



**HILBURN ACADEMY**  
**2017-2018 Student-Parent Handbook**

## **A Message from our Principal**

Dear Students & Parents,

Welcome to the 2017-2018 school year at Hilburn Academy! Our faculty and staff are excited to welcome you on August 28 and to kick off an outstanding academic year.

Hilburn Academy has long been recognized for its quality STEAM instruction and exceptional teaching practices, and we were excited to be recognized as a Model STEM School by the NC Department of Public Instruction in the 2016-2017 school year. Our faculty and staff are committed to providing a safe, orderly, nurturing and challenging environment for each child, and our commitment to our students, families and education makes Hilburn a special place for all to learn and grow.

This handbook provides you with information about Hilburn and Wake County policies and procedures. It is organized alphabetically as follows: Academics; Attendance; Behavior Expectations and Student Code of Conduct; School Activities, Environment and Safety; and Transportation. Should you have any questions left unanswered, please contact your child's teacher or the main office.

We look forward to working together as a team to make this school year a successful one for your child.

Warmly,

Katherine White  
Principal

### **Hilburn Academy Mission Statement**

Hilburn Academy will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

### **Hilburn Academy Vision Statement**

Each day at Hilburn, we...

- participate in collaboration and share the responsibility of achieving a common goal;
- encourage dynamic, flexible learning spaces to foster innovators and risk-takers who demonstrate mastery of the curriculum in meaningful and unique ways;
- encourage and model in-depth, evidence-based communication for a variety of purposes; and
- create interdisciplinary environments that foster sustained inquiry.

# Academics

## **Grading Scale for Elementary Grades**

Wake County elementary students are graded on a standards-based grading scale as follows:

- 4 = Exemplary; student consistently demonstrates an in-depth understanding of targeted standards and exceeds grade-level expectations.
- 3 = Proficient; student consistently demonstrates an understanding of the targeted standards and meets grade-level expectations.
- 2 = Approaching Proficiency; student is approaching an understanding of the targeted standards but is not on grade level.
- 1 = Non-proficient; student does not demonstrate an understanding of the targeted concepts and is not on grade level.

## **Grading Scale for Middle Grades**

Wake County middle-school students are graded on an alphabetical grading scale as follows:

- A = 90 – 100, Superior Achievement
- B = 80 – 89, Above Average Achievement
- C = 70 – 79, Average Achievement
- D = 60 - 69, Below Average Achievement and Grade Level
- F = Less than 60, Failure to Meet Grade-Level Standards

## **Homework**

Homework may be provided for the following reasons and should not exceed 10% of a student's overall grade:

1. To reinforce, maintain, enrich, and extend skills and concepts taught in class;
2. To inspire self-directed learning and academic achievement;
3. To establish good study habits; and
4. To develop responsibility in each student.

Parents may request homework and other assignments for a child who has been absent at least 2 consecutive days. Requests can be made via e-mail, and assignments may be provided via e-mail or available on a teacher's website. Requests should be made before noon in order to provide ample time for the teacher to prepare any materials not available electronically, and these items will be available at 3:00 PM on the day the request is made.

## **Honor Roll for Middle-Grades Students**

Hilburn Academy recognizes students with exemplary academic achievements. Students will be recognized for A-Honor Roll and AB-Honor Roll in the Hawk Talk at the end of each quarter as well as at a quarterly breakfast hosted by the Hilburn Academy PTA.

## **Parent-Teacher Conferences**

Our elementary teachers will invite parents to conference following the distribution of the first and third-quarter report cards, but we invite you to request a conference with your child's teacher at any time. Our middle-school teachers will host conferences as needed; at times, they may contact you and request a conference, and you should feel free to request a conference at any time.

## **Report Cards and Interim Reports**

Report cards are issued four times a year; this year, they will be issued on November 3, January 26, April 13 and June 8 (ES) and 15 (MS). Interim reports are given to each student midway through each grading period; this year, they will be issued in the following weeks: September 25, December 4, February 20 and May 7.

## **Student Agendas and Edmodo**

Our third through eighth-grade students will receive a Hilburn Academy agenda to organize long-term and short-term assignments. Please support your student's use of this organizational tool. Our middle-school teachers use a variety of on-line planners to keep students abreast of assignments and deadlines as well as to share parent communications.

## **Attendance**

Our instructional day is from 8:15 to 3:00. Prompt, regular attendance at school is one of the best ways to help ensure student success. It is equally important for students to be on time so they do not miss or disrupt instruction. We ask that parents respect the instructional day, bringing students to school no later than 8:10 and scheduling doctor appointments, etc. outside of the instructional day when possible.

### **Absences**

When your child misses school, please send a note to your child's teacher explaining the reason for the absence within three days.

Wake County Board Policy states "Parents must ensure that students attend and remain in school daily. To be considered present, a student must be in attendance at least one half of the student school day." Based on our school hours, Hilburn Academy's half day is at 11:30 a.m. Your child must arrive at school by 11:30 to be considered present for that day; likewise, students checked out of school prior to 11:30 will be considered absent. Students who are absent should adhere to the following missed work expectations:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- Graded assignments and assessments will be made-up when the student returns and has been taught the material missed due to the excused absence.
- Classwork will be made up based on teacher discretion.
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

[Request for Excused Absence](#) forms can be found in the Main Office and on wcpss.net. This form may be completed if a student will be absent for religious or educational reasons. If noting an education reason, it should be aligned with your child's grade-level Common Core Standards. The form must be completed two weeks prior to the absence and submitted to the principal for consideration. Due to the loss of instruction, administration will be reluctant to excuse such absences during the academic calendar year.

### **Arrival**

We ask that students arrive each morning no later than 8:10 so they can be prepared for instruction to begin at 8:15 a.m. **Students who are not inside the building at 8:10 will need to be escorted inside and signed in by their parents.**

For safety reasons, please do not drop off your elementary-aged child prior to 7:45 a.m. as there will be no adult supervision. Middle-School students may be dropped off in the bus loop prior to 7:45 and wait outside the entry.

### **Change of Address/Phone Numbers**

Please report all changes in address and phone numbers to Mrs. Sturdivant in the Main Office. We must be able to get in contact with parents/guardians or authorized individuals in the event of an emergency. A child cannot be

treated by a doctor or emergency personnel without permission from a parent/guardian. **The importance of maintaining updated information cannot be overemphasized.**

### **Checking Out Early**

In those rare instances when a student must leave before 2:30, parents are required to sign students out in the Main Office, and all students will be released from the Main Office. Please use the Ident-A-Kid Kiosk there when signing students in and out of school. Students will not be released for check-out between 2:30 and 3:00, so please plan accordingly.

An ID with your signature may be requested before a child is released. Children will not be released without appropriate signatures and identification.

### **Early-Release Days**

The Wake County School Board has established six Early-Release Days for the 2017-2018 school year: September 29, October 20, November 21, December 21, February 9 and March 2. School dismisses at 12:30 p.m on Early-Release Days, and with the exception of Aftercare, all students must be picked up at this time.

### **Inclement Weather**

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. These decisions are made by WCPSS after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified, and a notice is posted on the WCPSS website banner. If school is in session, please do not call the school because telephone lines must be kept open so that we can receive updated information. Refer to the WCPSS calendar for make-up day information. In the event school closes early due to inclement weather, the same procedures are followed.

### **Student Locator Cards**

We ask that you complete a Student Locator Card at the beginning of the year in the event that your child becomes ill and parent contact must be made. It is very important that we have more than one telephone number on file in order to locate parents in case of an emergency. If information on this card changes during the year, it is vital that you notify the school office to make the necessary changes. **Only persons designated on the locator card will be allowed to pick up your child/children from school.**

### **Tardies**

If a student is tardy, he/she needs to check in at the office for an admission slip to class. Children who are habitually tardy in the morning will be referred to staff members who comprise the Attendance Committee.

## **Behavioral Expectations and Student Code of Conduct**

### **Behavior Interventions**

Violations of the WCPSS Student Code of Student Conduct may result in a range of consequences. Please review the infractions and disciplinary actions as documented in the [Wake County Student Parent Handbook](#). When handling discipline situations, administrators will weigh mitigating and aggravating factors when determining consequences for each individual student on a case-by-case basis.

