

HAWFIELDS MIDDLE SCHOOL STUDENT AND PARENT HANDBOOK



Vision:

One Pack. One Purpose. Every Student.

Mission:

As one pack with one purpose, every student has the opportunity to learn, grow, lead, and succeed.

Principal

Danielle Gibbs

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Assistant Principals

Audrey McBride

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Joe Burns

Joseph_burnss@abss.k12.nc.us

Guidance Counselor

Samuel Westbrook

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Randy Milton

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Social Worker

Ambraya Edwards-Timmons

Office Staff

Cyrena Gentry: Receptionist

cyrena_gentry@abss.k12.nc.us

Carol Facemire: Financial Secretary

carol_facemire@abss.k12.nc.us

Heather Garner: Data Manager

heather_garner@abss.k12.nc.us

Rebecca Gabrielli: School Nurse

rebecca_gabrielli@abss.k12.nc.us

School Phone

919-563-5303

School Fax

919-563-1351

School Mailing Address

1951 S. NC Highway 119

2026-2027 Schedules

MASTER SCHEDULE

Click [here](#) for a link to the master schedule for the year.

Please note:

2 Hour Delay-Doors will open at 9:30 and breakfast will be served

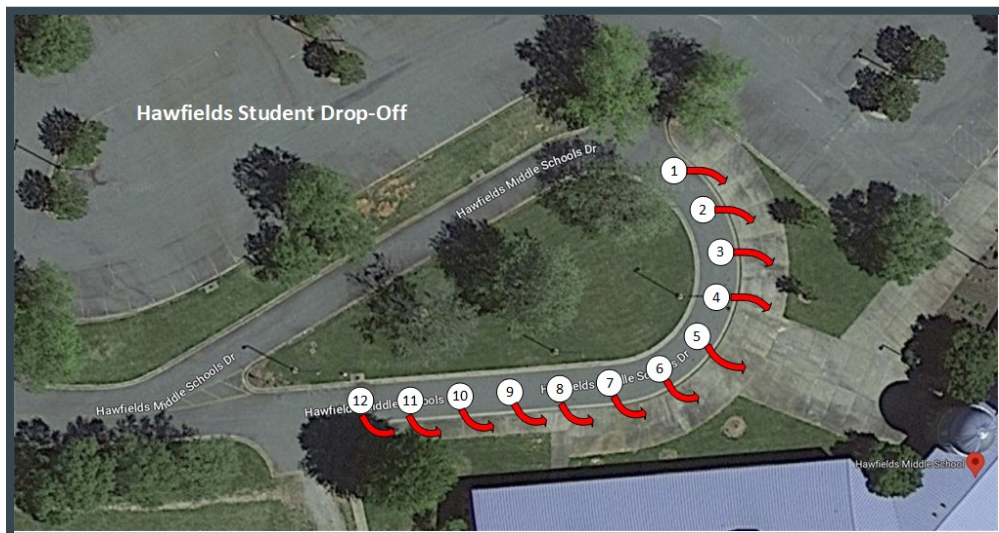
3 Hour Delay-Doors will open at 10:30 and breakfast will NOT be served

THE SCHOOL DAY

- Students may not arrive at school prior to **7:30AM**. Please note the new arrival time.
- Students arriving **7:30** to 7:55 will be supervised in the gym until homerooms open.
- Breakfast is served in the cafeteria beginning at 7:40.
- Homerooms open at 7:55.
- Homerooms operate from 8:00 to 8:30 for additional math intervention and math practice.
- The instructional day begins at 8:30 AM and ends at 3:30 PM.
- Students arriving after 8:30 AM will be considered tardy and must report to the office to sign in and to pick up a late admit slip before going to class.
- Should a student need to leave school for any reason during the school day, a parent/guardian must present identification to sign the student out of school.
- Students will not be allowed to be signed out of school between 3:00 - 3:30 pm to maintain the integrity of the instructional day.
- All car riders must be picked up in the front of the school between 3:30 pm and 4:15 pm.
- Students are not allowed to be dropped off or picked up from the Garrett Elementary side of the facility, unless they have a sibling at Garrett and will enter through their car rider line.

