

Otis L. Hairston Sr. Middle School



Contact Information:
3911 Naco Road, Greensboro, NC
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MISSION STATEMENT

Hairston Middle School is committed to developing social change agents. We commit to anti-racist practices that “unearth” the genius that resides in every student, within a safe, orderly and culturally affirming environment.

SCHOOL MOTTO

“Work Hard. Be Honest. Be Different.”

MASCOT/COLORS

Jaguars / Black, Gold

ADMINISTRATION

K. Dixon, Principal
J. Arce, 6th Grade Assistant Principal
N. George, 7th Grade Assistant Principal
T. Hayes, 8th Grade Assistant Principal
L. Shoffner, Curriculum Facilitator

SCHOOL BASED LEADERSHIP TEAM

The school-based leadership team meets on the first Tuesday of each month to discuss programming, schedule events, review data, and create plans for continuing to improve the Hairston Middle School program. Meetings are open to the public and are typically held from 4:00 – 4:45 PM.

MESSAGE FROM ADMINISTRATION

Welcome to Otis L. Hairston Sr. Middle School and the 2023-2024 school year! The faculty and administration are glad you are part of the Jaguar family. Our school will provide you with many avenues for success. The teachers, counselors, and support staff are here to help you meet your full potential. It is your responsibility to take full advantage of the opportunities they provide so that this will be a rewarding and enjoyable school year.

All students will also receive a Guilford County School Student Handbook. These handbooks govern regulations and procedures for students in the Guilford County School System. Read and discuss the contents of these Handbooks with your parents.

The most important thing you can do as a parent is stay informed. Mr. Dixon will send an email and phone call to all parents every Monday. Parents are asked to read the email and listen to the phone call each week so you can respond accordingly and support your scholar and the school.

HAIRSTON MIDDLE SCHOOL ATTENDANCE POLICY

Magnet school students who accumulate excessive tardies and/or absences may have their magnet status rescinded and be required to return to their home schools. Hairston Middle School defines excessive as 5 unexcused absences and/or 10 unexcused tardies per semester.

Good attendance is necessary for academic success. Students are expected to be at school each day except for illness or other excused absences. If parents know students will be absent 3 or more days, please notify the front office. Work will be provided for pickup for absences of more than three days. Attendance is a component of the LiveSchool incentive program.

Absence Codes

1 – Excused, 2 – Unexcused, 3 – Suspension

When you return to school after being absent, you must bring a written note signed by your parent or guardian. This note is to be delivered to your 1st Core. When a note is not brought the day you return to school, you receive a code of 02. This is unexcused. If a note is brought within three (3) days, the code is changed.

Any time a scholar is absent other than for illness, doctor's appointments, or death in the family, prior approval from the school administration should be obtained. Parents are requested to contact the school in writing to obtain this approval.

You must attend school until 11:30 AM to be considered present for that particular day. For example, if you are dismissed at 11:00 AM and do not return, or if you arrive at school at 11:45 AM, you are marked absent on the roster for that day. **Students absent from school may not participate in any extracurricular activity that day.** Students who are truant will receive a code of 02. This code is unexcused. Teachers are not required to allow you to make up the work. Students who are suspended are allowed to make up missed work (code 03) upon returning to school.

If at any time you are absent from school up to three consecutive days, your parent should contact the school and give reason for the extended absence. When a student is absent from school, it is the student's responsibility to contact his/her teachers to request make-up work. Unless the student's absences extend to three days, make-up assignments should be gathered by the student on the first day back to school. **Repeated absences either consecutively or intermittent will be referred to our school social worker.**

ARRIVAL AT SCHOOL

Scholars should not arrive on school campus prior to 7:45 AM. **Our school doors open for students at 8:00 AM.** There is no access to the building or supervision before this time. Buses will unload at 8:00 AM. All car riders, walkers, and bus riders will pass through mandatory security scanners upon entry to the building. **Scholars are counted tardy if they arrive to school after 8:20 AM.**

TARDIES

Students reporting to school after 8:20 AM are tardy. Tardy students must pass through the security scanners and report directly to the office and be issued an admit slip. Tardies to class will be handled by each

individual teacher. Excused tardies include late buses, illness, or medical appointments. Attendance and timely arrival are components of the LiveSchool program. Excessive unexcused tardies is a cause for special assignment recension for magnet students.

EARLY DISMISSALS

Illness During School Day: If you become ill during the school day and feel that you can no longer remain in school, obtain a pass from your teacher. This pass will allow you to come to the office; the office will call your parent or guardian.

