340

Phone: (336) 376-1122

Fax: (336) 376-6996

### UPPER SCHOOL (7-12)

Physical Address:

1820 Saxapahaw-Bethlehem Church Rd  
Graham, NC 27253

Phone: (336) 376-3277

Fax: (336) 376-3279

Mailing Address for Both Schools:

P.O. Box 40

Saxapahaw, NC 27340

**[www.thehawbridgeschool.org](http://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.

# 1. Athletics

Hawbridge Student-Athlete Eligibility: Applicable to grades 6-12 only

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 Athletic Director. 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 their teachers to increase the grade prior to the Athletic 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 at school before 11:30 am or may not sign out before 11:30am) may not participate in athletic events that day.

# 2. Attendance

Attending Hawbridge is a privilege and we expect that all students come to school each day ready to learn. Daily attendance is critical to building relationships, as well as the academic, physical, and emotional development of each student.

Attendance is taken every period for grades 5-12 and once a day in grades K-4. Any K-4 student who is absent more than half of the school day will be marked absent for the day. Any 5th-12th grade student who is absent for more than half of the class period (28 minutes or more) will be marked absent for that class.

**Each student is allowed 10 absences regardless of the reason for each school year.** An additional 5 days will be allowed with proof of a positive Covid test. Please see health guidelines for additional guidance regarding reasons to stay home from school.

Absences are coded as either excused or unexcused. Per state policy, absences are excused if we receive a note from a parent/guardian or a member of your student's medical team **and** if they fit the following categories: illness/injury, quarantine, death in the family, medical/dental appointment, court, religious observation, educational opportunity, military deployment or reunification.

Absences for which we do not receive any note and/or that do not fit the above criteria will be marked unexcused.

Students should present a written or emailed note to the office manager which includes the date(s), cause(s), and the signature of a medical professional or parent/guardian for daily absences, early dismissals or late arrivals of the student. Notes of explanation should be received the day of the late arrival or early dismissal or the day following the absence(s) or check-out.

### **Attendance Letters**

In accordance with the North Carolina student accounting policies and procedures and compulsory school attendance law, the Director or Director's designee must notify the parent/guardian of their child's absences after the child has accumulated three, six, and ten unexcused absences in a school year. The contents of those notifications are outlined below.

#### *Upon Third Unexcused Absence*

Upon the third absence, the Dean of Students will send a formal letter to the student's parents/guardians alerting them to the total number of unexcused absences. No action is taken at this time, this letter is to make sure families are aware that absences are accumulating.

#### *Upon Sixth Unexcused Absence*

Upon the sixth absence, the Dean of Students will send a formal letter to the student's parents/guardians alerting them to the total number of unexcused absences and requesting a conference. The Dean of Students will schedule said conference within five school days of the written notification with the student, their parent/guardian, and members of the Student Services Team. At the conference, the student, their parent, and school staff, shall attempt to resolve issues relating to the student's absences. An attendance contract may also be implemented at this conference in an attempt to improve attendance.

#### *Upon Tenth Unexcused or Excused Absence*

Upon the tenth absence, the Dean of Students 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 will automatically fail the grade or the class for which the absences have occurred or the student will be retained.
3. The student may be placed on an attendance contract designed by the Student Services Team.

The Student Support Team shall confer with the student and the student's parent/guardian to determine whether the parent/guardian has received notification pursuant to this section and made a good faith effort to comply with the law.

We hope to work together to assist families in complying with compulsory school attendance laws.

### **Attendance and Promotion**

All cases of excessive absences will be reviewed on a case-by-case basis by our Student Services Team who will collaborate with the student and their family to establish an attendance contract tailored to that student using a standard template. All final decisions regarding attendance contracts, retention, and promotion will be made by the Student Services Team.

Students in grades K-8 with absences exceeding 15 and not making adequate academic progress risk retention. Students in grades 9-12 with absences exceeding 15 and not making adequate academic progress will fail each course for which they have accumulated the absences. Guidelines for academic progress will be addressed in the attendance contract.

### **Absences due to Extended Medical Care**

If a parent/guardian anticipates an extended absence due to severe, prolonged, or chronic illness under a physician's in-patient care, the parent should notify the school at the time of admission to the medical facility. Our Student Services Team will make arrangements for hospital instruction at the request of the medical team. Students will be counted present during this time. Should additional attendance considerations be needed after a student is discharged, the Student Services Team will determine eligibility and establish an appropriate plan.

### **Attendance and Loss of Privileges**

Students who are not present at school may not attend extracurricular events on the same day they are absent. This includes all events, rehearsals, athletic games and practices, and school dances.

### **Tardies**

If students arrive after 8:05 at the Lower School or after 8:15 at the Upper School, they must be signed in by a parent/guardian and obtain a late slip from the Office Manager. 11th and 12th graders with open campus permissions may sign themselves in. If tardies are accumulating in first period for students in any grade level, the parent/guardian will be included in a meeting to discuss a plan for getting to school on time.

Teachers will refer students that have excessive tardies to the Dean of Students and consequences will be provided in accordance with the Discipline Handbook. All Upper School students who are tardy to class will have to make up the time during lunch, before, or after-school detention.

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, and prom.

### **Late Arrival/Early Dismissal**

Any student who plans to leave early for an appointment must provide an email from their parent/guardian prior to their departure. 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. Early dismissal will not be permitted after 3:00.

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 Director or their designee.**

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.

### 3. Schedules

#### Lower School K-4 Regular School Day

K-4 instruction day begins at 8:05 a.m. and ends at 3:15 p.m. Students will have a 30-minute lunch and 30-minutes of recess staggered throughout the day. Rotating specials will take place either 9:40 - 10:25 a.m. or 10:35 - 11:20 a.m. each day.

#### Lower School 5/6 Regular School Day

<b><u>Period</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>
Community Building	8:05	8:15
1	8:20 a.m.	9:35 a.m.
2	9:40 a.m.	10:55 a.m.
Recess/Lunch	11:00 a.m.	12:00 p.m.
3	12:05 p.m.	1:20 p.m.
4	1:25 p.m.	2:40 p.m.
Bridge	2:45 p.m.	3:15 p.m.

#### Upper School 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.

Lower School 2 Hour Delay

<b><u>Period</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>
1	10:05 a.m.	11:05 a.m.
2	11:10 a.m.	12:05 p.m.
Recess/Lunch	12:10 p.m.	1:10 p.m.
3	1:15 p.m.	2:10 p.m.
4	2:15 p.m.	3:15 p.m.

Upper School 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.

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. Anonymous reports can be made at [saysomething.net](http://saysomething.net) or using the Say Something App. More information can be found here: [thehawbridgeschool.org/ss-ars](http://thehawbridgeschool.org/ss-ars)

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 Crimestoppers at 1.800.222.TIPS or Alamance County Crime Stoppers at 336.229.7100.

### 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.



## Cellphones and Electronic Devices

Cellphones and other personal electronic devices (smart phones, smart watches, iPads, ear buds, etc) are not permitted at the Lower School unless provided for in the student's individualized education plan (IEP) or 504. Teachers will distribute school laptops or other devices as needed to complete classwork.

At the Upper School, students are allowed to use their personal cellphone or other device (laptop, iPad, ear buds, smart watch, etc) under certain circumstances. Students may use them during lunch, and before and after school.

Sometimes, teachers may allow students to use the device during classroom activities. Otherwise, these devices should not be out or used during the school day, and should be silenced or turned off to prevent distraction. Teachers may ask students to put devices away if it becomes a safety issue or excessive distraction regardless of the location or time of use.

## **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, contact the appropriate Director.

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 standard, 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.

At The Hawbridge School, we take seriously the following agreements:

1. Our community is kind.
2. Our community is inclusive and respectful.
3. Our community is respectful of the places we inhabit.
4. Our community is supportive of the school.
5. Our students, families, teachers, and staff are stewards of the school community.

For more information on our Code of Conduct Policy, see the school board's [Hawbridge Policy Manual](#).

### 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 on the school's website.

2. Grades 5-12 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). PowerSchool access will be distributed within the first month of school.
  - 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, they can expect to see a grade for that assignment posted to PowerSchool two weeks from that Monday).
3. Grades K-4 teachers send grades and attendance quarterly with report cards. The Dean of Students will reach out to families individually when attendance is an issue.
4. You may also find The Hawbridge School on **Facebook** and **Instagram**.

## 6. Faculty and Board Directory

For the most up to date information, please visit our [personnel page](#).

## 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. Lower School Grading Information**

### Grading for K-4 students

For K-4, we use standards-based grading. Please keep in mind that some standards are just being introduced during the first semester. Students may not reach proficiency until later in the school year.

Academic Grading Scale:

M = Meeting: Meets grade level standards

P = Progressing: Progressing toward grade level standards

N = Not Yet Meeting: Not yet meeting grade level standards

### Grading for 5-6 students

For 5-6, we use the following grading scale:

Grade	Grading Scale
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	≤59

### North Carolina Student Accountability

Elementary and middle school students take End of Grade (EOG) exams during the final 10 instructional days each school year. 3rd graders and 4th graders take Math and Reading; 5th graders take Math, Reading, and Science; and 6th graders take Math and Reading. EOG Exams do not factor into students' grades. Please note that North Carolina does not allow families to opt out of EOG testing. We are required to administer an EOG exam to any student who is present during the testing window.

In addition, the Student Accountability Program requires elementary schools to have a plan in place to ensure that all students are reading on grade level when they exit second grade. In order to ensure that all students are prepared for the EOG testing years and are reading on grade level as K-2 students, The Hawbridge School utilizes North Carolina's Multi-Tiered System of Supports (MTSS). MTSS is described in more detail in the "Student Services" section below.

For information about required testing in grades 7 - 12, see the "Upper School Grading & High School Information" section below.

## **9. Upper School Grading & 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 school 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. Students will receive .5 quality point for each Honors level course, and 1 quality point for each AP course.

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.

Graduation Requirements

**Students 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**

For the most up-to-date information on graduation requirements, please visit <https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements>

### 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 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.

### 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 Psychology
- AP Spanish Language and Culture
- 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. 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.

### 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**

7<sup>th</sup> and 8<sup>th</sup> graders take math, reading, and science during the final 10 instructional days of the



school year. EOG Exams do not factor into students' grades.

For information about EOG testing in grades 3-6, see the "Lower School Grading Information" section above.

## **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 any time, 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 their local school system. A birth certificate or passport is required to enroll. Certificates of eligibility for the DMV may be obtained through the office manager. Send an email with the student's name to request a certificate.

# **10. Health and Wellness**

## Diabetes and Chronic Health Concerns

Parents of children with identified chronic health conditions should contact their school's Guidance Counselor. A plan of care will be created for the student. Parents/guardians with students who have allergies should be sure that the Guidance 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/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 also 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](#)

### 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 Director has the authority to intervene and request other interventions.

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 newly enrolled 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.

Immunization requirements are available here: [K-12 School Requirements](#). Students in grades K, 7, and 12 are required to update their immunization records within the first 30 days of school.

Guidelines for documenting medical or religious exemption are provided by the state:

<https://immunization.dph.ncdhhs.gov/schools/ncexemptions.htm>

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. 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 Dean of Students.

### 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 to school. We provide microwaves and refrigerators for student use at both campuses. Lower School students are allowed to order for delivery from Saxapahaw General Store if families arrange for the order with the General Store staff. The school does not arrange for meals, nor contract with Saxapahaw General Store directly.

We will be using My Hot Lunchbox for a lunch option at both the Lower School or Upper School. Additional details about how this service works will be provided via email.

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.

Students should be respectful of our space and clean up after themselves.

## **11. Inclement Weather Procedures**

The safety of The Hawbridge School community is of utmost importance. Please make your best determination based on conditions in your area regarding the advisability of driving to or from school during inclement weather. Students will not be penalized for parent/guardian decisions regarding safety. Students arriving at school late or who are unable to attend school should 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. We 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 posted above unless otherwise stated. For the Lower School, the instructional day will begin at 10:05 and end at 3:15. For the Upper School, classes will begin at 10:15 am and ending at 3:30 pm.

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.

## **12. 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.

More information about PASTA is available on our [website](#).

## **13. 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. 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 the school's grievance policy found in [The Hawbridge School Board Policy Manual](#).

## **14. Reporting on Student Progress**

For K-4 students, progress reports will be sent home with students or emailed regularly. For 5-12 students, we will notify families when PowerSchool is up to date mid-quarter, and teachers will post grades within two weeks of an assignment.

Report cards are sent home quarterly with students. The final report card is mailed home. Parent-Teacher Conferences are held after the first quarter. Please refer to the school calendar for specific dates.

## **15. School Calendar**

The Hawbridge School's [academic calendar](#) may be found on the [school website](#).

## **16. 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 (Refer to Board Policy Manual)

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 MTSS team (more information regarding MTSS is below.) Interventions will be implemented and monitored as part of the identification process. This same team, in cooperation with the parents and School Counselor, will consider eligibility and draft a Section 504 plan if the team determines that the student qualifies.

### Multi Tiered System of Supports (MTSS)

The Hawbridge School has a 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.

### Schedule Changes

Lower School schedule changes are not possible.

All Upper School 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. The Director will make the final decision on all grade changes.

## **17. Transportation**

## Lower School Drop-off and Pick-up

Lower School drop-off is from 7:45 - 8:00 am. Students must be dropped off in the circle at the Lower School's main entrance. Students should not be dropped off in the General Store parking lot or surrounding businesses. The building will not be opened for students until 7:45 and supervision is not provided before that time. Students arriving after 8:05 will need to be signed in by an adult at the front desk.

Lower School pick-up is from 3:15 - 3:45 pm. No students can be picked up between 3:00 and 3:15. Please do not arrive before 3:00 pm to line up to pick up a student; it is unsafe for pedestrians and local traffic for cars to wait on the roadside.

Late fees may apply for pick-up after 3:45 pm. Lower School students may not leave school on their own; they must be picked up by an approved adult or older sibling. Pick-up may be done by driving in the car rider line in the circle or by walking up to the gate off the parking lot. Students will need to wait to be dismissed by a staff member before leaving their class line.

## Upper School Drop-off and Pick-up

Students may be dropped off at school as early as 7:45 am and picked up as late as 3:45 pm. School begins promptly at 8:15 am. The school does not guarantee supervision for students arriving earlier than 7:45 am or leaving after 3:45 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, students will convene in a common area until the first bell rings at 8:10 am at which point they may go to their first period class.

If students wish to go to the village businesses before school begins, they must do so before entering campus.

## Student Drivers and Parking Procedures

Students wishing to drive and park at school need to apply for, and receive, a parking pass from the Operations Manager. Student parking is based upon availability and will be extended to students who do not abuse the privilege. **Cars on campus 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. 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.
2. 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.
3. Students may not possess drugs, alcohol, tobacco products or weapons in their vehicles at any time while the vehicle is in Saxapahaw during school hours. Students are



responsible for all items found in their vehicle. This is a public parking lot—lock your doors!

4. 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, you must provide an updated registration. The permit may only be moved from one registered family vehicle to another. Students may not share parking permits with other students.
5. Drive slowly and with caution in the parking lot. Wear your seatbelt and follow all NC driving guidelines.
6. 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.
7. 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.
8. Unsafe driving (e.g., speeding, driving recklessly, tires squealing, leaving lanes, driving over the embankment) will result in a revocation of parking privileges.
9. 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).

**A form will be sent home with your student the first week of school for you to complete and return acknowledging receipt and understanding of the material in this document.**

## **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. [Medication Form](#)**
- H. [Attendance Codes](#)**
- I. [Diabetes Care Plan](#)**
- J. [Asthma Care Plan](#)**
- K. [Student Agreement for Self-Carried Medication](#)**
- L. [Seizure Action Plan](#)**