

# **Hilburn PreK-8 Academy**

## **2019-2020**

### **Student / Parent Handbook**



**7100 Hilburn Drive Raleigh, NC 27613**

**(919) 571-6800 (919) 626-4450**

**[www.wcpss.net/hilburnacademy](http://www.wcpss.net/hilburnacademy)**

**School Hours: 8:15 AM–3:00 PM**

***Every Hawk Everyday***

**\*It is the responsibility of the parent/guardian to be aware of and comply with the contents in this guide and the WCPSS Student/Parent Handbook.\***

Please review the contents of this parent and student guide as it pertains to the procedures we will uphold in our school. In conjunction with WCPSS policies, every school honors procedures for maintaining building safety and security, as well as operational and instructional procedures. Since you are a part of our nest, we believe parents and guardians serve an essential role in knowing how **this** nest operates.

# General Traffic Flow

To start - Take a moment to look at this aerial view of the school. Please pay attention to the ENTRANCE (off Hilburn Drive) and EXIT (back onto Hilburn Drive). This TWO-WAY entrance and exit is for staff, visitors, volunteers, students and families. The BUS LOOP drive is ONLY for WCPSS School buses, daycare vans, contract transportation providers, and YMCA buses. Walkers and Bikers will enter the school building through the main doors, and exit the school building through the side doors closest to the staff parking lot.



# Hilburn Academy Mission & Vision

Our vision and mission are synonymous with Wake County Public Schools' vision and mission!

## Hilburn Academy Mission:

In conjunction with The Wake County Public School System, 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:

In conjunction with The Wake County Public School System, Hilburn Academy students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

## Core Beliefs:

- Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
- The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
- The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

## **Hilburn PreK-8 IDENTITY**

*Every Hawk Everyday!* At Hilburn Academy, we believe that #OtherHawksMatter! Every Hawk is an essential part of our nest. Every Hawk includes: students, parents, staff, volunteers, community partners, and district leadership. As a STEAM school, we believe in creativity, innovation, rigorous curriculum, authentic engagement, and significant relationships. As the only WCPSS PreK-8 school, we have unique opportunities to create a personalized approach to learning. We strive to uphold our culture of high expectations, we understand the significance of meaningful relationships, dynamic learning opportunities for all our students, and opportunities for engagement for our community. We are committed to an evolving growth mindset that allows us to understand the needs of our community. We combine our rich tradition with the creative needs of twenty-first century learners to establish a nest of nurture, challenge, and pride. We are proud to call you a Hawk and believe in your place in our nest.

# **TOP 5 Priority Procedures**

## **(subsequent procedures are in ABC order)**

### **I. BUILDING ENTRY**

The school building is locked during the entire day. In order to gain entry into the lobby after arrival, visitors must ring the doorbell located on the first door on the left of the entryway. All parents will be asked to state the purpose of their visit. Once you accessed into the building, you must come directly to the office. Once you enter the main office, please state your visitation purpose to the receptionist(s). Once approved by the receptionist, you will be directed to sign in at the kiosk as a visitor or volunteer. You will receive a label to adhere to the outside of your attire on the left side of your chest. This label must be visible for all staff and students to see. Visitors found without visitors' stickers will be directed to the main office to get a label. All visitors and volunteers must sign out in the main office after each visit. Students and staff are directed to not open any outside doors for any visitors. This is for the safety of our students and staff. Hilburn is located near a host of patron establishments and private homes. **To protect our safety, it is essential that we honor these processes.**

### **2. VISITORS & VOLUNTEERS**

Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. A visitor tag must be obtained when you sign in. All visitors should have one of three purposes (all prearranged):

- 1) Volunteer (must be cleared by WCPSS volunteer registration) see volunteer description below.
- 2) Planned Parent Conference
- 3) Classroom Event. Visitors also need to sign out upon leaving the building.