If it is necessary for you to leave school early other than for illness, you must bring a note signed by your parent or guardian to the office before 9:15 AM. The telephone number should be included in the note. Only parents or family members listed in Powerschool for each student may check a student out of school. Photo identification is required for early dismissals. The office will not call students to the office prior to parent arrival unless a note is submitted in advance. Your parent or guardian is to physically come into the office and sign you out of school. Early dismissals cannot be accommodated after 2:45 PM except for emergencies. Parents wishing to pick students up early from school must do so before this time.

DISMISSAL OF STUDENTS

All students, including bus riders, walkers and those staying on campus for activities are dismissed at 3:20 PM. All car riders will be escorted to the front of the school for pick-up. Bus riders will be escorted to the bus lot. All students must be on their bus or in their assigned after-school areas by 3:30 PM. Students may not remain on campus after school unless they are under the direct supervision of a staff member or coach.

MEDICATION

NO MEDICATION, INCLUDING ASPIRIN, MAY BE GIVEN BY SCHOOL PERSONNEL. If it is necessary for a student to take

prescription medication at school, the medication must be turned in to the office along with a medicine information sheet signed by a doctor and parent. Non-prescription medication may be kept by the student with an accompanying parent note and self-administered.

VISITORS ON CAMPUS

Parent/guardians are encouraged to visit the school by invitation or appointment. All visitors to our school are to immediately report to the Hairston MS office. All guests, tutors, or volunteers will receive a visitor's pass while in the office and should display the pass while in the building. **No visitor should be in the building without the appropriate pass.** Due to possible classroom disruption and crowded conditions in our cafeteria and gymnasium, only parent/guardians and approved guests will be allowed to visit in these areas and will be escorted to the location by an HMS staff member. Guests may not engage with scholars during instruction or take pictures or video without permission from Hairston Middle School Administration. The use of cell phones by visitors in the classroom is not allowed. Please contact the school counselor one day prior to visiting the school to avoid conflicts.

DOOR DASH, UBER EATS, and Parent Food Drop off

Students cannot have Door Dash, or any other food delivery service, delivered to them while at school. Because the time of delivery may not be the same as their scheduled time to eat lunch, the use of food delivery services is not allowed. Parents bringing lunch or other store bought and pre-packaged food items may only do so for his/her own child unless special permission is obtained by an administrator.

CAFETERIA

Breakfast will be provided each school day for each student from 8:00 until 8:20. Lunch is provided each day in the cafeteria. Breakfast and lunch are provided free of charge to all scholars at Hairston Middle School. Students are expected to keep the cafeteria clean for the next group of students. A microwave is not available for student use. Food may not be removed from the cafeteria without permission.

EMERGENCY SITUATIONS

- Fire Drill - Short rings of the alarm.
- Tornado Watch - Project *WATCH* will be announced on intercom.
Project *WARNING* will be announced and students will move to preselected safe areas.
- Lock Down- Lock down announced. Students in safe areas.
Building secured.

WEATHER RELATED CLOSINGS

When snow or other severe weather conditions occur, it's sometimes necessary to cancel school, delay the opening of school, or dismiss classes early. For your convenience, Guilford County Schools will make an announcement of cancellations, delays, or dismissals as soon as a decision is made. But until that time, it's important for you to remember: ***If no announcement is made, school will be open as usual.*** Hairston Middle does not alter its calendar when days are missed.

If school is closed or its opening delayed, an announcement will be made by 6:30am. This information will also be broadcasted on local television. Please do not call the media or schools. To avoid disruptions in your schedule, please remember to make child care arrangements in advance of these inclement weather days.

FIRE AND TORNADO DRILL

North Carolina state law requires that we have fire drills the first week of school and each school month. Students should know the exit routes from each of their classrooms and should move quickly and quietly during the drill.

In the spring, we will practice our procedures needed in the event of a tornado. Your teachers will review this drill with you and it is absolutely essential that it be carried out in complete silence.

STUDENT CONDUCT

One of the most important lessons education should provide is self-discipline. While it is not a subject, it underlies the whole educational structure. It is the training that develops self-control, character, and proper consideration for others. With an understanding of the purpose of discipline in a school, you can strive for a correct attitude toward self-discipline, and do your part in making school a safe and effective place for learning.

Disciplinary rules are not designed to restrict or harass students. The majority of students will behave in appropriate ways and their teachers and parent/guardians will be justly proud of them. Student regulations are imposed to provide guidelines for development to responsible maturity and to correct those who purposely conduct themselves improperly, thus providing a safe and non-disruptive environment for everyone.

Every student must comply with all rules and regulations governing behavior and conduct. The rules and procedures in the Hairston Middle School Student/Parent Handbook, the Guilford County Schools Student Handbook, classroom procedures, and those governing acceptable social behavior are in effect in any school building, while using school devices, on school or GCS premises, on the school bus, and on any school sponsored activity.

- Pushing, running, physical contact, and other childish play are not acceptable and will result in disciplinary consequences.
- Disrespect to staff in any form (written, verbal, gestures)
- Disrespect to other students in any form (written verbal, gestures)
- Profanity and indecent language
- Bullying and harassment either in person, electronically, or through social media
- Possession or use of vapes
- Personal electronic devices including phones must be off and out of sight during the day. Staff members may require scholars to store phones in lockers or classroom bins. Phones disrupt school, provide opportunities for inappropriate communication and content sharing, and will be taken if visible or heard. **Parents are discouraged from texting scholars during the day as this causes scholars to violate the school / district policy.** Parents must pick up phones and other electronics taken from scholars and may be held by the school for up to ten days per GCS Board Policy.
- Come to class prepared to work (pencils, paper, books, agenda, ...)
- No food or drink is to be taken from the cafeteria without permission.
- No food is allowed in the instructional areas without permission from a staff member.
- Hats, bonnets, bandanas, and sunglasses are not allowed inside the school.
- **Face masks that cover the entire face, such as ski masks, are not permitted in school.**
- Absolutely no items are to be sold or distributed by students at school or on the bus.

SCHOOL PROPERTY

Students will be held responsible for any damage or loss of school property, such as textbooks, tablets, chromebooks, VR headsets, and any breakage of items.

PERSONAL PROPERTY

Electronic devices, chains, toys, or large sums of money should not be brought to school. Never leave valuables unattended. Students are requested to bring all found articles to the office. The school cannot be held responsible for lost or stolen items. Personal property is the student's responsibility.

TELEPHONES

Students are discouraged from using the office telephone. An exception will be in cases of emergency. Due to the disruptive nature of phone calls into the instructional area, messages to scholars at school will be screened. The school cannot change afternoon transportation plans after 1 PM. A signed note or email from a parent is required and must be received by 1:00pm. *Students must have a note from a teacher to use the phone in the office.*

STUDENT DISCIPLINE

It is the responsibility of each student to exhibit proper behavior at all times on school grounds and at all school-related activities. Proper behavior includes following all school and classroom rules as well as showing respect for others, their property, and school property.

Hairston Middle School will utilize a reward system to openly appreciate students who exhibit excellent effort and excellent attendance. Spirit wear, social gatherings, and additional recognitions are provided for scholars who earn honor roll, have no disciplinary infractions, and maintain an excellent conduct each quarter.

SCHOOL BUS SAFETY & REGULATIONS

Students will be assigned one bus to ride morning and afternoon. Students may not switch buses or ride another bus without written permission from school administration. Students should obey the bus driver's directions at all times while on the bus or at the bus stop. *If you move during the year, parents must complete a new transportation

request form with proof of residence. Transportation changes should be communicated in writing and brought to the front office.

Students should be at their assigned bus stop on time and should exit the bus in a timely and orderly fashion. Any behavior on the bus that is disruptive, disrespectful, or unsafe will result in consequences including loss of bus privileges. Behaviors such as not sitting in assigned seat, defiance, profane language at the bus driver or other students, and throwing belongings out of the bus window are not allowed and will result in suspension from the bus and/or school. Parents and school personnel should review these safety suggestions and explain them so that the child will understand what to do when going to and from the bus, waiting for the bus, and riding on the bus. Riding a school bus is a privilege and not a right. A student's failure to follow bus rules and regulations may result in suspension from riding a school bus and/or suspension from school.

**Students who do not ride the bus for 10 consecutive days may be removed from the bus route by GCS transportation. Please contact GCS transportation for all transportation related questions. GCS transportation can be reached at 1-888-5111-4427.

**At no point, parents are not allowed to board the school bus to speak to either a student or the bus driver.

BUILDINGS AND GROUNDS

School grounds should reflect the pride that students feel toward Hairston Middle School. It is the responsibility of the faculty, staff, and students to keep this school attractive at all times. All scholars and staff will demonstrate respect for the facility and grounds and strive to maintain it in excellent form.