MORNING CAR RIDER ARRIVAL

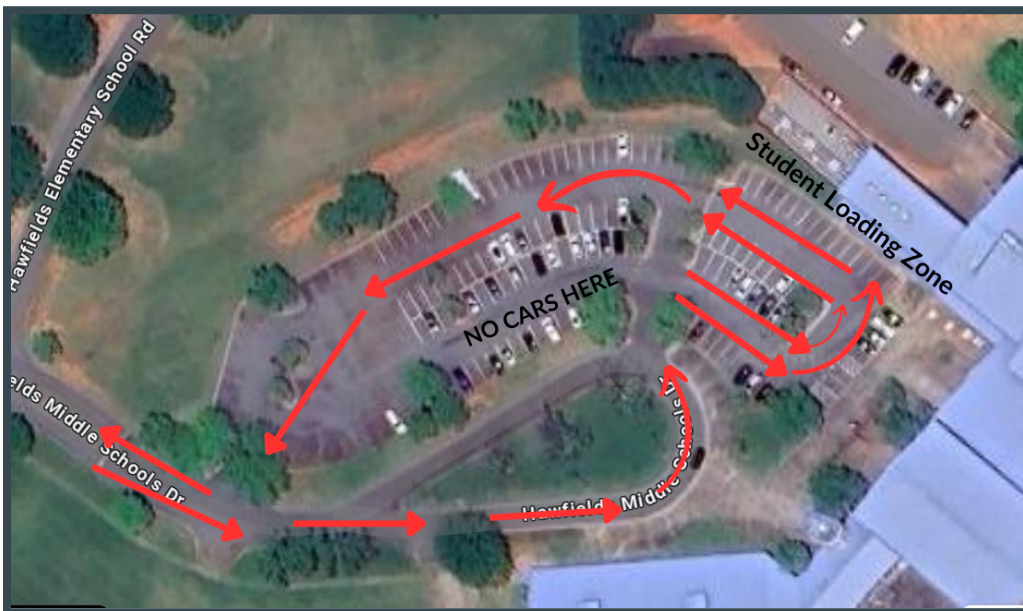
When students arrive in the car rider line each morning please pull all the way around and let your child out so 12 students can get out of the car at a time. This will make the car rider line run more quickly. I have attached an image to help explain this process.



DISMISSAL

For cleaning, security, and safety reasons, students must clear the building and leave campus by 4:15 p.m. Only students who are under the supervision of a teacher or a coach are allowed to remain past 4:15 p.m. Students who have not been picked up by 4:15 pm and are not under the supervision of an HMS staff member will be escorted to the After-School Care Program (The Husky Den) and parents will be charged the daily fee.

For afternoon car rider dismissal as you enter the parking lot area you will create a double line. Student names will be called by Mrs. Shelton and they will wait on the curb until a staff member tells them it is time to load up. This will only take place once all cars are in the loading area for student safety purposes. Once all students are loaded in cars a staff member will direct one line of traffic to move forward and then the second line will move. If your child does not come out you will be asked to park in a parking spot and we will call for them. They will walk down the sidewalk to the grass area and get in your car. Students are not permitted to be picked up in the parking lot on the Hawfields or Garrett side as this is a safety concern. . Below is a picture to help explain the process.



AFTER-SCHOOL CARE PROGRAM (The Husky Den)

HMS offers an after-school care program for students until 6:00 pm on school days. The cost of the program is \$207 per month and must be paid in advance. Students in the program will have structured time to complete homework, independently read, and/or use computers to access educational websites. The program will not operate on teacher workdays or holidays. If you wish to enroll your child in the program, please use this link [Husky Den Enrollment Form](#)

EXCUSED ABSENCES

A child may be temporarily excused from attendance at school on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education. The authority to excuse a student for a lawful absence shall rest with the principal or designee. The principal shall exercise his/her authority to excuse absences in a reasonable manner, keeping the best interest of the student in mind. Any absence not approved by the principal or his/her designee is an unexcused absence. It is the state attendance policy that a student must be present at school at least half of the instructional day in order to be

counted as present. If a student signs in for the day after 11:55am, he/she will be marked absent, as will students who sign out prior to 11:55am and do not return for the remainder of the school day. A child must be present at school to attend extracurricular activities.

We are strongly encouraging absent notes to be submitted digitally. You can access the Absent Note Google Form [here](#) or go to the HMS website.

Permissible reasons for excusing an absence include:

1. Illness or injury which prevents the child from being physically able to attend school.
2. Quarantine, defined as isolation of the child as ordered by the Alamance County Health Department or by the State Board of Health.
3. Death in the Immediate Family. The immediate family generally includes grandparents, parents, brothers and sisters.
4. Medical, Dental, or Other Health Care Provider Appointments when accompanied by a written excuse with the health care provider's signature or stamp. Whenever possible, such appointments should be scheduled during non-school hours.
5. Court or Administrative Proceedings at which the attendance of the child is required. Verification of required court attendance must be submitted to the appropriate school official.
6. Religious Observances, if the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event. The parent/guardian or custodian must seek prior approval of the principal for such absences, and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the child.
7. Educational Opportunity, such as travel with a valid educational component. Prior approval from the principal or designee must be obtained by completing the [Request for Educational Opportunity Form](#).
8. Local School Board Policy: The principal or designee may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence Related to Deployment Activities: Additional excused absences may be granted for a student whose parent or legal guardian is an active duty member of the military services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.

All absences not classified as excused (1- 9 above) are deemed unexcused. An absence also will be deemed unexcused unless the student's parent/guardian or custodian provides written documentation of the reason(s) for the absence to the principal or designee within 2 school days of the student's return to school.

A student who is suspended for misconduct will not be considered absent without excuse for the purpose of this policy, although such absences will be considered unexcused for the purpose of make-up work and extracurricular activities. However, students suspended for 10 days or less will have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

A student who is out of class as a result of participation in field trips, athletics, or other school-sponsored activities approved by the principal will not be considered absent without excuse for purposes of this policy.

MAKE-UP WORK

When any absence occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students shall be allowed to make up work from an absence without penalty within reasonable limitations. A HMS student is responsible for obtaining any and all work missed due to these absences from

his/her teachers. Assigned work or tests missed during an absence or a school sponsored activity must be made up within 3 school days after the absence or within a time frame that is agreed to by the teacher and the student.

EXCESSIVE ABSENCES

In compliance with the compulsory attendance law (G.S. 115C-378), attendance letters are generated upon 3, 6, and 10 cumulative unexcused absences in a year. The Superintendent shall establish consistent procedures at each grade level for referring students who receive attendance letters to the Student Support Services Team (SSST). The SSST will attempt to conduct student/parent conferences after six and ten cumulative unexcused absences, and will develop intervention plans designed to improve student attendance. The SST will review the circumstances of excessive absences and may award course credit if appropriate. Excessive absences may be considered in promotion decisions for students in grades K-8 as determined under Policy 3000, Student Promotion and Accountability.

- 3 absences without communication from families-teachers will reach out
- Patterns of absences-teachers will reach out
- 5 absences without communication from families-school counselor/social worker will reach out
- Chronic absenteeism-school counselor/social worker will reach out
- Attendance letters are generated upon 3, 6 and 10 cumulative unexcused absences

EXCESSIVE TARDINESS TO SCHOOL

After 8:30 am, students arriving late to school will need to check in at the front office. Students will need to present a note in order for the tardy to be excused. Students who are late due to bus transportation are not counted as tardy. For tardies that are not excused:

- 5 unexcused tardies - conference with guidance counselor/social worker
- 7 unexcused tardies - lunch detention and parent phone call
- 10 unexcused tardies - after-school detention (student will not be allowed to participate in extracurricular activities, including playing sports)
- More than 10 unexcused tardies - 1 day of ISS (student will not be allowed to participate in extracurricular activities, including playing sports)

CHECK-OUT POLICY

If it becomes necessary to check your child out of school after 8:30 am, the parent/guardian must come into the front office to sign the student out of school. Individuals must be authorized in Infinite Campus as a “School Pickup” to check out a student from school. Any individual authorized to pick up a student is required to present a photo ID to the front office staff. Please understand that this is for the protection of our students. No students will be allowed to sign out after 3:00 pm unless there is an extreme emergency.

WEAPON DETECTION SYSTEM

This year, all schools will have Weapon Detection Systems (WDS) in place. This is an added layer of security that will quickly scan students and visitors as they enter the building. We’ve put together some helpful information and a video of what the process looks like for our students. [Take a look at our webpage for more information.](#)

WDS will also be used at athletic events; anyone planning to attend an ABSS athletic event must enter through the main entrance and walk through the WDS.

ACADEMICS

Report cards are sent home via e-mail at the end of each nine week grading period. These reports should be carefully reviewed by parents and students. Teachers will update online grades regularly. Parents may view

their child's real-time grades in Infinite Campus. Parents and students are encouraged to use the Infinite Campus App and to set email alerts so that they will receive emails as grades are updated.

Grading System

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

CURRICULUM, TESTING & CONFERENCE INQUIRIES

At Hawfields Middle School, we value open communication between parents, students, and teachers. If you have questions regarding your child's curriculum, testing, or would like to set up a conference to review academic achievement, please follow the process below:

1. Curriculum Questions

- Start by contacting your child's teacher directly via email or phone. Teachers can provide details on lesson plans, learning objectives, and materials being used in the classroom.
- If further clarification is needed, or if you would like to discuss broader curriculum topics, you can contact the grade-level assistant principal or the school's principal.

2. Testing & Assessment Inquiries

- For questions about standardized tests, classroom assessments, or grading policies, please contact your child's teacher.
- If you have questions related to district or state testing procedures, reach out to the school's testing coordinator or administration.

3. Setting Up a Parent-Teacher Conference

- Conferences can be requested at any time throughout the year. Simply email or call your child's teacher to request a meeting to discuss academic progress or any concerns. Please allow sufficient time for the teacher to respond and coordinate a mutually convenient time.
- If needed, a team conference with multiple teachers can be arranged to provide a comprehensive review of your child's performance.

4. Setting Up an Administrative Conference

- If you would like to meet with a school administrator to discuss a concern, ask questions, or receive support, please contact the main office by phone or email to request an appointment. You may also email the administrator directly.
- While we aim to be accessible, please allow adequate time for scheduling, as administrators often have responsibilities throughout the day that may limit immediate availability. To ensure a productive meeting, briefly share the reason for the meeting when making the request so we can prepare accordingly.
- Please note that drop-in meetings may not be accommodated due to scheduling commitments. Scheduling an appointment in advance ensures that we can give you our full attention and support.

We encourage regular communication and are committed to working with you to support your child's academic success. If you have any questions, please feel free to contact the school office for guidance.

Our focus is to use a positive approach to behaviors to support students and celebrate their success. The matrix below lists the behavior expectations of all students throughout the school building. Hawfields Middle School students are part of the PACK - purposeful, accountable, cooperative, and kind.

Hawfields Middle School: Behavior Matrix PACK

	CLASSROOM	HALLWAY	BATHROOM	CAFETERIA	MEDIA CENTER	FIELDS & GYM
PURPOSE	• Prepare for success • Respect others • Demonstrate self-control • Support classmates in their learning efforts	• Proceed with purpose - walk directly to your destination without loitering • Exhibit patience	• Practice good hygiene - wash your hands • Take care of your needs quickly and return to class • Give others their space and privacy • Avoid horseplay and keep the area clean	• Clean up your area after eating • Keep your area tidy and respect others' eating space • Only take/eat items you purchased or brought from home • Stay seated until it is time to leave	• Speak softly to maintain a conducive learning environment • Put books and materials back in their proper places • Follow Media Center rules and guidelines	• Follow directions • Follow game rules • Play fair • Be a good sport, win or lose • Control your actions and reactions during activities
ACCOUNTABLE	• Calm body • Be in class on time • Come with all materials (fully charged laptop) • Answer questions when prompted and actively participate in class • Complete your work to the best of your ability in a timely manner • Know and follow the daily procedures • Ask questions • Accept outcomes	• Calm body • Go directly to your assigned destination • Walk on the right side - no running • Accept outcomes	• Calm body • Request permission • Use the restroom and return to class promptly • Wash your hands • Report concerns to a staff member • Keep hands and feet to yourself • Accept outcomes	• Calm body • Memorize your lunch # • Keep lunch account up to date and free of fees • Follow all direction from teachers • Keep hands and feet to yourself • Accept Outcomes	• Calm Body • Come with needed materials • Remain quiet • Accept Outcomes	• Calm body • Use equipment for intended purposes only • Accept outcomes
COOPERATION	• Be in dress code • Use appropriate words/tones when talking to teachers, staff, and other students • Listen to teachers and classmates without interrupting • Take care of your property and that of others • Follow all classroom expectations	• Be in dress code • Transition quietly - do not disrupt other classes from learning • Keep hands and feet to yourself • Put trash in cans • Keep cell phones/electronic devices off and in your book bag.	• Be in dress code • Be respectful of the privacy of others • Keep quiet so that you do not disrupt other classes from learning • Clean up your area • Put trash in cans • Flush • Use 1 or 2 paper towels • Keep cell phones/electronic	• Be in dress code • Wait your turn in line • Keep volume at an appropriate level • Stay seated once you have sat down • Put trash in cans • Clean up your area • Request permission to get up from your seat • Keep cell phones/electronic	• Be in dress code • Wait your turn • Clean up your area • Use materials as instructed • Chairs and Desks remain flat on floor • Food and Drink remain outside the library. • Keep cell phones/electronic	• Be in dress code • Enter & exit building quietly • Listen when someone else is speaking • Put trash in cans • Use equipment as instructed • Keep cell phones/electronic devices off and in your book bag.

	• Keep cell phones/electronic devices off and in your book bag.		devices off and in your book bag.	devices off and in your book bag.	devices off and in your book bag.	
KIND	• Use kind words • Greet others with a smile • Keep hands & feet to self • Accept differences • Include everyone • Be helpful to others	• Use kind words • Greet others with a smile • Keep hands & feet to self • Accept differences • Include everyone • Be helpful	• Use kind words • Greet others with a smile • Keep hands & feet to self • Accept differences • Be helpful	• Use kind words • Greet others with a smile • Keep hands & feet to self • Accept differences • Include everyone • Be helpful	• Use kind words • Greet others with a smile • Keep Hands/ Feet to Self • Accept differences • Include everyone • Be helpful	• Use kind words • Greet others with a smile • Keep hands & feet to self • Accept differences • Include everyone • Be helpful

CHEATING

Cheating, plagiarism, and the use of unauthorized Artificial Intelligence (AI) are viewed by Hawfields Middle School as a violation of our behavioral expectations. Every student's work should be their own, unless cited as replicated work. Procedures and consequences for cheating or plagiarizing are as follows:

- **1st Consequence:** The student will receive a 0 with an opportunity to take an alternate assignment that they must complete within 3 days. The student can earn 60% credit for the alternate assignment and the teacher will notify the parent of the offense. This referral will be documented in Educators Handbook, our online behavior management system.
- **2nd Consequence:** The student will receive a 0 with an opportunity to take an alternate assignment that they must complete within 3 days. The student can earn 60% credit for the alternate assignment and will receive 1 day of ISS. This referral will be documented in Educators Handbook, our online behavior management system.
- **3rd Consequence:** The student will receive a 0 for the assignment and receive 3 days of ISS. This referral will be documented in Educators Handbook, our online behavior management system.
 - Anything beyond a 3rd incident will result in out of school suspension.
 - The consequences are cumulative throughout the school year.

DISCIPLINE

Hawfields Middle School follows the ABSS Code of Conduct to regulate and address student discipline. Administrators and teachers will utilize the suggested range of consequences listed for each ABSS Rule when inappropriate behaviors occur. Parents and students are responsible for reviewing and becoming familiar with the expectations outlined in the [ABSS Code of Conduct](#).

TEACHER AUTHORITY

Each staff member at Hawfields Middle School has the authority and the obligation to approach any student who violates a school rule or regulation (or is reasonably suspected of engaging in a violation). Students shall cooperate with the teacher or staff member by supplying his/her name and truthfully and respectfully complying with the directives or questions.

TEMPORARY CLASS REMOVAL

Temporary class removal is a behavioral intervention intended to provide students with a period of silent reflection outside the classroom. This strategy is used when a student's ongoing disruptive behavior interferes with the learning environment, allowing both the student and the class an opportunity to reset.

IN-SCHOOL SUSPENSION (ISS)

ISS temporarily places students in an alternative environment, isolating them from peers and other socializing aspects of school. Students assigned to ISS will work on their regular school assignments in a closely supervised situation. Any student that is removed from ISS for misbehavior and is suspended from school for such behavior must serve the remaining ISS time upon returning to school. **Any student assigned to in-school suspension may not participate in any extracurricular events after school on the day(s) that the suspensions are in effect.**

OUT OF SCHOOL SUSPENSION (OSS)

Frequent disciplinary referrals for violations of behavioral rules hinder the educational process. HMS has a progressive discipline system. Recurring violations can result in lengthy out of school suspensions and/or recommendation for long-term suspension. Out of School Suspension prohibits students from entering school grounds, attending any day/night/after school activity, or riding a school vehicle during the period of suspension. **Any student assigned to out-of-school suspension may not participate in any extracurricular events after school on the day(s) that the suspensions are in effect and may be excluded from participation for an extended period of time.**

SCHOOL RESOURCE OFFICER (SRO)

Hawfields Middle School students are subject to the North Carolina General Statutes. The school resource officer will review incidents that occur on campus and make the determination of whether to proceed with criminal action.

AFTER SCHOOL DETENTION (ASD)

To support your child with completing all assignments, we have established after school detention. If your child's teacher assigns after school detention for missing assignments, you will receive notification stating the dates to be served. Students will also be assigned after school detention by teachers or administrators for minor rule infractions, such as excessive infractions, excessive tardies, and for any missing work. Parents will be informed prior to the assigned dates so that transportation arrangements can be made. After school detention will be held on Tuesdays and/or Thursdays, 3:30 to 5:25. Students who do not attend assigned after school detention will be subject to further disciplinary action.

HAWFIELDS BEHAVIOR MANAGEMENT SYSTEM

The HMS staff practices a tiered behavior model to address student behaviors at school. The system is based on providing varying levels of support and recording infractions (warnings) for inappropriate behavior. Teachers will record behavior information in the Behavior Management Digital Database. Parents will be contacted by the teacher after students receive three infractions in the same category. Parents will be contacted by administration and students will receive disciplinary consequences after five or multiples of 5 infractions in the same category. This will reset each quarter. Categories and consequences are as follows:

- [Infraction System Information](#)
 - Category 1: Transitions (1 day of ISS)
 - Category 2: School Rules (1 day of ISS)
 - Category 3: Off Task Behavior (1 day of ISS)
 - Category 4: Classroom Disruption (2 days of ISS)
 - Category 5: Disrespect to Staff and Students (2 days of ISS)
 - Category 6: Cell Phone/Electronic Device (2 days of ISS)
 - Anything beyond a 2nd multiple of 5 infractions will result in out of school suspension.

Together with your child, please review the behavior expectations located below. These sections identify appropriate student behaviors for all areas of the school.