***While we welcome visitors with one of the three purposes above, spontaneous classroom visits are not allowed. Classroom observations are NOT ALLOWED in order to protect student privacy. Any requests for specialized medical visits require 30 days pre-approval in order to protect student privacy. The Hilburn staff are committed to ensuring and protecting the instructional day and the privacy of our students.***

**VOLUNTEERS:** We welcome volunteers to our campus to support our instructional program (non-teaching roles); however, your visit must be pre-arranged. All volunteers must sign-in at arrival and sign-out after tasks are completed. To volunteer in the capacity of supporting field trips or in-class events, you will need to be deemed **CLEARED** by the WCPSS volunteer system. This system conducts a criminal background check on all applicants. Applications can only be completed in our Media Center or at

another WCPSS school. Clearance can take up to three weeks. This is not a Hilburn policy, rather an established WCPSS policy to ensure the safety of our students.

***Continuing volunteers approved for the 2019-2020 school year MUST reactivate as a volunteer no later than 4:00 PM on November 10, 2019. Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate. After November 10, 2019, individuals previously approved may not volunteer without a new criminal record check.***

For the safety of our students, all non-Wake County Public School personnel will be required to sign-in at the main office and questioned regarding visit purpose, to obtain a nametag. **Any person not wearing a nametag or badge will be directed to the front office.**

**\*\*Parents who work for WCPSS, must still sign-in as a campus visitor\*\***

### **3. SCHOOL HOURS**

The school campus is officially open at 7:45 AM and students will be marked tardy after the 8:15 AM bell. Students should **NOT** arrive prior to this time because there will be no adult supervision. Dismissal will begin at 3:00 PM daily.

**No office dismissals after 2:30 PM daily.**

### **4. STUDENT BIRTHDAYS**

We DO NOT have birthday parties at school for any students. Parents may work with the teacher to determine how to create a memorable activity. Our school supports teacher approved activities such as crafts, stories, reading, and in appropriate occasions store-purchased healthy birthday snacks may be arranged, during planned snack time in the classroom, or a fun physical activity can be shared at recess; but ONLY healthy plans are allowed with the teachers prior knowledge and approval.

***All Wake County Schools maintain a no homemade food policy for safety reasons. Food items brought to school for sharing must be store purchased.*** Contact your child's teacher for information regarding allergies. Prior teacher notification is always required. Items not permitted for birthdays: party favors, decorations, hats, goody bags, and balloons. These items are potential safety hazards to students. Balloons are a major hazard as we have multiple individuals with severe latex allergies.

***\*\*Birthday invitations should be mailed from a child's home, and birthday parties should be planned outside of school hours. Teachers cannot give out parent contact information for these events. \*\****

## **5. SCHOOL TO HOME COMMUNICATION**

Our school communicates through a variety of platforms. We provide opportunities for you to keep up with events and Hawk News.

- **School's website** (<http://www.wcpss.net/hilburnacademy>)-
- **The Wing (Principal's Message)** : These are bi-monthly emails from the Principapl. The contact list is generated from Powerschool emails. This message is also posted on our Web Page (<http://www.wcpss.net/hilburnacademy>) and Twitter (<https://twitter.com/HilburnAcademy>)-
- **PTA HawkTalk:** This is our PTA Newsletter-
- **Classroom / Grade Level Newsletters-** Emails from teachers / grade levels regarding important updates for students-
- **SchoolMessenger-** This is used to send text messages or phone calls for important updates, reminders, or school related changes in hours due to weather-
- **Locator Cards-** We use information provided on locator cards to communicate with you for unexpected illnesses, transportation issues, and any unplanned urgencies. It is essential that we have working phone numbers and contact information for you and your family.

Other platforms such as *Twitter, Facebook, Seesaw, Dojo, Bloomz*, etc. are optional ways to see what's happening at school and in your child's classroom. **These platforms are not required. Please do not message teachers on these applications to discuss concerns. All staff are asked to communicate through email regarding student information.** Our [school website](#) has a calendar for upcoming events and is populated in September for the entire year with only a few updates throughout the school year. *Weekly Wings* are emailed to families, as well as posted on our website and social media sites. **School Messenger** is a tool for contacting large numbers of parents via telephone, email, and or text. This system also keeps parents informed of their child's attendance by delivering nightly messages to the homes of those students who are

marked absent. It can also send general announcement information to parents and students.

Our [Twitter](#) page showcases a variety of WCPSS and Hilburn Academy happenings! As mentioned above, our **HAWKSOME PTA** sends home HawkTalks as well.

## **General Policies and Procedures**

### **Calendar/ August / Back to School Events**

All of our school events are listed on our school calendar located on our website (<http://www.wcpss.net/hilburnacademy>). Please take a moment to add dates like, early release days, EOG testing days, NO SCHOOL days, etc. to your calendar!

- **Meet the Hawks-Thursday, August 22: 3:30-6:00 PM** at Hilburn Academy. This Meet the Teacher event is for 1<sup>st</sup> through 5<sup>th</sup> grade students. Please use the scheduled breakdown below:
  - 3:30pm Special Programs (ECS-I, ECS- II, Special Programs Pre-K)
  - 4:00-6:00pm Elementary Open House
- **Hawkpalooza-Friday, August 23, 2019 (Rising 6<sup>th</sup> Grade Event) 9:00-10:00am.**
- **Middle School Meet the Hawks- Friday, August 23, 2019 from 10:00-12:00pm.**
- **First Day of School-Monday, August 26, 2019: School open at 7:45 AM for 1<sup>st</sup> through 5<sup>th</sup> grade families!**
- **KinderHawks Staggered Entry Days- Monday, August 26- Thursday, August 29, 2019.**
- **KinderHawks Meet the Teacher- Friday, August 30, 1-2:00pm**
- **KinderHawks 1<sup>st</sup> Official Day- Tuesday, September 3, 2019.**
- **Friday, September 6, 2019: LAST DAY for families to escort their child to class!**
- **Independence Day-Monday, September 9, 2019: INDEPENDENCE DAY for ALL HAWK FAMILIES! All students walk to class on their own. \*Kindergarten students will have prompting support from staff and Safety Patrol Students.**

## **ABSENCES/TARDIES**

According to WCPSS School Board Policy 6103, an electronic or handwritten note from the parent/guardian must be presented to the teacher within 2 days of when the student returns to school after being absent. If the note is NOT received within the 2-day time period the absence will be recorded "unexcused." Notes should state the reason for the absence, the date(s) of absence, and a parent signature. Only call the front office if your child will be absent for more than three consecutive days.

### **ABSENCES are coded EXCUSED for the following reasons:**

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in family
- Medical, dental, or other appointment with a health care provider for the student
- Court when a student is under subpoena
- Religious observation, as suggested by the religion of the students or the student's parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the *Request for Excused Absence for Educational Reasons*.

Timeliness to school is very important. Instruction begins at 8:15 AM; however, students are encouraged to be in his/her seat by 8:05 AM. Arriving prior to 8:00am allows students to prepare themselves for the day by eating breakfast, visiting the media center and organizing his/her supplies. Students not in their assigned classroom by the tardy bell (8:15 AM) are considered tardy and must report to the office to pick up a class admittance slip before going to the classroom. **Parents must escort students inside after 8:15am.** Students are considered absent if they arrive to school after 12:00 PM or leave prior to this time.

### **EXCUSED EDUCATIONAL ABSENCES**

To request an excused absence for special educational experiences, an excuse form must be submitted to the data manager, then principal for approval PRIOR to educational absence. Forms are available online at [www.wcpss.net](http://www.wcpss.net) or in the main office.

## **ATTENDANCE**

Regular school attendance is necessary for academic success. Students are urged to be present daily unless there is a valid reason for the absence. Students must be in school every day unless they are ill or there is an emergency that prevents him/her from

attending. We value instructional time and need every minute to provide students with quality instruction. For that reason, we ask that you ensure your child arrives at school on time and that you refrain from early check-out unless it is an emergency or for a scheduled appointment. By law, we notify parents of absences through automatic phone calls. Additionally, by law we notify parents if absences are accumulating quarterly.

## **AFTER SCHOOL**

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. Aftercare program is available for students in grades K-5. For more information about this program and to register, please see our school website: <https://hilburnasp.weebly.com/> .

## **BRING YOUR OWN DEVICE (B.Y.O.D.)**

Using devices brought from home allows the Hilburn Academy community to understand the diversity of learning in our world by promoting divergent thinking, applying the 4Cs, and taking ownership for learning. Our school community will...

- Use device etiquette.
- Identify which tool and application enhances a given task.
- Create a variety of products that display knowledge and understanding of standards.
- Evaluate the effectiveness of tools and applications in the learning process.
- Apply learning across school settings and beyond classroom walls.

Currently BYOD is available for our Hawks in grades 5-8. For more information regarding BYOD, please visit the BYOD section of our school webpage <https://www.wcpss.net/Page/27378> .

*Further information is available in the WCPSS Parent/Student Handbook.*

## **BUS TRANSPORTATION**

Wake County Public School System provides safe and reliable bus transportation. School transportation service is a privilege. Students must always observe the

procedures of the bus driver to ensure the safety of everyone on the bus. Students not complying with bus safety procedures will have his/her privileges revoked. Students may be asked to complete a Bus Expectations Form if necessary. Please talk to your student about bus safety. **Our Hilburn Bus Expectations are below:**

- 1. Students always remain seated, with hands and feet to themselves.**
- 2. Students are aware of surroundings, body, and belongings.**
- 3. Students use appropriate language and voice.**
- 4. Students respond to the bus driver's requests.**
- 5. Students are respectful to self and others.**

Bus riders must ride to and from school on the bus to which the WCPSS transportation department has assigned. Students shall board and leave the bus only at the designated bus stops. Students are not permitted to ride a different bus home or have non-bus-riders board the bus.

## **CAFETERIA PROCEDURES**

Breakfast and lunch are served each day in the cafeteria. 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. Milk and snacks 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 or using [www.myschoolbucks.com](http://www.myschoolbucks.com). Once your account is established using MySchoolBucks.com, you can check balances and fund the account anytime from your computer or Smartphone. If sending a check, please include your student's ID number on the check.

***Parents are able to have lunch with their children during the school year; however parent seating is with the students at the assigned location. If you are bringing lunch in for your child from outside of the school for your child, you may only bring food for him/her and not any other student(s). \*\*Due to space, parent lunches may occur outside the cafeteria area if space in the cafeteria is limited.***

***Students are not allowed to charge breakfast or lunch in the cafeteria. If a student's funds have been depleted, the school system allows them to choose unlimited fruits and vegetables for lunch. Please contact our cafeteria manager for more information at (919) 571-6800.***

WCPSS K-5 School Meal Prices 2019-2020 Breakfast Lunch Full Price \$1.25 Full Price \$2.75.

## **CARPOOL PROCEDURES**

We use one lane for carpool! The second (inner lane) is not a drop off lane. It is a huge safety hazard to drop off any student in any area other than the designated areas for carpool. Cars will ENTER CARPOOL LANE off Hilburn Drive and will EXIT CARPOOL back onto Hilburn Drive. Parents who bring their children to school and who pick up their children after school will UNLOAD/LOAD through the SINGLE outer lane on the passenger side of the car. Cars must merge into ONE LANE to exit.

**Arrival:** Please have your child(ren) wait in your car until adults/safety patrol arrive for morning duty. Once arrival begins, and you have pulled up to the designated areas, you may allow older children to exit your vehicle without adult assistance. For students needing assistance, please wait for an adult or safety patrol assistance. Do NOT speed in the safety patrol area.

**Dismissal:** Please wait in your car (in the single lane) or at designated cones until an adult or safety patroller assists your child into your vehicle. Once your child is inside your vehicle, and has buckled up by themselves, please pull off slowly.