MORNING ADVISORY

Students will be assigned an advisor and will meet as an advisory group each day for 20 minutes. The advisory period will be utilized to energize, focus, organize and build positive relationships among staff and students. The relationship between the advisor and advisee is important to the success of our school, and advisory is an important part of the day.

MEDIA CENTER

The school media center will be utilized by classroom teachers to supplement instruction. Students may utilize the media center for circulation and research. Students must obtain a pass from their teacher to visit the media center.

INTRAMURALS

Every student at Hairston Middle School is given the opportunity to participate in intramural competitions throughout the year. This program not only strengthens physical skills, but also gives students practice in developing principles of good sportsmanship and team cooperation. Other activities such as Team Time are scheduled quarterly to allow opportunity for advisories to compete and connect.

JAGUARS OF THE WEEK

The Scholar of the Week program was developed to recognize scholars for their accomplishments in behavior, academics, and other achievements. Recognized scholars will receive Jaguar Pride items such as t-shirts, lanyards, or pins as a token of accomplishment as well as a letter from the principal to the parent.

STUDENT ACTIVITIES

Students will actively be involved in college campus visits to provide exposure to scholarly environments and expectations. Students will also experience grade level field trips to provide exposure to historical and modern venues. This year's end of year school trip information will be shared with parents by the end of Quarter 1. Parents are encouraged to keep track of the payment installments and utilize the

online payment system. Scholars who do not demonstrate appropriate behavior in school may not participate in these trips.

REPORT CARDS / GRADING / INTERIMS

Report cards are issued at the end of each quarter. Parents are encouraged to call the scholar's teachers or counselor for a conference at any time.

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| Grading System: | A | 90 - 100 |
| | B | 80 - 89 |
| | C | 70 - 79 |
| | D | 60 - 69 |
| | F | 0 - 59 |
| Conduct Grades: | S | Satisfactory |
| | N | Needs Improvement |
| | U | Unsatisfactory |

These conduct grades indicate classroom conduct. Grades of "N" or "U" should be a matter of concern for parents and students. Unsatisfactory conduct may prevent student participation in some activities, including field trips.

Student Recognition Assemblies will be held at the end of each quarter. Students may be recognized for honor roll, perfect attendance, or excellence in classes. Interim Progress reports are issued midway during each grading period. Please review these reports carefully. Teachers, counselors, and administrators will be glad to assist parents and scholars with conferences and follow up to progress reports. Parents are also encouraged to sign up for **Power School Parent Portal** which allows access to student grades throughout the quarter. Parents are asked to check the Power School Parent Portal on a weekly basis, and follow up directly with teachers if there are concerns.

AFTER SCHOOL ACTIVITIES

Students remaining after school for school activities must be under the supervision of a faculty member and may not leave campus and return unless accompanied by a parent/guardian.

In some instances, only Hairston students and parent/guardians may attend select student activities sponsored by the school. To participate in after-school activities, a student must be counted present that day.

ATHLETICS

Athletics are offered for 6th, 7th and 8th grade scholars at Hairston Middle School. In order to participate, scholars must have a **current physical**, have **excellent attendance**, be in **good academic standing**, and demonstrate appropriate **sportsmanship and behavior** in the classroom. The following sports are offered: football, golf, soccer, cheerleading, volleyball, basketball, wrestling, baseball, softball, and track. Student athletes are expected to maintain good grades and demonstrate positive behavior in the classroom. Students who do not meet these expectations or demonstrate poor sportsmanship on the field/court may be dismissed from the team at the discretion of the coach, Athletic Director, or administration. **Football is not available for 6th grade students.**

PHYSICAL EDUCATION/HEALTH

All scholars at Hairston Middle are enrolled in PE & Health. Classes meet every day and all students are required to dress out for PE. Scholars should take their PE clothes home regularly to be washed. Each scholar is also encouraged to bring deodorant or other hygiene products to be stored in his/her PE locker. Scholars may be excused in the event of an injury if a doctor's note is supplied.

TECHNOLOGY

All scholars at Hairston Middle will participate in the GCS Personalized Learning initiative again this school year. Scholars will receive individual devices that will be used to drive instruction, monitor progress, and challenge students academically. It is very important that scholars and parents take part in technology training and show great responsibility with their tablets. Scholars should take great care of their assigned device and may be required to pay for damages or loss. The school may also require scholars to be day-users or non-users for instances of damage or inappropriate use. Cell phones should be out

of sight and can be confiscated if a scholar chooses to have it visible in class. Air pods/ear buds should also be out of sight unless the teacher allows for use in the classroom in conjunction with the school-issued device.

