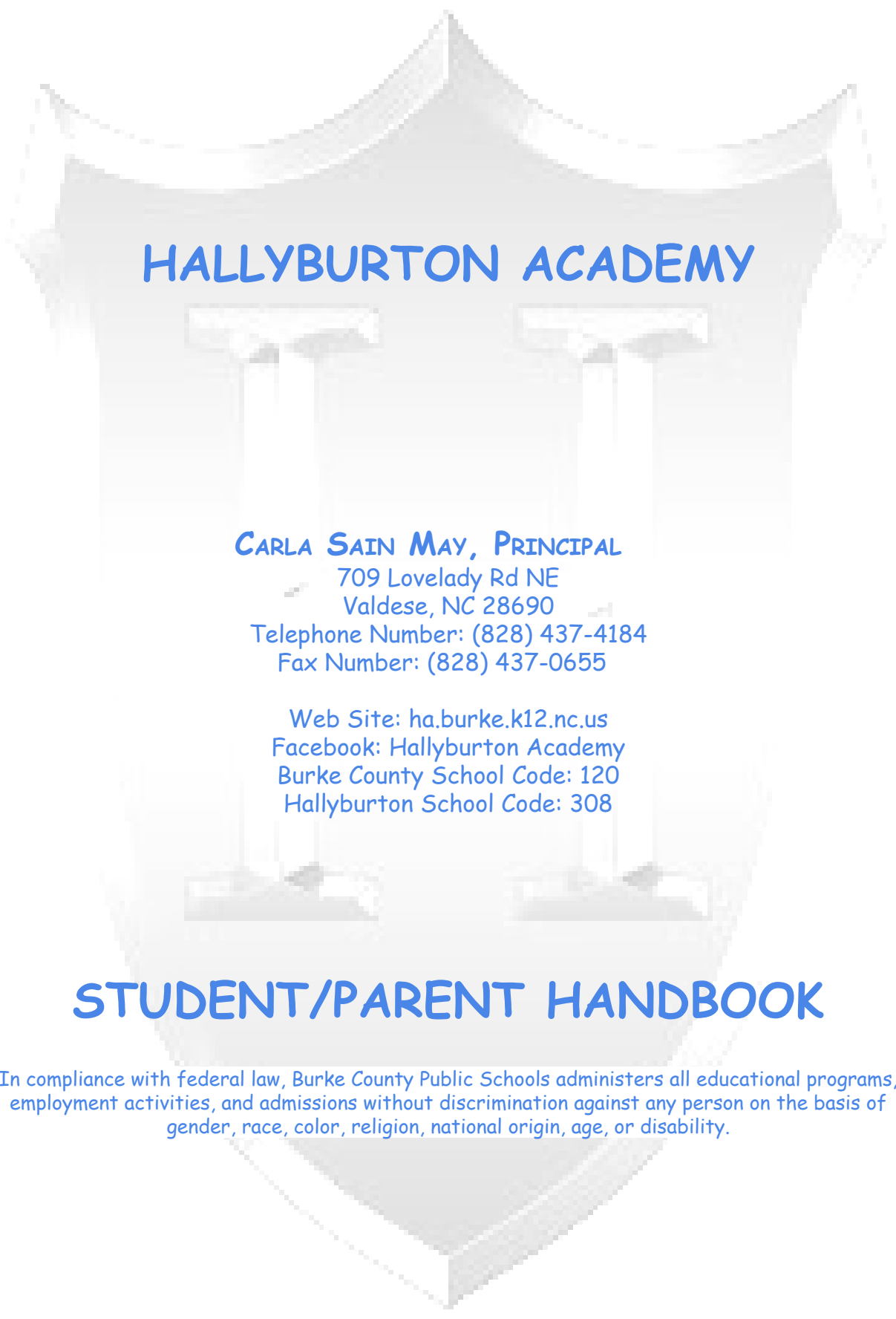


The background of the page features a large, light gray shield logo. Inside the shield, the text "HALLYBURTON ACADEMY" is written in blue, bold, sans-serif capital letters. Below the name, there is a faint illustration of a classical building with two columns. At the bottom of the shield, the words "STUDENT/PARENT HANDBOOK" are written in blue, bold, sans-serif capital letters. In the center of the shield, contact information for the principal is listed in blue text.

HALLYBURTON ACADEMY

CARLA SAIN MAY, PRINCIPAL

709 Lovelady Rd NE
Valdese, NC 28690

Telephone Number: (828) 437-4184

Fax Number: (828) 437-0655

Web Site: ha.burke.k12.nc.us

Facebook: Hallyburton Academy

Burke County School Code: 120

Hallyburton School Code: 308

STUDENT/PARENT HANDBOOK

In compliance with federal law, Burke County Public Schools administers all educational programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability.

HALLYBURTON ACADEMY

VISION

The vision of Hallyburton Academy is for our graduates to be compassionate, constructive, and confident citizens.

MISSION

At Hallyburton Academy we are prepared, appropriate, and productive.

Motto

"If we own the story, then we can write the ending."
Brene Brown



BURKE COUNTY
Public Schools

BCPS MISSION STATEMENT

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

BCPS VISION STATEMENT

Burke County Public Schools will be a model of exemplary education by inspiring all students to be life-long learners who will contribute to our community.

Bell Schedules

<u>HS Regular Day</u>		<u>2 Hr Delay</u>	
8:30 - 9:00	PACK Time	10:32 - 11:45	1st Block
9:02 - 10:07	1st Block	11:00 - 11:25	Lunch
10:10 - 10:50	2nd Block	11:45 - 12:33	2nd Block
10:50 - 11:25	Lunch	12:35 - 1:23	3rd Block
11:30 - 11:55	2nd Block	1:25 - 2:10	4th Block
11:57 - 1:02	3rd Block		
1:05 - 2:10	4th Block		
<u>Half Day</u>		<u>3 Hr Delay</u>	
8:30 - 9:00	1st Block	Bag Lunch upon Arrival	
9:03 - 9:33	2nd Block	11:40 - 12:15	1st Block
9:36 - 10:06	3rd Block	12:20 - 12:55	2nd Block
10:09 - 10:39	4th Block	1:00 - 1:35	3rd Block
10:40 - Bag Lunch		1:40 - 2:10	4th Block

The 2026-27 Burke County Schools Calendar may be accessed Via The Burke County Web Site- www.Burke.k12.nc.us

**** The school building does not open for students until 8:00 am. Students must exit the main building by 2:30 pm. unless working directly with a faculty member or participating in a school-sponsored activity.****

Academic & Grading Information

Subject	Number of Credits Required
English	4 Credits
Mathematics	4 Credits
Science	3 Credits Biology, Earth/Environmental, and a Physical Science
Social Studies	4 Credits World History, American History, Economics and Personal Finance, Civic Literacy
Art	1 Credit
Health and Physical Education	1 Credit Successful completion of CPR instruction
Other Electives	5 Credits
Total	22 Credits

PROMOTION REQUIREMENTS

- A. To become a sophomore a student must have a total of 6 credits in grade 9 and TWO TERMS OF RESIDENCY IN HIGH SCHOOL.
- B. To become a junior a student must have a total of 12 credits in grades 9 and 10 combined AND FOUR TERMS OF RESIDENCY IN HIGH SCHOOL.
- C. To become a senior, a student must have a total of 18 credits in grades 9, 10, and 11 combined AND SIX TERMS OF RESIDENCY IN HIGH SCHOOL.

Attendance Requirements-Relating To Registration

To meet attendance requirements of the Burke County Board of Education for graduation from high school, students must register for eight (8) courses per year: four (4) courses per semester. Students can earn a maximum of 12 credits per year with principal approval.

Students must earn two credits each semester to meet **residency requirements**. A student must be enrolled in high school courses for eight semesters (4 years). The principal may waive up to one semester of residency for a student if the student has completed 22 credits and meets all local and state requirements. This recommendation must be sent to the superintendent. Upon the superintendent's

recommendation and School Board approval, a student may waive up to one year of residency if a student has completed 22 credits and meets all local and state requirements.

EARLY DISMISSAL AND PARTIAL PERIOD/DAY ATTENDANCE

A. For a student to receive an early dismissal, a parent must come into the office and check/sign the student out. All persons must be listed in PowerSchool as being able to check a student out and show ID.

B. Students returning to school from an early dismissal must check in at the office.

C. Students must be in attendance for 45 minutes of a class period in order to be counted present for the class unless they are out of class due to a school related activity.

D. Once a student has arrived on school property during the school day, whether or not the instructional time has begun, that student becomes the responsibility of the school. Any student who comes on the campus must have special permission from an administrator before leaving.

STUDENT CHECKOUTS

In the event of an emergency, which requires the student to leave school during the school day, the student should follow these procedures: 1. Report to the office, explain the emergency situation. 2. The office will contact the parent/guardian by phone to obtain permission to excuse the student. 3. No student will be allowed to checkout without proper approval from the administration. The checkout procedure must be followed in order to comply with school board policy and legal responsibilities. These steps are not intended as a mistrust of students but rather as a safety precaution and communication line to parents. For example, it would be unwise for a student to check out sick, leave school, need medical attention, and no one be aware of the situation. Failure to comply with checkout procedures will be dealt with as a discipline issue.

MAKE-UP WORK

Make-up work is the responsibility of the student. Each case will be considered on an individual basis giving unusual circumstances due consideration. The student has a THREE-day time limit upon his/her return to school to arrange with the teacher to obtain missed assignments and schedule missed tests. Certain assignments, tests, projects, papers, etc. have due dates announced well in advance.

If a student is absent on a day when such a project/paper/assignment is due or on which a test or exam is scheduled, the student will be required to turn in the work or make up the test/exam on the first day back from absence

TARDY POLICY

Students will be counted tardy if they are not inside the classroom when the tardy bell sounds. Accumulation of Tardies is done on a period by period basis. A student may be late (tardy) to each class one time and will technically have 4 accumulated tardies, but disciplinary action begins with the 2nd tardy to the same class.

Students who are not in 1st period or who arrive at school after 8:30 AM must receive a tardy note from the office and be admitted to class.

1st Tardy- Warning from the classroom teacher

2nd Tardy- Teacher notifies parents with a personal phone call, email, or face to face conference. - 1 day of Lunch Detention

3rd Tardy- Up to 2 days of lunch detention and call to parents

HALL PASSES

Students are not allowed to leave class the first and last ten minutes of instructional time of any class period.

College and Career Ready

It's not unusual for students to change their minds about a major decision that will affect the rest of their lives. Some students know early what they want to do after high school. Others may not make that decision until much later. That's why the courses students take in high school matter. High school is their best chance to prepare for whatever they decide to do as adults. The College and Career Ready Core was developed to provide students with a strong academic foundation so they will have as many options as possible after graduation from high school. By taking a balanced schedule of academic courses and electives, students will be ready for work and/or college..

GRADING PROCEDURES

1. Numeric grades are used for all FINAL grade reports and transcripts. Numeric grades will be used for Progress Reports AND nine-weeks Report cards.

A. SUPERIOR: The grade "A" is earned by students who achieve a numerical average between 90 and 100.

B. ABOVE AVERAGE: The grade "B" is earned by students who achieve a numerical average between 89 and 80.

C. AVERAGE: The grade "C" is earned by students who achieve a numerical average between 79 and 70.

D. BELOW AVERAGE: The grade "D" is earned by students who achieve a numerical average between 69 and 60.

E. FAILURE: The grade "F" is earned by students whose numeric average is below a 59.

Failing Grades

Students may repeat a failed class (F) and replace that failing grade (F) if the class is passed. Failing grades may be removed from a student's transcript or excluded from computing a student's grade-point average by repeating and passing the courses failed. All attempts made to pass courses will appear on the student's transcript. Students have the option of making up failed courses during the school year or by attending summer school.

Incompletes:

Incomplete grades must be made up within three weeks of the end of each semester. Incomplete grades not made up by that time will become "F's". Following an absence from school, it is the student's responsibility to contact the teacher within three days concerning make-up work.

Grading:

Mathematically, zeros cause a heavy skew in the averaging of grades because the intervals between the grading scales are not equal. An "F" grade represents 10x the point value of all other grades. Zeros are discouraged because the skew can easily outweigh the relative importance of the activity for which the zero was assigned. Communication is imperative between teachers and parents of students who have failed assignments. In keeping with best practices of formative assessment, students are highly encouraged to repeat/make up work on which they made zeros or other failing grades. All grades should be a reflection of performance and not behaviors.

Summer School

Summer school information can be found on the BCPS and high school website at:
<http://www.burke.k12.nc.us/departments/secondary-education/online-learning/summer-school>

GRADUATION REQUIREMENTS

- - Refer to the [Burke County Public Schools High School Course Offerings](#) for detailed information about graduation requirements and diploma programs.

GRADUATION POLICIES

No students may participate in graduation ceremonies unless they have earned a minimum of 22 credit requirements, as established by the Burke County Board of Education and the State of North Carolina at the time of graduation exercises. It is the intent and purpose of Hallyburton Academy that only students that qualify to receive diplomas be permitted to participate in the graduation ceremonies. In order to participate in the graduation exercise the student must attend all announced practices.

