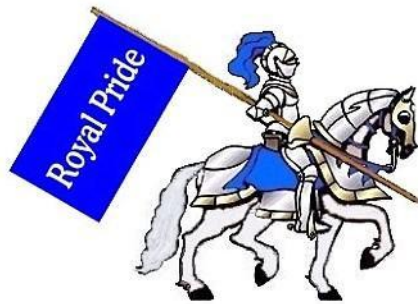


WELCOME TO HILDEBRAN ELEMENTARY SCHOOL

“The Royal Palace; A Learning Community Where Children Come First”

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Hildebran, N.C. 28637
OFFICE: 397-3181 FAX: 397-5330
<https://hes.burke.k12.nc.us/>



Caroline Johnson
Principal

Dori Ennis
Data Manager / Receptionist

Valarie Davis
Bookkeeper

Hildebran Elementary School Goal:

To provide a safe environment where students can become critical thinkers and life-long learners with self-confidence and the ability to work cooperatively towards a productive life.

Welcome parents and students to the 2026-2027 school year! The staff at Hildebran Elementary believe that a strong partnership between the school and home is essential for student success. We believe that parents are their child's first teachers. We encourage you to join our PTA and welcome you as partners in your child's educational journey this year.

Attendance/Daily Schedule/Healthy Children

Please make sure to have your child at school and on-time every day.

School Day-

7:30- Morning drop-off begins in the car rider line and bus parking lot. Students get a grab-and- go breakfast and report to their homeroom.

7:50 -Tardy bell rings. Students should be in classrooms, ready to begin their instructional day. All students arriving after this time, must be signed-in by parents at the main office. Students arriving after 7:30 cannot be dropped off in the car rider line.

2:00-End Early Check-outs. Due to much movement at the end of the day, we discourage checkouts after 2:00 unless there is a doctor's note or an emergency situation.

2:36-Dismissal of Bus Riders

2:41- Dismissal of Car Riders

3:00- All students must be picked up by parents

Tardies: Students must be in their classrooms ready to learn at **7:50 AM** each morning. Students may arrive as early as 7:30 AM. When a child is often late to school, they miss out on instructional time, and run a risk of falling behind in their academics.

Further, if your child does not miss any school days, excessive tardies could keep your child from Perfect Attendance Awards at the end of the year. If tardies become excessive, parents will meet with the principal and a possible referral to the Burke County Public Schools Social Work Department will be made.

Early Dismissal: Students leaving school during the day are required to be checked out through the office. A student must attend one half of the school day to be counted present for the day. This is determined by minutes spent in academic classes. Students who do not stay for at least one half of the academic day will be counted absent. We encourage you to make as many appointments as you can after school. **Repeatedly missing morning or afternoon classes can hurt your child academically**, and put them behind in that area. **If your child will be going home a different way than normal, please send a note or Dojo to your child's teacher by 2pm.** For safety reasons, we cannot take PM pickup changes over the phone.

Board Policy Code: 4400 Attendance

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

- Personal illness or injury that makes the student physically unable to attend school;
- Isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
- Death in the immediate family;
- Medical or dental appointment;
- Attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
- A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
- A minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
- Any other reason as approved by the Board in a board resolution.

E. Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be

made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. Unexcused Absences

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive, unexcused absences. An abundance of unexcused absences could result in attendance charges by the school.

G. Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

Sickness/Illness Policy: Students running a fever above 100.5 and/or vomiting or diarrhea will be sent home and cannot return to school until they are fever free, vomit free and diarrhea free for 24 hours, without the use of fever reducing medication. School policy is that parents should pick up the sick child within 30 minutes of the parent being called.

Burke County Public Schools has a no live-head lice policy. Students with any live bugs in their hair will be sent home.

Medication: For the school to give medication, a medication form must be signed by the doctor and parent. Medication forms can be found in the office or on the BCPS webpage. Parents should notify the school immediately if there is a change in medication procedure. Parents must check the medication into the front office. Please do not send medication via the student. The school does not provide medications of any type.

Homework: Students are expected to read nightly. Additionally, parents are encouraged to work with students on spelling words and reinforce additional skills. At times teachers will send home classroom assignments that were not finished during the school day. Students must complete the assignments to receive a grade for them.

Dress Code: Burke County Public School has a dress code policy which includes the following:

- All skirts and shorts should be mid-thigh or longer. Jeans or pants with rips should not have any exposed areas above the mid thigh.
- Muscle-shirts, backless tops, bare shoulders, and transparent tops are not permitted. No crop tops are allowed. All tops should completely cover the child's stomach during all normal school activities.
- Clothing should not have profane, indecent, suggestive language or pictures on it or advertise alcohol, cigarettes or illegal drugs.

You may check out the full policy on the BCPS web page under School Board Policies.

Students participate in physical activities everyday, so tennis shoes are recommended for daily footwear. **Sandals and flip-flops are unsafe on the playgrounds and may lead to injury. Students should also plan to wear tennis shoes on PE days.**

Behavior: Student Expectations for Creating Positive Learning Environment

Hildebran Staff clearly communicate behavior expectations daily to our students.

Teachers review and post classroom expectations in their rooms. We also have appropriate behavior expectations for all areas of our building, grounds, and on the bus. Children feel safe when they know what is expected of them. All students and staff follow the behavior matrix.

Teachers will communicate daily with parents about student's behavior through Dojo messages or calls home. If at any time you have a concern about your student's success in the classroom you can contact your child's teacher to set-up a conference.

Fighting or causing physical harm to others or threats of harm to staff or students will result in immediate call to parents and possible suspension from school for a number of days to be determined by the principal.

Toys, electronic games, skateboards, pets, cameras, etc. are not to be brought to school unless directed by a teacher for instructional purposes.

Cell phones should remain off or on silent during the school day. Failure to do so will result in the phone being confiscated, and a parent must come to the school to retrieve it. At no time should students be taking pictures or filming other students while at school or on the bus.

Knives, weapons, firearms, laser lights, and fireworks are dangerous and prohibited on school grounds. Toys that resemble these weapons are also prohibited.

Parents will be contacted to assist with the behavior of their children at school. Consequences may include time-outs, loss of privileges, in-school suspensions, or out of school suspension.

Additionally, to protect our building, carpet, and furniture, chewing gum is not allowed.

Money can easily be lost during an active school day. Lunch money, book money, field trip money, and picture money should be sealed in an envelope with the child's name on the front when sent to school to provide security. (Code of conduct; BCPS BOE policy # 4300)

Cafeteria

- **Breakfast** is served daily from 7:30-7:50.
- Parents are invited to join us for lunch when they are able.
- School **meal prices** change yearly. Please check out the county website (<http://burke.nutrislice.com/>) for prices and daily menus. All students will receive free breakfast and lunch this year.
- Students must have money in their account to purchase extras (chips, cookies, & ice-cream). Payments to the cafeteria may be brought in by the student or parent. Parents can also pay online at www.lunchprepay.com

Fire Drills/Earthquake Drill/Tornado Drill/School Safety Drills-Lockdown & Evacuations

Every precaution is taken to ensure the safety of your child during normal school hours. