

GEORGE HILDEBRAND ELEMENTARY

2026-2027

Student/ Parent Handbook



Welcome to George Hildebrand Elementary School and the 2026-2027 school year. We know this will be an exciting year for everyone and we want you to know that student achievement is our first priority. In this student/parent handbook, you will find the rules and procedures here at George Hildebrand. These rules make it possible for everyone to learn, work, and play in a safe and comfortable environment. We encourage families to read the handbook carefully. We encourage all our parents to visit the school and attend all scheduled meetings at the school. We also encourage parents to conference with teachers regularly. You may request a conference at any time by calling the school office or sending a note to the teacher. The success of each student depends on the home and the school working together. Together we can improve student achievement.

BURKE COUNTY PUBLIC SCHOOL

Statement of Mission

Our Mission: Burke County Public Schools will educate all learners, nurture their potential and empower them to be contributing members of our community.

BCPS Vision Statement

Our Vision: Burke County Public Schools will be a model of exemplary education by inspiring all students to be lifelong learners who will contribute to our community.

GHEs Mission Statement

The mission of GHEs is to establish an inclusive learning environment where all learners will be given the opportunity to set goals for successful achievement in all areas, with the support of families and the community, to foster well-rounded individuals as productive citizens.

GHEs Vision Statement

George Hildebrand Elementary is committed to providing a supportive, inclusive learning environment built upon respect and responsibility in order to establish a foundation of life-long learners and productive citizens.

GHEs Values

The George Hildebrand community believes in each child's ability to grow, meet, and excel at their highest potential in all areas.

DAILY SCHEDULE

7:30 a.m. The building opens for all students. On-the-go breakfast line opens. No students are allowed in the building before this time.

7:55 a.m. First bell rings. Students report to class.

8:00 a.m. Tardy Bell Rings. On-the-go breakfast closes. Class begins each day.

2:40 p.m. Grades Pre K - 5 dismissals.

BURKE COUNTY SCHOOLS COMMUNICATION

The school system has a telephone system for providing information for families in the event of inclement weather or possible disaster situations. To reach this information line, dial 433-8047. Follow the instructions to receive news for Burke County Schools. If you would like to receive SchoolMessenger text messages Text the word Yes to 68453. Burke County Public Schools and your child's school use SchoolMessenger to send notifications. Phone calls and emails are automatic, but to receive texts, you must opt-in. If we have your cell number on file, and you text Yes to 68453, you will receive texts from us.

The school system also maintains a website with the school calendar, lunch menus, and announcements. To access the website please visit: www.burke.k12.nc.us

SCHOOL OPERATING PROCEDURES

ATTENDANCE

Attendance at school is not only expected but is required of our Kindergarten through fifth-grade students by Burke County School Board Policy 4400 and the Compulsory Attendance Law (GS115C- 378). School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life.

All students are required to present a written note signed by the parent/guardian to his/her teacher on the FIRST day that the student returns to school. A valid excuse must list the child's name, the date(s) of absence, the reason for the absence, and the signature of the parent/guardian. If your child was seen by a doctor, please have the doctor's office provide a note to excuse your child's absence.

Absences are **ONLY** excused for the following reasons:

- Illness of the student
- Religious holidays approved by the school system
- Death in the immediate family
- Quarantine
- Participation in court proceedings
- School-sponsored educational opportunities

George Hildebrand Elementary is committed to improving student attendance.

After the **third** unexcused absence: The parent and Attendance Counselor will be notified and a conference will be required. By the **sixth** unexcused absence: The parent and Attendance Counselor will be notified and a conference will be required. Legal action may be taken. After the **eighth** absence: A doctor's note is required for it to be excused. After the **tenth** unexcused

absence: The parent and Attendance Counselor will be notified. Legal action WILL be taken.

Parents may pick up homework that a student missed in the front office because of an absence. Please call to verify, in the morning, to arrange pick-up.

TARDIES (BCPS Board Policy 4300-R Student Code of Conduct)

SCHOOL BEGINS PROMPTLY AT 8:00 AM. A student is tardy after the 8:00 bell and must report to the data manager in the office with their guardian.

THE GUARDIAN MUST ACCOMPANY ALL TARDY STUDENTS TO THE OFFICE. After the guardian signs students in, the data manager will give the child a tardy skip that will admit him/her to class.

The ONLY excused tardy is with a medical note.

ARRIVAL AND DEPARTURE

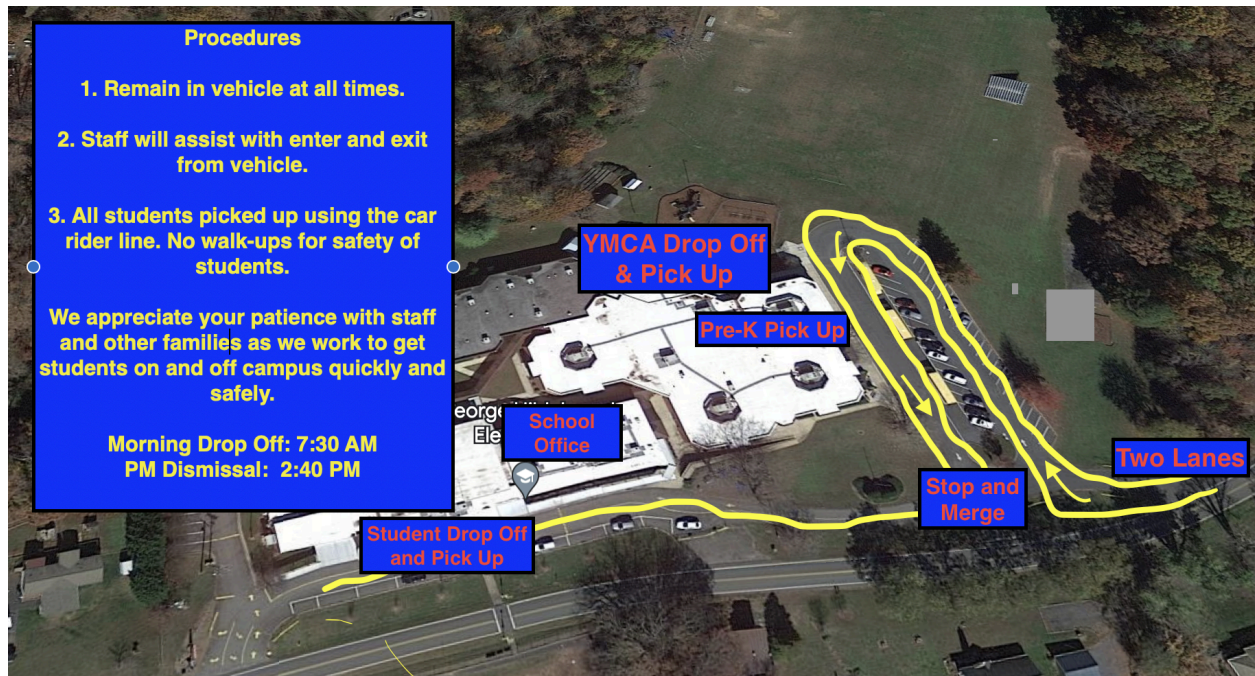
The school day will begin at 7:55 A.M. and end at 2:40 P.M. Students who are not in the Before/After School program are NOT allowed on campus before 7:30 A.M. We do not have supervision before 7:30 A.M.

We also request that those students who ride with their parents be at school by 7:55 A.M. and be picked up by 3:00 P.M.

We ask that those who drop off students and pick up students follow the traffic flow pattern without breaking into the line. Please enter at the lower end of the bus parking lot. ***Loading and unloading must be done only in the designated areas.*** The safety of our students is our foremost goal. No students are allowed to be transported in the back of an open vehicle (example: pick-up trucks) at any time on school premises. Only if everyone cooperates can we work toward the goal of safety while providing a procedure that will be as efficient as possible.

AFTERNOON TRANSPORTATION

Please have all arrangements made in the morning as to how your child is to go home each afternoon. The school MUST receive written notification, with the parental signature of any necessary changes. This includes a change of bus assignment as well. Unless a child has a note, he/she will go home the usual way. This is particularly important on days inclement weather is forecasted. The school should be notified by **1:00** of any emergency changes necessary during the school day.



EARLY DISMISSAL

If a student must leave campus during the school day, a parent/guardian must check them out through the office. Please remember that a student will be considered absent if he/she is in school for less than one-half of the school day (11:15 A.M.)

Parents are encouraged to make appointments after school hours as often as possible. Valid reasons for dismissal are medical or dental appointments, Mental Health Center, juvenile court, religious reasons, or emergency situations (sudden illness, accident, or death of family members). Due to the hectic nature of the end of the day, **ALL EARLY DISMISSALS MUST BE SIGNED OUT BEFORE 2:00 P.M.**

SCHOOL CANCELLATION

In the event that school is closed early, delayed, or canceled entirely due to inclement weather, announcements will be broadcast over local radio stations or television. The superintendent tries to make most announcements by 6:00 P.M. the day before or by 6:00 A.M. the morning of the inclement weather. You can follow Dr. Swan on Twitter **@Mike Swan** or BCPS **@BurkeCoSchools** for the latest information. You should also be called by the automated calling system that BCPS offers.

Parents are asked to plan ahead and discuss with their child the plan he/she should take if school closes during the day. Decide on a plan and stick to it for ALL closings. ***ON DAYS WHEN THE FORECAST INDICATES A POSSIBILITY OF BAD WEATHER, IF YOU DO HAVE A***

CHANGE IN PICK-UP PLANS, PLEASE WRITE A NOTE TO THE TEACHER.

STUDENT DRESS REQUIREMENTS

Halter tops, midriff tops, strapless or spaghetti strap tops, short shorts, mini skirts, slashed/cut up clothing, “sagging” pants, clothing with tobacco or alcohol logos, and clothing with offensive language or ethnic slurs are not allowed at George Hildebrand. **Any questionable items of clothing will be left to the discretion of the principal.**

Please label your child’s coat, jacket, sweater, or other items of clothing that may be removed during the school day.

Please be aware that students must often sit on the floor. Clothing should be comfortable for sitting on the floor and should cover the body appropriately even in that position

IMPORTANT: PLEASE LABEL YOUR CHILD’S CLOTHING, ESPECIALLY COATS AND HOODIES. This will assist school personnel in the identification of lost items.



EMERGENCY TELEPHONE NUMBERS

It is VERY important that we have a telephone number(s) where parents or designated relatives may be contacted in the event of an emergency during the school day. PLEASE KEEP THE OFFICE INFORMED IF THERE ARE CHANGES IN PHONE NUMBERS.

CHANGE OF ADDRESS

It is vital that we be notified of any change in address. An accurate mailing address is necessary for information that we may wish to mail to the home. Students not living in the George Hildebrand School District must request permission from the Superintendent to attend George Hildebrand Elementary. Parents must provide 3 proofs of residency to change their address.

TRANSFERS AND WITHDRAWALS Please notify us if your child is transferring to another school. We must make sure all books are turned in and all business is settled. The receiving school will contact us to request records.

HEALTH AND MEDICAL ISSUES

The following will be used to determine student sickness and parent notification:

Fever: *If a child has a fever of 100.0 degrees or higher, parents will be notified and asked to*

promptly pick their child up. The child should remain at home until fever-free for 24 hours without fever-reducing medicines such as Tylenol or Motrin.

Rash: A suspicious rash, that could possibly be contagious, will result in parent notification.

Nausea and Vomiting: Parents will be notified if a student vomits at school and asked promptly to pick their child up from school. The child must be vomit-free for 24 hours before returning to school.

Head Lice: Any evidence of live bugs in a child's hair will result in parent notification and the child will need to be promptly picked up from school. The child will need to be treated with the proper lice shampoo and have nits removed at home. The child will need to be checked by school staff when they return to school and cleared before going to class. Please contact your school nurse or refer to the Lice Policy on the BCPS website for more information.

Accidents: If a child is injured at school, parents will be notified. Make sure we have a current phone number where you can be reached at all times

MEDICATION

No medicine, prescription, or over-the-counter, will be administered to students at school without the proper medication form completed. Forms are available in the office and online (BCPS website). **MEDICINE TO BE GIVEN AT SCHOOL MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER.** For safety reasons, children are not allowed to carry medicine in their clothing, book bags, or lunch boxes. Children may be allowed to carry emergency medications (inhalers, etc.) with a medical provider's written approval. Please contact your School Nurse or refer to the Medication Policy on the BCPS website for more information.

MONEY

Money can easily be lost during an active day at school. Money for lunch, school pictures, books, and yearbooks should be kept in a safe place. It is a good idea to place the money in a sealed envelope labeled with both your child's name and his/her teacher's name. Children are not allowed to buy, swap or sell personal items at school.

PARTIES

Board Policy permits each class to have no more than two parties per year. Teachers have the choice of deciding when to have these parties. Snacks can be furnished for a class in recognition of a student's birthday or as a special treat from a parent to the class. This snack will be shared during regular snack time or at lunch. Healthy snacks are encouraged. Prior notification and arrangements with the teacher would be appreciated. *All special treats must be purchased from a licensed facility with a list of the ingredients provided on the label as stated in BCPS School Board Policy.*

WATER BOTTLES

Students are allowed to bring clear plastic refillable water bottles to have in the classroom. Plain water is the only liquid allowed in these containers. Our campus has several water fountains that act as water bottle dispensers.

PROHIBITED ITEMS

Toys, collectors, and game cards including Pokémon, fidget spinners, radios, CD players, video games, blankets, etc. are NOT allowed on campus unless a teacher has given permission because it is related to an assignment. Items such as these invite theft or disrupt the school-learning environment.

Weapons- Knives, guns, fireworks, matches, lighters, sharp-pointed objects, or any object that could be used as a weapon are dangerous and are prohibited on school grounds. Toys that resemble weapons are also prohibited.

Smoking-NOTE TO PARENTS AND OTHER VISITORS: George Hildebrand Elementary is a “Tobacco-Free” campus. Please refrain from using tobacco products, including vapes anywhere on campus, including in vehicles.

STUDENT BEHAVIOR

When your child enrolled at George Hildebrand Elementary he/she became part of our school family. Caring and respect are important in this family. We strive to help each child to become a self-disciplined person and a responsible citizen who has self-respect, respect for others, and respect for private and public property. We have classroom and school-wide rules that are established yearly and are consistently followed and explained to our students. Our goal is to reward positive behavior. We hope all discipline measures used at George Hildebrand Elementary School encourage a better attitude and improve behaviors

SCHOOL RULES

George Hildebrand Elementary conforms to the rules and policies set by the Burke County School Board of Education found in the Student Code of Conduct.

1. Possession of the following items is forbidden at school, on school-owned buses, or at any school function and can result in immediate suspension:
 - > Controlled Drugs
 - > Tobacco Products (matches/lighters included)

- > Alcoholic beverages
- > Obscene Literature

2. Fighting at school or on the bus is forbidden and is grounds for suspension depending on the severity, provocation, and other mitigating circumstances. This is left to the discretion of the principal. Students must keep hands and feet to self.
3. Harassing and mistreating another child is never appropriate and will not be tolerated. This includes, but may not be limited to name calling, inappropriate or profane language, bullying, sexual harassment, or intimidation.
4. Improper touching of another person is not permitted and may be grounds for suspension.
5. Students are expected to show respect to staff members and other students. Refusing to follow instructions promptly, providing false information, arguing about the appropriateness of their behavior, or refusing to respond to reasonably asked questions is a serious offense and may result in suspension from school.
6. Vandalism or theft of school property or personal property of another person will not be tolerated. Parents may be asked to pay restitution for any such offense.
7. Students are instructed not to sell, buy, barter, trade, give, or dispense goods, money, or services without prior approval from a teacher or the principal.
8. When using technology, students must abide by the BCPS Acceptable Use Policy.
9. Toys and valuable items should be kept at home at all times. We ask that students not bring items to school that can be lost, stolen, disruptive or dangerous. Bats, balls, skateboards, personal electronic devices, handheld electronics and games, valuable jewelry, trading cards or any other item of this nature are not permitted at school unless prior permission is given. These items will be confiscated and a parent will be asked to come to the office to pick it up. GHES is not responsible for any item lost or stolen at school.
10. Students are expected to obey all safety rules at all times. We expect our students to walk while on school grounds and inside the building unless they are involved in a class activity that requires otherwise. Students should not engage in horseplay or “play” fighting or wrestling at any time.
11. Quiet voices should be used inside the building at all times unless otherwise instructed by a teacher.
12. Chewing gum and candy should not be brought to school unless your child’s teacher gives prior permission.

13. Tennis shoes are required for PE. Please no dress shoes, sandals, flip flops, or Crocs on PE days to ensure the safety of your child.

Consequences will be administered depending on the severity and the frequency of the offense in accordance with the Burke County Public Schools Code of Conduct.

STUDENT CELL PHONE (BCPS Board Policy 4318)

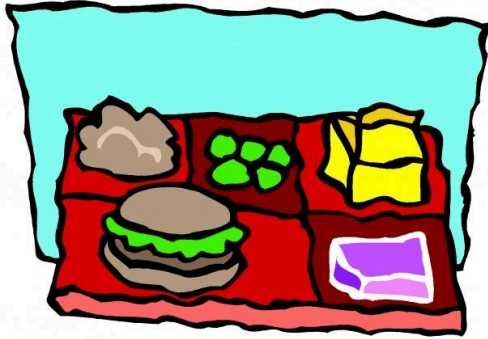
BCPS recognizes that **cellular phones** and other wireless communication devices have become important tools through which parents communicate with their children. However, an unintended consequence of wireless device usage is the lost instructional time resulting from class disruptions. **Cell phones** and other wireless communication devices are permitted on school property but are prohibited from use during instructional hours without permission from teachers and administrators. Such devices shall not be activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include but are not limited to, **cellular phones**, electronic devices with an internet capability, paging devices, two-way radios, and similar devices.



FIELD TRIPS

1. Field trips are an extension of the classroom and student behavior prior to the trip can be used to determine eligibility for the field trip. (BCPS Policy 4300)
2. Parents are asked to take their personal vehicles on field trips.
3. **All students are required to ride the bus when traveling to all field trip destinations. Students can ride home with their parents, legal guardian or a person on their approved pick up list on Infinite Campus.**
4. Only children enrolled in the class participating in the field trip will be permitted to attend. Other siblings or children not enrolled in school at George Hildebrand will not be permitted to go on school field trips.
5. If you volunteer to be a chaperone, you must be willing to help supervise a group of children during the entire duration of the trip.
6. Chaperones will be required to pay their own way and have their money turned in by the set due date.

Failure to abide by these rules could result in forfeiture of your ability to attend field trips.



CAFETERIA

Our school provides breakfast and lunch daily. You are welcome to come to eat breakfast or lunch with your child. Please sign in at the office upon arrival. A lunch number will be issued when your child is enrolled at George Hildebrand. This number will remain the same throughout your child's elementary career.

During the 2026-2027 school year, students will receive free breakfast and lunch.

We would appreciate it if you would complete a free and reduced lunch form. This application assists the schools with federal funding. Any questions about your child's cafeteria accounts should be directed to the cafeteria manager.

K-5 Pricing:

Breakfast - Free

Lunch - Free

Adult Meal - \$4.50



BUS EXPECTATION

Riding the bus is a privilege and may be taken away from those who cause disturbances or jeopardize the safety of others. The Burke County School Board has a policy to ensure the safety of all students that ride a bus.