**Do not use the bus loop to drop off or pick up children.** Please display the school-issued carpool tag when picking up your child and make sure your child KNOWS His/Her NUMBER.

Parents may be asked to park and go to the main office to check out your child if no carpool tag is displayed. To ensure that only authorized adults pick up students, adults must remain in their vehicles and follow all procedures. A teacher or safety patrol student will help your child to and from your car. All children should know how to buckle/unbuckle with ease. **CELL PHONE USAGE IN THE LOADING AREA IS PROHIBITED DUE TO SAFETY CONCERNS.** More detail regarding carpool procedures will be given out with carpool tags.

### **Quick Carpool Notes:**

*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 always be in drivers' possession and on rearview mirrors .
- 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 and Safety Patrol will open students' doors on the right side for safety purposes. Parents are always to remain in their cars to ensure safety and*

*efficiency. Carpool students wishing to eat breakfast should be dropped off between 7:45 and 8:00 so they have enough 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 always to remain in their cars 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.*

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Parents are asked to provide a new proof of residence with any change in address or phone numbers so that we have accurate, up-to-date information for all students. For your address to be changed in the WCPSS system, please provide the school office with a copy of your current utility bill showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

## **CHARACTER DEVELOPMENT**

Hilburn Academy is a Positivity Project Partner school. Our purpose, in being a P2 school is to build stronger relationships by recognizing character strengths in ourselves and in others. We strive to create citizens that will enhance our communities and country by internalizing the belief that "Other People Matter." We will regularly encourage students to consider how "Other Hawks Matter." Please visit our website for more information.

## **CLASS CHANGES**

We have taken every effort to consider the best classroom assignment based on a myriad of details. We have looked through the lens of instruction and balance to support the best classrooms possible.

### **Middle Grades:**

Class changes may be considered to ensure appropriate cohort matriculation and high-school prep enrollment. We cannot accommodate class changes based on likes or dislikes. It is essential to rank available electives during the enrollment period to ensure selections are connected to student interest. Middle school schedule requests should be addressed to our Middle School Assistant Principal (Mr. Andre Smith at [alsmith@wcpss.net](mailto:alsmith@wcpss.net) ).

## **CLUBS**

We offer before & after school clubs throughout the school year. Some clubs are run by Hilburn Staff, other clubs are be run by non-WCPSS vendors - which could have a cost. Participation in clubs is voluntary. Club information comes out during the school year.

## **CONFERENCES**

Conferences always involve the teacher, the student, and the parent(s). All parties will engage in review of progress, goal setting, and progress checks. Your child's teacher will contact you to schedule a conference during the year. You may also request a conference at any time if you have questions or concerns. 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.

## **CUSTODY ORDERS**

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 cannot 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. We are unable to interpret litigations from parents, we only honor court documents, signed by a judge. **If you have any related questions, please contact the main office.**

## **Student Behavior and Self-Discipline Values**

Maintaining a safe, orderly environment for our students is an important part of providing a quality education. Every situation will be investigated thoroughly and handled in an appropriate manner. We will continue to empower our students to build strong relationships, to understand, appreciate, and exemplify the character strengths in us all through the Positivity Project. As a PBIS (Positive Behaviors and Interventions School) we recognize the importance of school wide expectations. Our school wide expectations are:

**Strive to do my best.**

**Own my actions.**

**Act responsibly.**

**Respect myself and others.**

### **(Hawks SOAR)**

These expectations are aligned with 5 Competencies of Social Emotional Learning. These competencies are proven essential for humans in toddler years, well into mature adulthood. We believe that through developing these competencies early, students will experience success well beyond our Hilburn Nest.

For communication we ask Hawks to **RISE** in any occasion:

1. **R**estate the situation
2. **I**dentify your perspective respectfully
3. **S**tate a different perspective respectfully
4. **E**valuate a solution

The **RISE** protocol is aligned with a restorative approach to allow the opportunity to share their concerns as they arise in a safe, respectful, and effective manner. While this is proven to help with students, it is also found to be effective with adults. We encourage you to try these protocols at home.