### **Care of School Property**

We have a beautiful campus and want everyone to take pride in our school. Our goal is to keep our school tidy and clean year round. Students and staff are asked to do everything possible to help keep Hilburn clean and attractive. Students will be expected to clean up after themselves in their classrooms and in the cafeteria daily.

Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to a teacher or the office. As good citizens, we are all responsible for maintaining Hilburn Academy.

### **Hilburn Expectations**

Hilburn Academy staff members teach independence, respect for self and others, and other character traits: Kindness, Integrity, Perseverance, Respect, Courage, Responsibility, Good Judgment, and Self-Discipline. Each month a trait is highlighted throughout the school. Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline to protect the school day and deter behavioral interruptions. Teachers and students will collectively construct their classroom rules, routines and consequences. Students will be sent to administration for disciplinary action after the teacher has taken steps to change and/or stop inappropriate behaviors. Any student involved in a fight or threatening another student will be sent to administration immediately.

### **Impermissible Articles**

Students have many personal items that often prove disruptive or unsafe at school. If any of the following items are found on campus without teacher permission, they will be confiscated and turned into the office. They must be picked up only by the child's parent/guardian.

- Balloons (Many students have latex allergies.)
- Cell phones
- Glass Bottles (Students should bring juice boxes or bottles.)
- Headphones
- Toys (balls, collector cards, dolls, hand-held games, etc.)

We recommend that your child does not bring a significant amount of **money or any valuables** to school. These items can "disappear" and are often never recovered.

### **Student Dress Code**

Board Policy states "Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. 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 product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by Policy 6410 Level III:2, Gang and Gang-Related Activities. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance."

### **WCPSS Code of Student Conduct**

All students are responsible for complying with and are expected to be familiar with WCPSS Code of Student Conduct and School Board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the [WCPSS Student Parent Handbook](#), which is distributed to all students and parents at the beginning of each school year or upon enrollment in WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student conduct policies shall take precedence.

Wake County School Board Policy requires that we restate the above paragraph in Spanish for our Spanish-speaking families:

*Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo (a) las reglas expresadas en este manual deben tomar prioridad.*

## **School Activities, Environment and Safety**

### **Aftercare Program**

Hilburn Academy maintains its own aftercare program on campus. It begins at the end of the school day (3:15) and runs until 6:00 p.m. For more information about this program and to register, please see our school [website](#).

### **Child Nutrition Services (CNS)**

A hot breakfast and lunch are served each day by our wonderful cafeteria staff. Meals can be purchased daily, but it is recommended that students deposit funds into their individual accounts to cover meals for the week or month. Meal and a la carte prices are identified [here](#) as milk, snacks, and desserts can be purchased separately. Parents can specify that funds in the account be used to purchase lunch only or lunch and snacks. Deposits are made in the cafeteria. Please include your child's or children's ID# on all checks. You may also set up an electronic funds transfer account via [www.mylunchmoney.com](http://www.mylunchmoney.com). Students are not allowed to "charge" breakfast or lunch in the cafeteria. If students' funds have been depleted, the school system allows them to choose unlimited fruits and vegetables (excluding potatoes) for lunch.

Parents/guardians are strongly encouraged to have lunch with their children during the school year! Please send a note to your child's teacher when you plan to visit in case there is a schedule change.

### **Communication**

Hilburn Academy uses a wide range of communications, including the following:

- School website
- Weekly Principal's Message via email
- Monday Folders (K-5)
- Edmodo (6-8)
- Teacher webpages
- Facebook and Twitter pages

The best way to communicate with teachers is through email. All staff email addresses can be found on our website.

### **Custody Issues**

Hilburn must remain sensitive to and current with custodial issues. Please note that we can comply with legal documentation only. If we do not have legal documentation of changes to custodial rights, then we can not comply with parent/guardian directives. A parent of a child cannot deny the right of the child's other parent to sign a student out, review the student's records, etc. simply by request regardless of the circumstances. We are required to release children to any parent listed on the birth certificate or legally designated guardian unless we have a current Court Order signed by a judge on file in the office denying or limiting a parent's or guardian's rights. Please notify the main office as soon as you have a court order or decree issued or updated. If you have any related questions, please contact Mrs. White, principal.