The administration may adopt other appropriate and reasonable restrictions, including dress restrictions, as conditions for participation in graduation ceremonies provided that such restrictions meet the following criteria:

A. The restriction is properly and openly publicized or otherwise made known to pupils and parents.

B. Where possible and practical procedures shall include ample warning to parents and students of possible loss of privilege.

This policy is intended to preserve the dignity and prestige of the graduation ceremonies as they are designed to honor significant and culminating student achievement.

C. All debts to the school must be paid before final exams in order to participate in the graduation ceremonies.

D. The actual diploma certificate is the property of Hallyburton Academy and is awarded, as a gift, to students who meet all graduation requirements and who conduct themselves appropriately during the actual Graduation Ceremony. Students who violate stated or implied rules of decorum during the actual graduation ceremony will not receive their diplomas on graduation day. Any students whose diplomas are held for failure to abide by stated rules of behavior at the graduation ceremony will have to schedule an appointment with the principal to request release of the diploma. It is the intent of Hallyburton Academy as well as the desire of the Burke County Board of Education that the Graduation Ceremony be a solemn event that is not marred by any student's desire to bring attention to himself/herself.

EXPECTATIONS FOR STUDENT PARTICIPATION AND EFFORT

It is the expectation of the faculty and staff of Hallyburton Academy that all students will make a good faith effort to do what is asked of them in all classes. We further accept that, if the student does make this good faith effort and still fails to make acceptable progress in a class, then the fault does not lie with the student, and the teacher and the school must rethink the approach that has been used with the student and find other means to enable that student to experience success. Certain expectations are part of making a "good faith effort" and these are:

1. Coming to class on time every day and being prepared with materials and with any assignments that the teacher has said are to be completed for the specific class.
2. Staying awake and alert in class and participating in discussions, group activities, or other instructional activities. If the student is not able to stay awake, he/she needs to stay home and get the rest needed in order to participate in class.

Student Transcripts

Transcripts will be free for students needing transcripts for college applications or applying for scholarships. Please see Mrs. May or Mr. Lor if you need a copy of your transcript.

ACADEMIC DISHONESTY

In order to maintain the integrity of the teaching and learning process, as well as to validate all grades received by students, Hallyburton Academy requires that students abide by the following academic guidelines:

1. Students may not work together on any projects unless specifically given approval by the teacher.
2. Students may not copy another student's work and submit it as their own.
3. Students may not use any aid on a test or exam without the specific approval of the teacher.
4. Students are not to **give** other students aid or assistance - for example, a student who has taken a test in an earlier class or on a previous day is NOT to give information about that test to a student who has yet to take the test.
5. When students use information from a source other than their chromebook or teacher's lecture notes to complete a project or a paper, the source(s) must be cited in accordance with acceptable format as specified by the teacher.
6. Parents are not to complete projects assigned to students. A teacher may allow parents to assist students in some particular fashion, but the project is designed to help the teacher determine what the **student** knows or can do.

Students who fail to abide by these guidelines will receive a grade of zero for the work in question and may face disciplinary action as well. This applies to students who provide unauthorized assistance as well as to students who seek or receive unauthorized assistance.

SOCIAL WORKER GRADES 6-12

A social worker is available to assist students as they deal with problems relating to school, family, friends, teachers, careers, college or other areas of concern. Students may express their concerns in a safe, confidential and non-judgmental environment.

If you have any questions or concerns, please see your social worker. They are here to help you examine your interests, aptitudes, job preferences and can help develop a program of study to prepare you for college and careers. Information about high school graduation, school credits and registration, college admissions or financial aid for college is available in the social worker's office.

PROCEDURES FOR SEEING YOUR SOCIAL WORKER OR OTHER SUPPORT PERSONNEL

Prior arrangements and approval must be made with your teacher when missing class time for counseling sessions. "Drop-in" visits by students with our social worker **will not** be accepted as an excuse for tardiness or absences from class. The social worker can initiate student contact. If the situation is such that a student needs to see a social worker immediately, the teacher will call him/her. Parents are encouraged to communicate with the school counselor. Conflict Resolution should be utilized when needed. Administrators, teachers and students may fill out referrals.

EXAM POLICY

1. To earn credit, a student must complete an assessment consisting of either an End-of-Course Test or North Carolina Final Exam administered according to guidelines of the North Carolina Annual Testing Program, a CTE Post Assessment or, in courses with no mandated test, a teacher-prepared cumulative final examination.
2. Exams can only be made up or taken early in certain cases where approved by the principal.
3. A student must take the End-of-Course test or CTE Post Assessment in any course requiring one in order to get credit for the course. The End of Course test and CTE Post Assessment will count as the final exam. The grade earned on the End-of-Course test will be made part of the student's permanent record.
4. Final assessments will count 20 percent of the final grade in the course.
5. Students may not take exams earlier than the scheduled exam period.
6. An exam schedule will be made available to students at the earliest possible date.
7. Exempted students may attend school on exam days so they are not counted absent. If they are not present, but exam exempt, they will still be coded as absent from school.

Driver License Requirements

A student must have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. This certificate will be issued upon completion of the Driver's Education Course and with evidence of a student's **adequate academic progress**. The Division of Motor Vehicles (DMV) will not issue a driver's permit or license without a Driving Eligibility Certificate. Driving eligibility and driver's license are a function of the NC Division of Motor Vehicles and not Burke County Public Schools. Questions should be directed to the Driver's Education Coordinator, Tammy McNabb (828) 502-9279.

ADEQUATE ACADEMIC PROGRESS means that students must pass 3 out of 4 courses each semester. ADEQUATE ACADEMIC PROGRESS is evaluated at the end of each semester. Students who do not meet this criterion or who drop out of school will be reported to the DMV and will have their permits or licenses revoked.

BCPS Student Code of Conduct-Click Here

CELL PHONES and other ELECTRONIC DEVICES TO INCLUDE MP3 PLAYERS, ETC, BCPS Board Policy #4318.

DISCIPLINE HIGHLIGHTS

Dress Code

The items below are some of the main points of the Dress Code and aren't intended to represent the entire document. The entire Student Code of Conduct can be found on the BCPS web page. Policy 4300R.

- Female Dress: No exposed cleavage; no exposed undergarments/undergarment straps, minimum of 3 fingers worth of clothing on shoulders, no fishnet or see-through garments worn over other inappropriate garments, no leggings or tights unless a garment within the dress code length is worn over them, no shorts, skirts, or dresses that are mid thigh or shorter, no crop tops..
- Male Dress: No sagging or slacking pants, no garments w/alcohol, tobacco, drugs, racist images/words, or obscenity.
- No clothing with guns, weapons, gang references.
- No bandanas.
- No full face masks are allowed. Only medical masks are to be worn.
- NO HOODIES

TOBACCO PRODUCTS - STUDENTS

BCPS Board Policy #4320

Students shall not use or possess any type of tobacco/vape products on school property during the time school is open for the school day or for any supervised school activities, or when being transported to and from school in a school vehicle. (This includes school-sponsored events such as dances, field trips, athletic functions, etc. while participating or being under the direct supervision of a school staff member). This policy is in effect for any Burke County student on any campus of the Burke County Public Schools or attending any school sponsored functions off campus.

Possession/Use

- a. First Offense: Three (3) days in-school suspension with enrollment and successful completion of cessation program. Confiscate products.
- b. Second Offense: One (1) to three (3) days out-of-school suspension with continuation of cessation program. Confiscate products.
- c. Third Offense: Three (3) to five (5) days of out-of-school suspension. Confiscate products. Recommend students for intensive cessation program completion.
- d. Fourth Offense: Ten (10) days out-of-school suspension with recommendation for long term suspension. Confiscate products.

Discrimination, Harassment, and Bullying

Students shall not bully or intimidate other students. Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm. These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 - Prohibition Against Discrimination, Harassment and Bullying and 4015 - Discrimination, Harassment, and Bullying Complaint Procedures).

- A. First Offense: Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.

- B. Second Offense: Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.
- C. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.

CONDUCT AND DISCIPLINE Burke County BOE Policy #4300-R

High school students should be mature enough to understand the importance of rules and regulations and why they are needed. The basic rule that we must all follow is the rule of good citizenship: honesty, respect for self and others, practicing the principles of good sportsmanship and conduct, conducting oneself in a manner befitting the dignity of a human and the dignity of the school.

Some serious violations of school rules that result in immediate suspension ranging from 1 day to suspension for the remainder of the term are: (1) Possession, use, or sale of any alcoholic beverage or narcotic without the authorization of a medical prescription; (2) Stealing; (3) Possession or use of fireworks; (4) Possession or use of weapons (including knives); (5) Fighting; (6) Tampering with fire-alarm systems; (7) Insubordination (refusing to give your name to a school official, refusing to accompany school official to the office, refusing to follow established procedures of the classroom, school, county); (8) Vandalism; defacing or destruction of school property.

Students are subject to disciplinary action for gathering and encouraging fighting or physical violence.

Other violations that may result in in-school suspension, and out-of-school suspension are listed here also. (1) Excessive tardies (2) Class cuts (3) Class disturbances (4) Failure to return lunch trays (5) Profanity (6) Forged notes (7) Leaving school without permission (8) Gambling (9) Parking and driving violations (10) Bus discipline problems (11) Breaking lunch line (12) Cutting assembly or misbehaving at assembly (13) Dress code violations and (14) Soft drinks or drink containers in buildings.

CONSEQUENCES FOR VIOLATIONS

1. Minor Violations Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or

responses may include, but are not limited to, the following:

a. Parental involvement, such as conferences; b. Isolation or time-out for short periods of time; c. Behavior Contracts d. Instruction in conflict resolution and anger management; e. Peer mediation; f. Individual or small group sessions with the school counselor; g. Academic intervention; h. In-school suspension; i. Detention before and/or after school or on Saturday; j. Community service; k. Exclusion from graduation ceremonies; l. Exclusion from extracurricular activities; m. Suspension from bus privileges; and n. Placement in an alternative school.

2. Serious Violations Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

Articles not allowed at school: Articles that interfere in any way with school procedures, disrupt instructing or become hazards to the safety of others are not allowed.

SEARCHES POLICY BC BOE Policy #4342 Teachers and administrators are charged with the responsibility of maintaining order at school and providing an equal opportunity for education to all students. In exercising this responsibility administrators on occasion may have to search an area or a person. The student has the right to be free from an unreasonable search of his or her person. However, school officials have the right to search a student's person or possessions if they have reasonable suspicion. In addition, Hallyburton Academy will also conduct random searches of vehicles, lockers, buses, and classrooms.

COMPUTER AND COMPUTER RESOURCE USE POLICY #3220 & 3225

Computers and computer resources are for educational use. All students must sign and have on file in their cumulative folder a Burke County Public Schools Acceptable Use Policy. Signed policies for returning students are still in effect. New enrollments must be sure to obtain, sign, and turn in an Acceptable Use Policy to the Media Center. Students must be familiar with and follow the Burke County Public Schools Acceptable Use Policy. Students will be assigned a user name and a password. Students must use their own username and password to log on the network. Passwords are to be kept private. Do not share your password. Unacceptable use of computer resources may result in, but not limited to, of computers and computer resources. Examples of unacceptable uses are:

1. Accessing inappropriate websites. (i.e. accessing pornographic sites).
2. Using computers and computer resources for non-educational activities. (i.e. non-educational chat rooms, email, printing, digital imaging).
3. Logging in as anyone other than yourself. 4. Participating in non-educational activities, activities that are not teacher assigned.

Consequences:

Inappropriate or unethical use or failure to adhere to the guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

Technology and APEX Guidelines

Basic Computer Rules:

- No personal electronic devices allowed (including, but not limited to: mice, earbuds, smart watches, etc). Mice should be placed in the phone bags in the morning. Only the school's electronic devices are allowed. Students can have wired headphones only.
- No HA owned headphones leave the room they start in (e.g. borrowed headphones starting in Ms. Smith's classroom are returned before the student leaves for his/her next destination). This is especially true of the Digital Learning Class.
- No laptops leave the HA premises without prior written approval from the Principal or designee.

Beginning-of-Day Laptop Distribution:

- Laptops are to be delivered to 1st block class locations prior to the start of classes for the day by the Digital Learning teacher (HS only).
- Laptops are distributed to students by the 1st block teacher (MS and HS).
- Teachers are responsible for securing computers throughout the day if a first block student is not present to pick up the device. **DO NOT LET A STUDENT USE A COMPUTER NOT ASSIGNED TO HIM OR HER.** Unclaimed devices are to be returned under end-of-day collection guidelines.
- Students are paying for damages this year.
- Charger replacement (any type) - \$35
- Chromebook screen - \$100
- Chromebook keyboard - \$75
- Chromebook hinge - \$35 each

End-of-Day Laptop Collection:

- 4th block teachers are to collect laptops at the end of their class. Any teacher having unclaimed laptops from 1st block may turn these items in along with regular 4th block devices.
- The Digital Learning teacher will collect HS devices to return to charging stations in Room 201 once students have departed. MS devices are to be collected and placed in charging stations at the end of each day.

APEX and Digital Learning Class Expectations:

- Students will arrive at the Digital Learning classroom prepared to go to assigned locations in the classroom and begin login and assigned work immediately.
- Each APEX class (used for credit recovery) will be completed to a level of 100% of class assignments, with an average grade of at least 60% (or 60 points on a 100 point scale).

RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

1. Taking a seat. When a passenger enters the school bus, he should take a seat quickly and remain seated. He should refrain from moving around in the bus when it is in motion.
2. Keeping Limbs inside. A passenger must keep his head, arms, and feet inside the bus at all times.

3. Throwing Objects, Shouting, and Waving. Objects should never be thrown in the bus or out the windows. A passenger should not shout and wave to pedestrians or occupants of other vehicles from the bus windows.
4. Keeping the Aisle Clear. Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
5. Indecent Language, Tobacco Use. Passengers must never use profane and indecent language, tobacco, or alcoholic beverages while riding a bus.
6. Playing. Playing or scuffling on the school bus is not allowed.
7. Care of the Bus. A passenger must never mar or deface the bus in any way.
8. Emergency Door. Passengers must never tamper with the emergency door or any part of the bus. An open emergency door is very dangerous while the bus is in motion.
9. Extension of School Day. Time spent on a bus is an extension of the school day; therefore, students fall under all school rules while on a bus.
10. Students must have a note signed by an administrator to ride a bus other than their regular bus.
11. **RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

DISCIPLINARY ACTION FOR BUS VIOLATIONS:

1st Offense Warning

2nd Offense.....5 Day Bus Riding Suspension.

3rd Offense.....10 Day Bus Riding Suspension.

4th Offense Bus Riding Suspension For The Remainder Of The School Year

Cafeteria and Lunchroom

Students may eat in the school cafeteria or bring their lunch from home. They are not permitted to leave campus for lunch and are expected to eat only in the designated areas. Food should not be taken to the classrooms or other parts of the building.

When finished with their meal, students are expected to place all trash in the proper receptacle. Failure to follow this guideline will result in disciplinary action. Additionally, students are expected to leave a clean table as other students will eat after them. All students will remain in the cafeteria, commons and lobby areas during lunch. Students should employ courtesy in lunch lines. Breaking line is considered an offense against your fellow students. Running to the cafeteria is not permitted.

School Debt

School debt could result in the loss of extracurricular privileges. This includes but is not limited to school dances, prom or a loss of parking privileges. Debt not paid by the last day of school to the cafeteria, is paid by the student's current school. Households will need to make arrangements with that school for payment. The debt will become part of the student's PowerSchool file and will follow the student through all grade levels, until paid. If debt is not paid this could affect student's participation in non-mandatory extracurricular activities as noted previously.

Cafeteria will allow students to charge school lunches under the following conditions:

1. All money borrowed is expected to be paid back and is considered debt. Cafeteria will document all charges.
3. Students with cafeteria debt may not be able to participate in extracurricular activities until the debt is paid in full.
4. *Students with \$15 or more of debt will have their driving privileges suspended until debt is paid in full*

PAYMENTS

Students who must make payment to the school of any amount \$50.00 and higher must make it in cash, check or money order made out to Hallyburton Academy. Any payment to any department or group affiliated with Hallyburton Academy should always be made out to Hallyburton Academy and not to the teacher in charge of collecting the money, nor to the company providing the service. Students will be given receipts for any money they pay to Hallyburton Academy.

A \$20.00 service charge will be applied to all return NSF checks.

MESSAGES AND DELIVERIES FOR STUDENTS

School staff will only take messages for students that can be delivered at the end of the day and will not be responsible for failure of students to get said messages. No student will be pulled from class and no class will be interrupted in order to deliver a message without administrative approval. Parents may bring school-related items (school work, books, projects, athletic equipment, clothing, etc) to school for their children in rare situations but this will not be allowed to become a common occurrence.

TELEPHONE USE

Students and teachers will not be pulled from academic/instructional classes to accept phone calls.

PARENT AND SCHOOL PERSONNEL CONFERENCES

Due to the wide variety of teaching schedules, parents wishing to have a conference with a teacher must contact the teacher or leave a message with the student's counselor to arrange a conference.

STUDENT DRIVING AND VEHICLE PARKING

Driving a vehicle is a privilege that carries with it much responsibility. Students who drive to school must at all times accept and carry out those responsibilities. Once a student arrives at school, the student may not leave campus without parental permission. Safety and compliance with driving regulations are the main concern of the administration. **Failure to comply with standards of parking and driving will jeopardize the privilege of driving to school. Repeated offenses can result in loss of eligibility to purchase future parking passes. All vehicles must be registered.** Registration forms are available at the front desk. Students must have a parking pass to park on campus. Tags will be sold for student parking for **\$10.00**. Registration forms must be presented with the parent's or guardian's signature. Upon completing the registration form, students and parents agree to the following:

1. **To operate the vehicles safely and in a courteous manner at all times.**
2. **To park the vehicle in a marked place designated for students immediately upon arrival at school and leave the car immediately after parking.**
3. **Students are expected to report to school immediately upon arriving on campus. They are not permitted to hang out or remain in cars before, during or after school hours.**
4. **Students are not to go to the car anytime during the day (this includes the lunch period or between class).** Any student in the parking lot during lunch without a note from the office should expect disciplinary action. Once the car is parked in the morning, it is to remain in the lot for the entire day. If a student has to leave school by vehicle, he or she must first obtain permission in the main office and follow the correct sign-out procedure which includes receipt of a check-out form.
5. **To operate only a vehicle that has been safety inspected according to the North Carolina law.**
6. **To drive with extreme caution during the time other students are walking, riding bicycles, or riding motorized two-wheeled vehicles to and from school.**
7. **To display the auto registration tag issued by the school in the designated location on the vehicle.**

8. Traffic violations, reckless driving of any type, overloading of vehicles or violation of the aforementioned points could result in suspension of a student's privilege to drive to school.
9. Students who engage in reckless driving will be ticketed and lose driving privileges. Passing in the parking area, speeding, spinning tires, cutting across the parking lot, or driving in any fashion that is dangerous constitutes reckless driving.
10. Students are not permitted to haul passengers in the bed of trucks.
11. Students may not purchase parking tags if they have outstanding debts owed to Hallyburton Academy.
12. Sophomores, juniors and seniors may purchase a parking tag and drive to school.
13. Students will lose driving privileges for 9 weeks following a 10 day suspension.

PARKING TICKETS

Parking tickets will be issued for violation of parking and registration regulations. A fine will be charged for the following:

1. Failure to register vehicle (\$5.00)
2. Failure to display tag permanently (\$5.00)
3. False registration of vehicle (\$5.00, and/or suspended driving privileges/Administrative Decision)
4. Parking in a restricted area (\$5.00)
5. Parking in a no-parking zone or loading zone (\$5.00)
6. Blocking other vehicles (\$5.00)
7. Parking in the wrong parking lot (\$5.00, and/or suspended driving privileges)
8. Parking in the wrong parking space (\$5.00)
9. No parking on left-hand side or driver's side of curb (\$5.00)
10. Misuse of tag (\$5.00 & suspended driving privileges/administrative decision.
11. Reckless driving (\$20.00, and/or suspended driving privileges)

VISITORS POLICY

Hallyburton Academy operates with a closed campus policy. All visitors must use the front entrance of the school and report to the receptionist's desk. Infants and children SHOULD NOT be brought to school during school hours. All parents and visitors are to sign in at the receptionist's desk in the office and be issued a visitor's badge.

SCHEDULE FOR REPORTING STUDENT PROGRESS 2026 - 2027



September 27	Interim Reports Sent Home
October 16	End of 1 st Nine Weeks (39 Days)
Week of November 2	Nine Week Report Cards Sent Home
November 24	Interim Reports Sent Home
December 18	End of 2 nd Nine Weeks
January 12	2nd Nine Week Report Cards Sent Home
February 16	Interim Reports Sent Home
March 12	End of 3 rd Nine Weeks
March 23	Nine Week Report Cards Sent Home
April 27	Interim Reports Sent Home
June 3	Hallyburton Graduation 4pm
June 4	End of 4 th Nine Weeks - Report Cards Sent Home

Hallyburton Academy Staff 2026 - 2027

Principal:

Carla Sain May

Social Worker:

Chang Lor

Exceptional Children:

Katie Stilwell

English High School:

Susan Erickson

Math High School:

Luke Brown

Science High School:

Steven St. Louis

APEX/HS/MS/ISS:

Denyse Poarch

ELL:

Brandy Mills

EC Day Treatment:

Amber Hicks

School Nurse:

Michelle Hawn (Wednesday)