\*\*Variations are provided for students in lower grades and students with non-verbal preferences.

## **DRILLS**

FIRE/TORNADO/LOCKDOWN Drills are required by law and practiced at appropriate intervals. Every precaution is taken to insure the safety of your child during school hours. Monthly fire drills and periodic severe weather drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## **FIELD TRIPS**

Current educational philosophy recognizes the advantage of using the total community environment as a learning laboratory. Teachers may schedule field trips for their classes. These trips are arranged for their educational value, allows students to broaden their exposure to the world around them, and creates greater connections. Every effort will be made to evaluate the purpose, connection, and cost efficiency of any trip away from school. All field trips must have the approval of the administrative team. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. A field trip is defined as any planned activity that requires the student leave the school grounds during the instructional day. Students attending the field trip must ride school provided transportation to and from the school event. Parents may choose to transport their student to and from field trips; however, the student will be marked absent for the school day. At times it is necessary that parents are asked to accompany students on trips to ensure safety. We work to provide creative opportunities for students who do not have permission to attend field trips. Field trip fees are paid based on trip and transportation expenses. Field Trip costs may be paid online using Online School Payment. In extenuating circumstances, we may accommodate cash or money orders. ***Overnight field trips require greater permissions and details.***

# **HOMEWORK & GRADING POLICY**

## **Grading Scale for Elementary Grades**

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

<b>Scale</b>	<b>Scale Explanation</b>
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	Not yet 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:

<b>Grade</b>	<b>Score Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

## **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

## Honor Roll

Honor Roll is recognized 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.

Report Cards and Interim Reports Report cards are issued four times a year:

Quarter	Interims	Report Card
Quarter 1 Ends October 30 (Day 45)	Week of September 24	November 8
Quarter 2 Ends January 27 (Day 90)	Week of December 9	February 7
Quarter 3 Ends April 3 (Day 135)	Week of March 2	April 17
Quarter 4 Ends June 12 (Day 177)	Week of May 11	June 12

## INCLEMENT WEATHER/DELAYED OPENINGS

Please check the Wake County Public School System 2019-2020 Parent/Student Handbook for the current policy on inclement weather procedures. Remember to always check the local media (radio or TV stations) to find out about school openings during inclement weather. You may also find this information on the Wake County Public School System's website at [www.wcps.net](http://www.wcps.net). Our make-up days are determined by Wake County school officials and are listed on the 2019-2020 traditional calendar.

*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. In the event school closes early due to inclement weather, the same procedures are followed.*

## INSTRUCTIONAL HOURS

Instruction begins at 8:15 am daily and will around 3:00 pm. Routine late arrivals and routine early pick-ups cause your student to miss core content, please consider this with appointments and family plans. Our social worker and/or counselor will be in touch with families showing a need for support in this area.



## **LOST AND FOUND**

Any item a child has left at home may be brought to the office. School personnel will make sure the item is delivered to the student if a name is on the item. All unidentified items will be stored in Lost and Found. Lost and Found will be cleaned at the end of December and again at the end of June.

1. Students are to turn into the school office any items found on the school grounds that do not belong to them.
2. Students may check the Lost & Found between 7:45 AM and 8:10 AM.
3. Students are not to be sent to the Lost & Found for lost library books. Books are returned to the teacher and/or the media center.
4. All unclaimed items will be discarded the day before winter break, the day after the last day of school, and as needed.

## **MEDICATION POLICY**

Trained school officials may administer medications to students only if one of the two following guidelines is met:

1. The Parent Request and Physician Order for Medication (Form 1702) is completed and in the possession of school officials. The physician must sign this form. The medication must have a current prescription label, including the child's name, medication name, doctor's name, and the directions clearly marked on the container.
2. For medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed. The medication prescribed, and the container must match Form 1702. The same rules apply for non-prescription medication (i.e., cough syrup, Benadryl, Tylenol, etc.). Over-the-Counter meds should be brought in original packaging and DO need to be written on the 1702 with dose, time, etc. (staff are not just to go by packaging dose). All prescription medicine must be in bottle with pharmacy label. If your child's doctor wants your child to take a nonprescription drug at school, you need to request that the doctor call the pharmacist who can print a label with directions for administration of the medication. The label must be on the bottle of non-prescription medicine that the child has at school.