AFTER SCHOOL/EXTRA CURRICULAR ACTIVITIES, & FIELD TRIPS (Including Athletics)

Students at Hawfields are encouraged to participate in extracurricular activities. School personnel will supervise extracurricular events. All school rules apply to extracurricular events. Students who misbehave risk not participating in extracurricular activities for an extended period of time.

Students will lose the privilege of participating in and attending extracurricular activities (e.g. clubs, dances, sports, etc.) for the following reasons:

- The accumulation of 6 conduct points in one semester. Conduct points will be accumulated at the following rate:
 - In-School-Suspension (ISS): 2 conduct points
 - Out-of-School Suspension (OSS): 3 conduct points

If a student accumulates 6 conduct points in any given semester or season, he/she will be ineligible to participate in extracurricular activities for the remainder of that semester/season.

ELECTRONIC DEVICES

In accordance with ABSS Code of Conduct Rule #8, students are not to use or display electronic devices (Examples but not limited to: cell phones, smart watches, tablets, headphones, etc) during the instructional day. Students will not be permitted to use their cell phone unless directed to do so. In the case of an emergency or illness, an HMS staff member will contact the parent or guardian. **Student devices should remain off and in their backpack at all times if on campus.** If a parent or guardian needs to contact or send a message to a student, please contact the main office at 919-563-5303. We understand cell phones have become a commonplace; however, at school, the expectation is that cell phones will not be visible during the school day. Additionally, students should not use their electronic devices to place calls, send text messages, or take pictures or videos during the school day. Students are prohibited from taking unauthorized photos or videos at school. Our primary concern is to safeguard instructional time and to protect our children from being harmed through social media. Students violating any of the rules around cell phones will have the following consequences:

Code 6 → Cell Phone/Electronic Devices		
6A	Confiscation of Cell Phone/Electronic Device	3rd Infraction: Minor in EH Contact Parent 5th Infraction: Major in EH Daily Check-in/Check-out 2 Day ISS

STUDENT DRESS CODE

Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the schools. Hawfields Middle School students are held accountable to the ABSS Student Code of Conduct Rule #2 for Dress Code:

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the schools.

Headwear: No hats, bandanas or other types of headgear or sunglasses may be worn in the building. Students are permitted to wear a face covering as a medical precaution, but bandanas, neck gaiters, or head wraps are not to be used as a face covering.

Clothing: Student dress and grooming should meet minimum standards of hygiene and be presentable for the educational environment. No clothing may be worn which is provocative, revealing, profane, vulgar or obscene; which endangers the health or safety of the student or others; or which might reasonably be expected to cause substantial disruption or material interference with school activities.

Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any kind of product or service not permitted by law to minors; see through clothing; attire that exposes cleavage; any adornment such as chains or spikes that could reasonably be perceived as a weapon; and any symbols, styles or attire associated with intimidation, violence, or violent groups about which students at a particular school have been notified. Individual schools may adopt more specific dress codes, consistent with this policy. Reasonable accommodations shall be made on the basis of religious beliefs or medical conditions.

- **First Offense:** The student will be given a warning and required to change clothes.
- **Subsequent Offenses:** The student will be given consequences ranging from in-school disciplinary action up to 3 days OSS and required to change clothes.

FOOTWEAR

To ensure a safe and conducive learning environment, students are required to wear appropriate footwear at all times while on school premises. **Slippers are not permitted to be worn at school.** This policy helps to prevent accidents and injuries, as slippers do not offer the necessary support or safety features required for an active school day.

BLANKETS, PILLOWS and STUFFED ANIMALS

Blankets, pillows and stuffed animals are not permitted at school.

ATHLETICS

The athletic program at Hawfields Middle School offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must complete a Dragon Fly waiver and have a current, up-to-date physical on file. Students must upload all necessary paperwork to be cleared to try out for an athletic team. You can find the link to Dragon Fly and all of the paperwork in the [Athletics](#) section of the Hawfields Middle School website. **Student athletes must pass all 4 core courses each semester and 1 elective, demonstrate satisfactory conduct and attendance, and owe no outstanding debt to the school in order to participate.**

LAPTOPS AND BOOKS

Computers, textbooks, and supplementary materials are the property of Hawfields Middle School and are provided free of charge for student use. Students will be charged a damage/replacement fee for school property under their care which are not properly maintained or damaged.

We are strongly encouraging families to purchase technology insurance.

[technology insurance info sheet](#)

[QR code to pay](#)

[Link to Updated Fall Mobile Learning Handbook](#) - English Version

***[Link to Updated Fall Mobile Learning Handbook](#) - Versión en Español

MEDIA CENTER

Books may be checked out from the media center. A due date is assigned upon checkout. Materials held past their due date are considered overdue and fines will be charged.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every student maintain up-to-date address and working telephone number records at the school office. Please notify the school immediately by emailing our Data Manager, Heather Garner (heather_garner@abss.k12.nc.us) if you have a change of address or telephone number during the school year.

DEBTS TO THE SCHOOL

All returned checks written to the school are referred to a collection agency and incur a fee.

FIRE & TORNADO DRILLS

State regulations require drills throughout the school year to prevent accidents that could result in injury. Adherence to rules is vital for safety. An exit plan is posted in each room. When the alarm is sounded, students need to move swiftly without talking to the designated exit. A signal will be given to indicate the completion of the drill and a direct return to class.

FOOD SERVICES

Breakfast and lunch are free for all students. If your child would like to purchase any additional items they will need to pay for them. Money can be added to their [digital account](#) or students can bring cash.

BREAKFAST

Breakfast is open at 7:40 in the cafeteria. All students who arrive at school before 7:40 should report to the gym and a staff member will bring them to breakfast at 7:40. Students who arrive after 7:40 should go directly to the cafeteria to get their breakfast. 7th and 8th grade students will not enter the cafeteria unless they are getting breakfast. Students who want to eat breakfast must report to the cafeteria.

OFF CAMPUS FOOD

Students or parents are not allowed to have any food service company deliver food (ex: Doordash, Uber Eats, Chick-fil-a, Grubhub, Dunkin Donut, etc.) at any time during the school day, or for any after school activities or events. Additionally, **students are not permitted to walk off campus to pick up food from surrounding restaurants and return for extracurricular activities.**

GUIDANCE DEPARTMENT

The Hawfields Middle School Counseling Program strives to assist all students with educational, personal, social, and career development goals and to promote student success. Student support services personnel work in conjunction with teachers, parents, and community agencies to provide a range of services to address the diverse needs of all students. There are two counselors at HMS and conferences with the counselor should be scheduled. Parents or guardians who wish to talk with the counselors should call the guidance office or send the counselor an email to make an appointment.

Randy Milton will support students with last names A-L randy_milton@abss.k12.nc.us

Sam Westbrook will support students with last name M-Z samuel_westbrook@abss.k12.nc.us

INCLEMENT WEATHER

If predictions of bad weather are forecast, please visit the [ABSS website](#), [Facebook](#), [Instagram](#), and listen to one of the local TV or radio stations to find out about delays or cancellation. In addition, the school system's automated calling system will be used to alert students and parents of delays or cancellation.

LOST AND FOUND

Articles found in the building and on the campus are to be turned into the gymnasium. Always label your belongings so we may return them to you when found.

MEDICATION

State law and system policies forbid school staff to give **any** medicine to students. Students requiring the use or possible use of medication (prescription or nonprescription) during the school day must provide all information on an ABSS Medication Form which must include the following:

- a. name of medication
- b. purpose of medication
- c. allowable dosage
- d. time and procedures for administering
- e. any other appropriate information
- f. physician's signature

All prescription medication must be brought to the main office by a parent/guardian in a container labeled by pharmacist and must include the prescribing doctor's name and telephone number. Medication shall be kept and administered under the supervision of the main office staff. The unauthorized possession and use by students of non-prescription drugs or medication during the school day may result in disciplinary action against the students. The Alamance-Burlington School System assumes no responsibility for students who self-medicate.

ILLNESS AT SCHOOL

Parents will be notified by school staff of an illness or injury so arrangements for pick-up might be made. **It is important that emergency contact phone numbers are current in Infinite Campus to ensure that someone can be reached.** If a serious illness or injury occurs, EMS will be called to take your child to the emergency room. Parent permission is necessary for medical treatment to be administered.

ACCIDENTS

Students must report any accident that they have at school to their teacher or event sponsor. The teacher will fill out an Accident Report Form. Staff members will report all accidents to the principal.

OFFICE TELEPHONE

The office telephone, 919-563-5303, is for school business and may be used by students only in cases of emergency with the permission of the secretary, principal, or assistant principal. Students who need to make arrangements to stay after school must do so before arriving at school. Changes in transportation procedures should be made in writing rather than using the office telephone, except in the case of an emergency. Classroom activities cannot be interrupted for phone calls to students and/or teachers. Essential messages will be taken and delivered to the room by the office staff. Communication with teachers may be done via email or by calling during teacher planning time or after school. Each teacher's email address is listed on our website.

TRANSPORTATION: School Bus

The ABSS transportation office works hard to assure that a safe and efficient transportation service is provided. It is important that students:

- Ride only their own bus.
- Refrain from talking loudly, eating, drinking, or moving about the bus while it is in motion.
- Report immediately to the bus once dismissal has occurred.
- Be courteous to the bus driver and obey all rules.