The following rules govern student behavior on the bus.

1. Follow driver directions.
2. Remain seated at all times.
3. Do not bring food or drinks.
4. Keep hands, feet, arms, and personal objects to yourself.
5. Do not push or shove when loading or unloading the bus.
6. Stay in assigned seats.
7. Remain quiet; no loud noises.
8. Do not use profanity.
9. Help keep the bus clean.

IF A STUDENT NEEDS TO RIDE A DIFFERENT BUS FROM THE ONE HE/SHE IS ASSIGNED TO, HE/SHE MUST HAVE A NOTE FROM THE PARENT. THE NOTE MUST BE SIGNED BY THE PRINCIPAL OR SOMEONE ELSE IN THE OFFICE.

Non-compliance with bus safety rules will result in the following actions depending on severity as determined by the principal.

- 1. The first offense will result in a verbal and written warning. (Unless the offense is severe)**
- 2. The second offense will result in bus riding privileges being revoked for a period of up to 5 days.**

3. The third offense will result in bus riding privileges being revoked for a period of up to 10 days.
4. After the fourth offense, bus-riding privileges may be revoked for the rest of the school year.

INSTRUCTIONAL PROGRAM

GRADES

Report cards are issued at nine-week intervals. During each nine-week grading period, interim reports indicating a child's progress are sent to the parent. Parents are expected to sign interim and report cards. Students are required to return reports promptly to their teacher. Grades for the 3rd-5th grade are on a ten-point scale.

GRADING SCALE

Parents can access all student grades through our Powerschool Parent Portal. Please contact the school to receive access to this program.

A....90-100

B....80-89

C....70-79

D....60-69

E....Below 60

PARENT/TEACHER CONFERENCES

Conferences for the families of all students will be scheduled during the first grading period. Throughout the year additional conferences will be scheduled for parents of students in grades K-3 and for any student having difficulty. Other conferences may be scheduled throughout the year as requested by parents or teachers. Parents staying in constant contact with teachers is very important for your child's success.

TAKE-HOME TUESDAY

Good communication between home and school is important to maintain a positive relationship to support students. Graded student work, important updates, monthly calendars, and newsletters will be sent home in your child's Take Home Tuesday folder. Please take time to review the materials in the folder weekly.

GENERAL INFORMATION

CHECKS Checks written to the school for field trips, fundraising, Book Fairs, etc. must be made payable to George Hildebrand Elementary School unless specified otherwise. A \$25.00 fee

is charged for all returned checks.

STUDENT DEBT Student debt must be paid to attend school dances and movie afternoons/ nights. Please understand that your child's school debt follows him/ her throughout their career. **All student debt must be paid in order to receive a high school diploma.**

LOST AND FOUND

Lost and found articles are placed near the office. We encourage parents and students to check this box for lost items. Marking a child's belongings with a permanent marker will assist in the identification of lost items. Twice a year, unclaimed items are sent to a charitable organization.

PICTURES

School pictures are made in the fall and in the spring of the school year.

YEARBOOKS

Memories of the school year will be available through a yearbook that will be distributed in late May/ early June. Students will have the opportunity to pre-order in early spring.

PARENT-TEACHER ORGANIZATION

The George Hildebrand Elementary Parent-Teacher Organization is committed to supporting the school. The PTO plays a major role in the success of our school. Your support and participation are instrumental in assisting the school with many projects and events, all of which benefit our students.

2026-2027 PTO Officers

President: Allegra Lynch

Vice President: Donna Roe

Co-Treasurer: Jessica Fredrick

Co-Treasurer: Sandra Pruette

Secretary: Angela Ballenger

All PTO meetings will be announced through take-home Tuesday, Dojo, and our GHES Facebook Page. Other events may be scheduled throughout the school year. Please watch for announcements.

Your input for the 2026-2027 school year is vital to the success of George Hildebrand Elementary. Every parent is encouraged to join the PTO.

Follow George Hildebrand on Facebook!

I am proud and honored to be a part of your child's elementary school experience.

Lauren Huffman

Principal