**Please note: No medication will be administered without a prescription label! All medications must be brought to the school by the parent. \*\*If your student has medication that has to be given by injection, please contact the school nurse to develop a plan for the student.**



## **PARKING**

Please only park in designated parking spaces when visiting the school. Exits, entrances, and fire lanes should always remain open for emergency vehicles. Parking on campus can fill quickly. To give some perspective on this, the staff parking lot (located to the front side of the school facing Hilburn Drive) has to accommodate about 80 cars in those parking spots daily. This is also where the handicapped parking spaces are located. The bus loop area and carpool loop area is NOT a parking area during the school day. Emergency vehicles will access our school in these areas should we have an emergency.

## **PROHIBITED ITEMS**

To minimize disruptions, the following items are prohibited:

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

*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.*

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 student's parent/guardian. The school is not responsible for lost or damaged personal items.

## **PTA**

Our PTA is simply HAWKsome! We work together to meet the needs of our families. We request that all families, if able, join the PTA and support its advocacy efforts. The PTA allows students to experience outstanding enrichment activities and supports a host of dynamic experiences. Learn more at <https://www.hilburnacademypta.com/>.

## **STUDENT ARRIVAL**

The school day begins at 8:15 am each weekday. Students should be dropped-off quickly, once safety patrol and/or adults are ready to receive students. Our doors will open daily at 7:45 am - no sooner. Students should not be dropped off before 7:45 am

unless they are 4<sup>th</sup>-8<sup>th</sup> graders on morning duty. Students that arrive after 8:15 am are tardy and must be signed-in at the main office by an adult. Please try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must arrive late to school, an adult must accompany the student into the main office to sign-in.

Students eating breakfast should go directly to the cafeteria as breakfast hours are 7:45-8:05 AM. All other students are to report to his/her classrooms upon arrival at school unless involved in safety patrol or Hawk TV. Students should avoid visiting other classrooms before going to his/her classroom.

**Parents will be allowed to walk students to class up until Friday, September 6, 2019. Monday, September 9, 2019 will be Hawk Independence Day which parents should send students to class from the front doors. Again, this is for school safety. We teach our students that the only adults allowed in our buildings are staff or visitors with a visitor tag.**

**As well, visitors/parents, are not allowed to drop-in to see their child's teacher (during arrival or during 'the school day) unless an appointment was previously scheduled and the main office is aware of the appointment. Instruction begins at 8:15 am and it is our duty to protect instructional time as much as possible.**

## **STUDENT CODE OF CONDUCT**

WCPSS CODE OF STUDENT CONDUCT states that students who break the WCPSS Student Code of Conduct may be assigned consequences. When handling discipline situations, administrators will weigh several 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.
- 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 - 4309. 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 the 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 sets the precedence.

## **STUDENT DISMISSAL**

The school day ends at 3:00 pm weekdays, and 12:45 pm on Early Release Fridays. Try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must leave school early, write a note or email the teacher stating what time your child will be picked up and who will be picking him/her up. Students will not be dismissed from the office after 2:15 pm AND 12:00 pm on Early Release Fridays. If it is after 2:15pm or 12:00 pm (Early Release Days), you will be asked to utilize regular dismissal procedures. **Parents may not pick-up a student or students early just to beat the carpool line.** Early pickups deprive the student of a full day's activities and become classroom disruptions.

## **STUDENT DRESS**

Parents/guardians are asked to use good judgment regarding proper school dress for students. Student undergarments and private areas should be covered at all times. Clothing that contains any offensive symbols or words are not allowed. Students may not wear baseball hats inside the building. Tennis shoes should be worn on days when students have PE and are most appropriate for structured play. These guidelines are designed to help provide an instructional atmosphere and assist with security measures.

