

HAWFIELDS MIDDLE SCHOOL



Focused on Learning through:

- * Collaborative Learning
- * Targeted Intervention
- * Digital Learning Environment
- * Personalized Learning Opportunities
- * Student Well-being

School Vision: Hawfields Middle School will engage students in challenging learning opportunities matched to individual needs in order for each child to reach their maximum potential.

School Mission: Hawfields Middle School will improve the quality of life for students and maximize individual student learning by providing: collaborative learning opportunities, targeted interventions, digital learning environments, personalized learning opportunities, and a plan to address student well-being.

Principal

Mr. Greg Hook
greg_hook@abss.k12.nc.us

Assistant Principals

Ms. Martha Caulder
martha_caulder@abss.k12.nc.us
Mrs. Christy Tramble
christy_tramble@abss.k12.nc.us

Guidance Counselors

Shannon Norment
shannon_norment@abss.k12.nc.us
Lindsay Ross
lindsay_ross@abss.k12.nc.us

Office Staff

LaTresa Bellanger – Receptionist
latresa_bellanger@abss.k12.nc.us
Carol Facemire – Financial Secretary
carol_facemire@abss.k12.nc.us
Christy Lyle – PowerSchool Data Manager
christy_lyle@abss.k12.nc.us

School Phone

919-563-5303

School Fax

919-563-1351

School Mailing Address

1951 S. NC Highway 119
Mebane, NC 27302

REGULAR DAY SCHEDULE

6th grade

8:00 – 8:25 Morning Intervention
 8:27 – 9:07 Pride Academy
 9:09 – 10:33 Core 1
 10:35 – 12:29 Core 2/Lunch
 12:31 – 1:55 Core 3
 1:57 – 3:25 Electives

7th grade

8:00 – 8:25 Morning Intervention
 8:25 – 9:28 Core 1
 9:30 – 10:10 Pride Academy
 10:12 – 11:40 Electives
 11:42 – 1:15 Core 2/Lunch
 1:17 – 2:20 Core 3
 2:22 – 3:25 Core 4

8th grade

8:00 – 8:25 Morning Intervention
 8:25 – 9:28 Core 1
 9:30 – 10:10 Pride Academy
 10:12 – 11:45 Core 2/Lunch
 11:47 – 1:15 Electives
 1:17 – 2:20 Core 3
 2:22 – 3:25 Core 4

Lunch Schedule

6 th grade		7 th grade		8 th grade	
11:50 – 12:10	Doi	12:32 – 12:52	Skrintney	11:02 – 11:22	Wall
11:52 – 12:12	Philipson	12:34 – 12:54	Hanks	11:04 – 11:24	Lohr
11:54 – 12:14	Cain	12:36 – 12:56	Crumel	11:06 – 11:26	Watson
11:56 – 12:16	Walters	12:38 – 12:58	Cates	11:08 – 11:28	Robbins
11:58 – 12:18	Shelton	12:40 – 1:00	Sisk	11:10 – 11:30	Marinis
12:00 – 12:20	Sondles	12:42 – 1:02	Neal	11:12 – 11:32	Clark
12:02 – 12:22	Farrow	12:44 – 1:04	Davis	11:14 – 11:34	Cheap
12:04 – 12:24	Kiste	12:46 – 1:06	A. Skoronski	11:16 – 11:36	M. Skoronski
12:06 – 12:26	Phelan			11:18 – 11:38	Buie
				11:20 – 11:40	DeSimone

EARLY RELEASE DAY SCHEDULE

6th grade

8:00 – 8:10 Homeroom
 8:10 – 9:08 Core 1
 9:10 – 10:08 Core 2
 10:10 – 11:38 Core 3
 11:40 – 12:25 Electives

7th grade

8:00 – 8:10 Homeroom
 8:12 – 8:57 Electives
 8:59 – 9:44 Core 1
 9:46 – 10:31 Core 2
 10:33 – 11:18 Core 3
 11:20 – 12:25 Core 4/Lunch

8th grade

8:00 – 8:10 Homeroom
 8:10 – 8:57 Core 1
 8:59 – 9:44 Core 2
 9:46 – 10:31 Electives
 10:33 – 11:38 Core 3/Lunch
 11:40 – 12:25 Core 4

Early Release Lunch Schedule

6 th grade		7 th grade		8 th grade	
10:40	Doi/Philipson	11:24	Skrintney/Hanks	11:00	Wall/Lohr
10:44	Cain/Walters	11:28	Crumel/Cates	11:04	Watson/Robbins
10:48	Shelton/Sondles	11:32	Sisk/Neal	11:08	Marinis/Clark
10:52	Farrow/Kiste/Phelan	11:36	Davis/A. Skoronski	11:12	Cheap/M. Skoronski
				11:16	Buie/DeSimone

TWO HOUR DELAY DAY SCHEDULE

6th grade

10:00 – 10:10 Homeroom

7th grade

10:00 – 10:10 Homeroom

8th grade

10:00 – 10:10 Homeroom

10:10 – 11:19 Core 1	10:12 – 11:25 Electives	10:10 – 11:05 Core 1
11:21 – 1:00 Core 2/Lunch	11:27 – 12:20 Core 1	11:07 – 12:20 Core 2/Lunch
1:02 – 2:10 Core 3	12:22 – 1:35 Core 2/Lunch	12:22 – 1:35 Electives
2:12 – 3:25 Electives	1:37 – 2:30 Core 3	1:37 – 2:30 Core 3
	2:32 – 3:25 Core 4	2:32 – 3:25 Core 4

Two Hour Delay Lunch Schedule

6 th grade		7 th grade		8 th grade	
12:10 – 12:30	Doi/Philipson	12:50 – 1:10	Skrintney/Hanks	11:15 – 11:35	Wall/Lohr
12:15 – 12:35	Cain/Walters	12:55 – 1:15	Crumel/Cates	11:20 – 11:40	Watson/Robbins
12:20 – 12:40	Shelton/Sondles	1:00 – 1:20	Sisk/Neal	11:25 – 11:45	Marinis/Clark
12:25 – 12:45	Farrow/Kiste/Phelan	1:05 – 1:25	Davis/A. Skoronski	11:30 – 11:50	Cheap/M. Skoronski
				11:35 – 11:55	Buie/DeSimone

THE SCHOOL DAY

The instructional day begins at 8:10 am and ends at 3:25 pm. All students report to school by 8:00 am. Breakfast is served in the cafeteria beginning at 7:40. Students may not arrive at school prior to 7:00 am. Upon arrival, 7th and 8th grade students report to the gym, and 6th grade students report to the cafeteria. Band students needing to drop off their instruments go directly to the band room, drop off their instrument and then report to their assigned area. Students arriving after 8:10 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. Tardy and Early Check Outs must be entered in the ident-a-kid system with guidance from the receptionist. All car riders must be picked up in the front of the school between 3:25 pm and 3:45 pm. Students are not allowed to be dropped off or picked up from the Garrett Elementary side of the facility.

DISMISSAL

For cleaning, security, and safety reasons, students must clear the building and leave campus by 3:45 p.m. Car rider students who remain on campus without rides after 3:45 will be assigned disciplinary consequences if they continue to not have rides after appropriate warnings. Only students who are under the supervision of a teacher or a coach are allowed to remain past 3:45 p.m.

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 \$180 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 contact the office or see the link on the school webpage.

ATTENDANCE

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 11:45am, he/she will be marked absent, as will students who sign out prior to 11:45am and do not return for the remainder of the school day. Please remember a child must be present at school to attend extracurricular activities.

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.
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 two (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 ten (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 excused absence or a school sponsored activity must be made up within three (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 three (3), six (6), and ten (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.

TARDY TO SCHOOL

Students arriving to school after 8:10 am will be marked tardy. Students are to be present in homeroom no later than 8:10 am in order to avoid being tardy. Students arriving after 8:10 am must report to the front desk for a late admit slip. Although a few exceptions may be made by the principal with the proper documentation, students receiving multiple tardies during the school year will have the following consequences:

1st offense: verbal warning

2nd offense: verbal warning

3rd offense: verbal and written warnings to student and parent

4th offense: before or after school detention (student and parent will receive a verbal and written notice)

5th offense: before or after school detention and follow-up conference (student and parent) with SST.

6th offense+: In-School Suspension

ACADEMICS

Report cards are sent home with students at the end of each nine week grading period. These reports should be carefully reviewed by parents and students, signed by parents, and returned to school. Teachers will update online grades daily. Parents may view their child's real-time grades in Power School. Parents and students are encouraged to use the Power School App and to set email alerts so that they will receive emails as grades are updated. **Parents who prefer to receive paper copies of progress reports should contact the school office to request that paper progress reports are sent home every three weeks.**

Grading System

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

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.

STUDENT RESPONSIBILITY

Hawfields Middle School believes that middle school students should take responsibility for their schoolwork and their conduct. We believe all students can interact appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning. When a student is sent to the principal's office for disciplinary concerns, it is regarded as a serious matter. Acts of disrespect, dishonesty, bullying, inappropriate language, threats, fighting, vandalism, etc., are not acceptable and may result in suspension from school. Proper conduct is expected and required of all students while on buses, school grounds, at school-sponsored activities, in the hallways, classrooms, restrooms, gym, and cafeteria.

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.

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 and may be excluded from participation for an extended period of time.

OUT OF SCHOOL SUSPENSION (OSS)

Frequent disciplinary referrals for violations of behavior 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 a notification letter 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 or 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 Wednesdays and/or Thursdays, 3:30 to 5:25. Students who do not attend assigned After School Detention will be subject to further disciplinary action.

TIME-OUT

TIME-OUT is a behavior intervention program designed to provide students with silent reflective time for a class period. This is used to remove a student from class who is continually disruptive to the demise of the class.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

The HMS staff practices Positive Behavior Intervention and Support (PBIS) to address student behaviors at school. The system is based on affirming appropriate behavior and recording infractions for inappropriate behavior. Teachers will record behavior information in the PBIS Digital Database. Parents will be contacted after students receive three infractions of a similar nature and after five or multiples of five infractions of a similar nature. Together with your child, please review the behavior expectations located below. These sections identify appropriate student behaviors for all areas of the school.

	Classrooms	Bathrooms	Hallways	AM/PM Procedures	Cafeteria
P urpose	<ul style="list-style-type: none"> • Be prepared with all necessary materials each day. • Be ready to learn. • Complete all assignments on time and to the best of your ability. 	<ul style="list-style-type: none"> • Use the bathroom and clean up after yourself. 	<ul style="list-style-type: none"> • Go directly to destination in timely manner. 	<ul style="list-style-type: none"> • Go to the correct destination with all of your belongings. 	<ul style="list-style-type: none"> • Have your lunch number and money ready.
A ttitude	<ul style="list-style-type: none"> • Actively participate in class activities. • Respect teachers, classmates, and computers. 	<ul style="list-style-type: none"> • Be neat and throw trash in trash can. 	<ul style="list-style-type: none"> • Pay attention to the line while walking on the right-hand side. 	<ul style="list-style-type: none"> • Remain seated where you are and speak in a quiet tone. 	<ul style="list-style-type: none"> • Have everything you need before sitting.
C ooperation	<ul style="list-style-type: none"> • Be respectful of teachers and classmates. • Know and follow classroom procedures. 	<ul style="list-style-type: none"> • Be respectful of privacy of others. 	<ul style="list-style-type: none"> • Treat everyone with respect and keep your hands to yourself. 	<ul style="list-style-type: none"> • Keep all food/drink in appropriate areas. 	<ul style="list-style-type: none"> • Keep your table clean and pick up after yourself. • Have no more than 10 people in line at one time.
K indness	<ul style="list-style-type: none"> • Treat others the way you want to be treated, “The Golden Rule.” • Help others. 	<ul style="list-style-type: none"> • Inform your teacher of issues. • Clean up even if you did not make the mess. 	<ul style="list-style-type: none"> • Pick up trash and keep hallways clean. • Do not touch bulletin boards. 	<ul style="list-style-type: none"> • Greet others in a positive way. 	<ul style="list-style-type: none"> • Say please and thank you to the cafeteria staff.

CELL PHONE USE

In accordance with ABSS Code of Conduct Rule #8, students are not to use or display cell phones during the instructional day. When students violate this rule, cell phones will be confiscated for parent pick up in the front office. Multiple violations of this rule will result in disciplinary consequences.

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.

FACILITIES & PROCEDURAL INFORMATION

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.

COMPUTERS 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.

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 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. Students who owe money to cafeteria accounts, or have other outstanding obligations to Hawfields Middle School will not be allowed to attend school functions which charge a fee, to purchase items sold by the school or any school related group, and will not be allowed to try out and/or participate in extracurricular activities.

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

The computerized Cafeteria Management System makes it possible to place an unlimited amount of money in a student's lunch account. Students may deposit cash or checks made payable to Hawfields Middle School. We cannot accept business checks for student cafeteria accounts. You may also make deposits to your child's account by visiting www.lunchprepay.com. If a child forgets or runs out of lunch money, her/she will be able to charge a meal in the regular lunch line. Students are expected to pay back charges in a timely manner. The school will send automated phone calls each evening to remind families of lunch debts and will send paper notices of debts for habitual debtors. Extra food items and beverages may not be charged. Students may not take any food or drink out of the cafeteria. Free and reduced price breakfast and lunch programs are available. Free and reduced lunch information was mailed to student homes during the summer. You may apply for free and reduced lunch online at <https://www.lunchapplication.com/>

Basic Meal Costs for Students:	Breakfast - \$1.50	Lunch - \$2.60
Reduced Meal Costs for Students:	Breakfast - \$.30	Lunch - \$.40

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 counselors should be scheduled. Parents or guardians who wish to talk to one of the counselors should call the guidance office to make an appointment.

INCLEMENT WEATHER

If predictions of bad weather are forecast, please visit the website at <http://www.abss.k12.nc.us> and listen to one of the local TV or radio stations to find out about delays or cancelation. You may also call the ABSS Weather Hotline at 336-438-6490 (English) or at 336-438-6491 (Spanish). In addition, the school system's automated calling system will be used to alert students and parents of delays or cancelation.

LOST AND FOUND

Articles found in the building and on the campus are to be turned in to the office. Please do not tempt others by leaving coats, pocketbooks, wallets, etc., where someone else might pick them up. Always label your belongings so we may return them to you when found.

MEDICATION

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.

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 to 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 Alamance Burlington Schools' transportation office works hard to assure that a safe and efficient transportation service is provided. It is important that students: 1) ride only their own bus (unless a note is brought from home signed by a parent/legal guardian and approved by an administrator), 2) refrain from loud talking, eating, drinking, or moving about the bus while it is in motion, (3) report immediately to the bus once dismissal has occurred, and 4) be courteous to the bus driver and obey all rules. Riding the bus is a privilege. Improper conduct or failure to comply with established bus guidelines may 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 in 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.

VISITORS

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.

Parents of students 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, and for other legitimate business within the scope of the home-school relationship. Teacher or room visitations may be arranged either by directly contacting the teacher in advance or by requesting an appointment through the principal's office. To ensure availability, parents are encouraged to make appointments for conferences with teachers, coaches, counselors, and administrators by telephoning the school office or through direct email contact with staff members.