Students are expected to observe the following rules for safety and courtesy on the bus.	
1. At the Bus Stop	2. When the Bus Arrives

• Exercise safe pedestrian practices while on the way to the bus stop. • Arrive at the bus stop ten minutes before bus pick up. • Wait in a quiet and orderly manner. • Be aware, cautious, and respectful of traffic. • Respect private property.	• Remain at the waiting area until the bus comes to a complete stop. • Check traffic from all directions. • When safe to board, do so promptly. • Upon entering the bus proceed directly to your assigned seat.
3. On the Bus	4. Exiting the Bus
• Follow instructions of bus personnel. • Be respectful of all people, including all bus personnel. • Use language appropriate for school setting. • Follow bus personnel rules regarding electronic devices. • Keep the bus neat and clean. • Do not eat or drink. • Talk quietly and politely. • Sit in their assigned seat. • Stay in your seat; keep aisles and exits clear. • Be respectful of the rights and safety of others. • Do not extend your head, arms, or objects out of bus windows. • Remember that school rules extend to the bus and bus stop.	• Remain seated until the bus comes to a complete stop. • Exit the bus and the bus stop area in an orderly manner. • Exit at your assigned bus stop. • Check traffic from all directions. • When safe to exit, do so promptly. • Cross in front of the bus only. • Exercise safe pedestrian practices while on the way from stop to your home.

Riding the bus is a privilege, not a right. Improper conduct or failure to comply with established bus guidelines can result in that privilege being denied. Discipline referral forms will be used by the bus driver to record any rule infractions or problems. Parents will be notified of further disciplinary action.

Students may be suspended from the bus for:

- Delaying the bus schedule.
- Fighting, tobacco use, using profanity, consuming food/beverages, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Unauthorized leaving the bus when en route to the home or school.
- Playing, throwing objects, excessive noise, standing, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Board of Education.

REQUEST FOR BUS TRANSPORTATION CHANGE:

Students must have their parent/guardian write a note or send an email to audrey_mcbride@abss.k12.nc.us to get off at a different stop. The note/email must have a contact number where the parent can be reached. All notes must be approved by an administrator **upon arrival** for the day in order for the request to be processed and to ensure there is space on the requested bus. **Notes handed in after 10 am will not be approved.**

WALKERS:

Students walking to and from school must have a parent [permission slip](#) on file prior to leaving campus. Students without a signed permission slip on file will be a car or bus rider.

PARENT OBSERVATION IN THE CLASSROOM

In order to observe your student in the classroom, you must first complete the [Volunteer Background Check](#) through ABSS. Once approved, you must contact the teacher and school office prior to visiting a classroom for the purpose of observing your child. Before entering your child's classroom you must speak to an administrator first. We ask that the observation be limited to 20-30 minutes. Any concerns you may have after the observation are to be addressed to the teacher and/or the principal by making an appointment, not during the time of the visit. This will prevent any interruptions of the remaining instructional day for both the teacher and children. If

not approved through the office before proceeding to the classroom, you will be asked to return to the office and schedule an appointment for a later time. To schedule a visit, please call the teacher and schedule a time.

Upon arriving at school, report immediately to the office, sign in, and obtain a badge through our Ident-a-Kid system. Before entering your child's classroom you must speak to an administrator first. The main office will then call into the classroom confirming the scheduled visit. The parent will then be escorted to the classroom for the observation. Once the observation is complete, the parent will return to the main office, check out and leave the building. For safety purposes, we ask that parents only visit the scheduled classroom, not other rooms or areas in the building.

VISITORS

Parents are welcome at HMS for the purpose of communicating with the principal or teachers, serving as volunteers to the school in the interest of improving the instructional program with an approved volunteer background check, and for other legitimate business within the scope of the home-school relationship

For the protection of the students and security in the school, all visitors must report directly to the main office upon arrival on school grounds. All ABSS schools use the ident-a-kid Visitor Management System to ensure safe admittance of all visitors.

- Each visitor must describe the nature of their visit to obtain a visitor pass.
- Each visitor will login on the ident-a-kid screen with name and valid driver's license to print a visitor badge.
- The visitor badge must be visible while on school property.
- Visitors must sign out prior to leaving campus.

DISCRIMINATION AND HARRASSMENT

Please click [here](#) for information.

VIDEO SURVALANCE

To maintain a safe and secure environment for our students, staff, and visitors, Alamance-Burlington School System utilizes video security cameras in common public areas on school grounds and school buses. These cameras operate without audio recording and are installed strictly in places like entrances, hallways, gymnasiums, and parking lots. In accordance with Board Policy 7325, cameras are never placed in areas where individuals have a reasonable expectation of privacy, such as restrooms, locker rooms, or health offices, and all recordings are managed and stored under strict district security protocols.