**For more information, review WCPSS Dress Code in the WCPSS Student/Parent Handbook. You may also view the WCPSS Dress Code online at:**

**<https://www.wcpss.net/domain/50>**

## **STUDENT HEALTH AND SAFETY**

At the elementary level in Wake County, students are not permitted to "self-medicate." Medication will be administered to students with the proper documentation (Form 1702) on file, signed by the parent and physician, as is required by WCPSS Policy. Please bring Form 1702 and medication to school at the same time.

Over the counter medications must also be accompanied by Form 1702. This includes pain medicine, cough syrup, and all skin ointments. All medications must be sent in the original container with the pharmacist's label attached. Students are NOT allowed to carry any medications to and from school. All medication should be transported to school by the parent. Parents/guardians who wish to administer medication to their child during the school day may do so. Please report to the main office during these occasions.

At the middle school level, students are not permitted to bring medication without documentation. Under no circumstances are students allowed to share medications, neither prescription or over the counter.

***School personnel will notify parents and arrange for children to go home when they have the following symptoms:***

- Fever of 100 or higher (child should remain at home until fever free for 24 hours without fever reducing medication)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours without anti-vomiting, anti-diarrhea, or anti-nausea medication)
- Severe headache
- Red, watery eyes with drainage
- Undiagnosed rash

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. **Parents will be called to pick up a child if he/she is unable to return to class.**

If your child is injured at school, school personnel will administer basic first aid and contact you concerning any injury more serious than a minor abrasion. ***If an emergency requires immediate attention, we will contact 911 and then contact the parent.*** All students entering school for the first time are required to have a complete physical examination and up-to-date immunizations. All health records must comply with WCPSS requirements within the first 30 days of school. ***Students without completed records are required to be suspended from school until the requirements are met.*** Please contact our Data Manager, Tonya Sturdivant at (919) 571-6800 if you have any questions or need additional information regarding required immunizations or health records.

## **STUDENT LOCATOR CARDS**

We ask that you complete a Student Locator Card at the beginning of the year. If your child becomes ill and parent contact must be made, we need recent information. It is very important that we have more than one telephone number on file 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. Please let emergency contact individuals know that they will be required to show a picture ID if they are needed to pick up a student that is not their child.

## **STUDENT WELLNESS**

WCPSS Board Policy 6140 states the student wellness policy. Our K-5 students will receive at least 30 minutes for physical activity every day and recess will not be used as punishment.

## **TELEPHONE MESSAGES**

Parents/guardians are asked to make after school arrangements with their children before they leave home. Changes in transportation should be in writing and submitted to your child's teacher. Messages for students will be delivered at the end of the instructional day to protect instructional time. Messages for teachers will be placed in their mailboxes. Calls will be returned within 48 hours. However, the best way to reach a teacher is by email.

## **TEXT MESSAGES**

Should you text your student during the day, please understand that this may cause your student to break the school expectation of cell phone use. Please honor our instructional day by messaging before or after-school. We understand that in the 21<sup>st</sup> Century, it is likely that students have cell phones. We ask students to be responsible and keep their phones secure and silent/off during the school day.

*We cannot be responsible for cell phone damages during the instructional day.*

## **TRANSPORTATION CHANGES**

All transportation changes must be submitted in writing. If a last minute change arises, parents must contact the office. Last minute and/or emergency changes must be made to the main office before 2:00 PM. Please refrain from calling after 2:00 PM to make transportation changes as it will disrupt our dismissal procedures for the entire school. Any time a student's transportation home changes from his/her regular routine,

the teacher must receive a written note/email from the parent. Staff are directed to send students home their regular way unless a note is presented - a verbal request from the child to change transportation home cannot be honored.

## **WALKERS**

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).

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.

***Thank you for taking time to review this document. We know that there is nothing more important to you than your student. We look forward to working together to ensure your student grows academically and socially in our nest.***

***Para ayudar in espanol, por favor llama la officina.***