## **Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. Students are given a Hilburn tag to wear while on field trips. This will help identify them as part of Hilburn Academy. A signed permission form from a parent/guardian is required for all field trips. Transportation for field trips will be provided by school buses or chartered buses. Private cars are not allowed for transporting students. Parents are encouraged to chaperone; however, for liability purposes, parents cannot ride a WCPSS bus. All chaperones are required to be cleared as a volunteer by WCPSS.

## **Illness or Injury**

When students become sick or injured during the school day, the teacher will send the student to the health room if necessary. If office personnel deem the problem to be minor, then first aid will be administered and the child will return to class. If the problem is more serious, the child's temperature will be taken. If the temperature is 100 degrees or greater, and/or vomiting or a serious injury has occurred, a parent/guardian will be called to pick him/her up. Children must stay home until they have been fever-free for at least 24 hours without medication. Please also keep your child home if he/she has vomited within a 12-hour period.

In addition, children should be kept home when they have any of the following symptoms:

- Severe headache,
- Diarrhea within the last 12 hours,
- Red, watery eyes with yellow discharge or
- Unexplained rash.

Ringworm, head lice and "pink eye" are very contagious. If you discover that your child has developed either condition, seek immediate medical attention before sending your child to school. Please also notify the school when your child has a contagious illness. A letter with information about treatment will be sent home if head lice is found in a child's classroom. Office staff may request a written note from the child's pediatrician granting permission for the child's readmission to school.

If your child has a special health condition that the school needs to be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this need. We will send home forms for you to complete at the beginning of the school year to gather this information. The school nurse will work with staff to ensure that your child's medical needs are met.

School personnel are prohibited from giving children any medication without [Form 1702](#) signed by the child's doctor. This form is available in the school office and most pediatricians' offices. The medicine and completed form must be taken to the office by an adult for medication to be administered by the office staff. All prescription medication must be in a pill container with proper labeling from a pharmacy.

## **Learning Celebrations and Birthdays**

All Wake County schools maintain a **no homemade food** policy for student safety reasons. Food items brought into school for sharing (i.e. birthday treats, "learning celebration" items, etc.) can only be store-bought. Please contact your child's teacher prior to bringing in food to be sure that there are no students who are allergic to the ingredients in the food.

Birthday invitations for private parties should be mailed from a child's home and not distributed at school. Birthday snacks must be store-bought and shared in the cafeteria during scheduled lunch times. Prior teacher notification is expected. **As mentioned above, please note that balloons are not allowed inside Hilburn Academy, as they are potential safety hazards to students with latex allergies.**

The federal government recommends that snacks brought to school be healthy and nutritious for active young minds and bodies. Please keep this in mind when choosing food items for your child (and other parents' children) to eat for celebrations at school.

### **Special Education Services**

A referral to the special education program may be initiated by a parent or a staff member. Once a referral is received, the IEP team, including the parent/guardian, will meet to discuss the process.

### **Visitors & Volunteers**

Parents are always welcome at our school, and there are many opportunities for volunteering! Please note that district policy requires that all school visitors report to the office and sign in when entering the building and wear a visitor's badge.

WCPSS has organized volunteer services in the schools to improve student safety. Parents or guardians wishing to volunteer for any activity at Hilburn must be approved through the Volunteer Application process. This program can be accessed at any WCPSS school and requires specific identification so the school system may complete a criminal background check on each applicant. Because these checks need to be as current as possible, Wake County requires that every person apply for volunteer status every year – even if you were approved last year. It usually takes about 2 weeks for clearance to be denied or approved.

Hilburn Academy is committed to ensuring and protecting the instructional day; therefore, spontaneous classroom visits are not permitted because they disrupt the instructional program. Please do not appear at your child's classroom to talk with the teacher, expect a conference, or to observe your child without making an appointment with the teacher. These interruptions interfere with teaching and learning.

## **Transportation**

### **Buses**

The Wake County Public School System provides bus transportation for students who live in our base area. Our foremost concern with student transportation is SAFETY. In order for students to have a safe bus trip to and from school, bus safety rules must be followed. This service is a privilege that may be revoked if children exhibit inappropriate behavior or violate safety rules. Compliance of the following bus rules is absolutely necessary:

- Arrive at your assigned bus stop on time.
- While waiting for the bus, remain in the loading area, not in the street.
- Wait until the bus stops before advancing to the bus.
- Board the bus and be seated quickly in your assigned seat.
- Talk softly with your neighbor when conversing on the bus.
- Be completely quiet when the bus reaches and approaches a railroad crossing.
- Keep the aisle of the bus clear of books, feet, book bags, etc.
- Keep head, hands and arms inside the bus at all times.
- Remain seated while the bus is in motion.
- Cooperate with and obey the bus driver at all times.

It is necessary that a supervising adult (parent/guardian) is at the bus stop for the drop off and pick up of kindergarten and first-grade students. In addition, this significantly increases the safety of all children and reduces the likelihood of inappropriate behavior at the bus stop.

Parents/guardians assume responsibility for transportation to and from school for students on a school transfer and for those students who have been suspended off the bus. Failure to bring the student to school will be treated as truancy.

If a child requests to ride another bus other than the bus to which he/she was assigned, the child must bring a note from home requesting the change. Due to space and liability concerns, the request might not be granted by the administrator.

Issues relating to bus stops and bus drivers should be directed to the [WCPSS Transportation Department](#) at 919.805.3030.

### **Carpool**

Anyone arriving and leaving school via carpool needs a carpool tag. Carpool tags are \$2.00 and are available in the Main Office. For safety reasons, we can only release students to cars that have carpool tags. Unidentified individuals will be asked to check students out in the front office by showing proper identification. The name must be on the locator card for the student to be released.

It is our expectation that all parents and students are paying attention and moving as swiftly as safe and possible in the carpool line. Parents should not be on cell phones and should be ready to move forward at any point in time. Attention helps to keep this process moving smoothly, and we appreciate your cooperation. When in the carpool line, students' safety requires all adhere to the following guidelines:

- Carpool tags will be in drivers' possession and on rearview mirrors at all times.
- Drivers will follow the traffic route designated by traffic cones and move in single file to the pick-up area.
- Drivers will remain focused, avoiding cell phones and other tasks once the line begins moving.
- Drivers will be courteous and respectful of one another and staff members.

***Keep in mind that the first two weeks of school tend to be slower in carpool as our new parents and students get used to our procedure.***

Morning Drop Off begins at 7:45. Staff members will open students' doors on the right side for safety purposes. Parents are to remain in their cars at all times to ensure safety and efficiency. Carpool students wishing to eat breakfast should be dropped off between 7:45 and 8:00 so they have sufficient time to eat and arrive to class on time.

Afternoon Dismissal begins immediately following the 3:00 bell. A staff member will call carpool numbers, and students will report to their assigned cones to board their vehicles. Parents are to remain in their cars at all times to ensure safety and efficiency of the procedure.

No one is permitted to avoid the carpool line by parking on the street and picking up a child as a walker. School Board Policy defines walkers as children who live within the designated Walk Zone. If your address is not within the Walk Zone, you must choose carpool or bus as your mode of transportation.

### **Walkers (Bicyclers)**

Children may also walk or ride bicycles to school if they are within the WCPSS-designated Walk Zone (1.5 miles) for Hilburn and only if they complete a Walker/Bicycle Rider Release Form in the Main Office.

Walkers and bicyclers are dismissed from classrooms at the 3:00 bell. It usually takes 4-5 minutes for students to make their way to the exit doors by the cafeteria, where you can greet them. Walkers are led as a group to the crosswalk, and bicyclists may get their bicycles from the bike rack and proceed down the sidewalk to join walkers.

To prepare your student for this responsibility, we recommend the following tips:

- Travel your child's route to and from school with your child for practice.
- Review traffic and pedestrian laws with your child.

- Coach students to be mindful of the traffic around them.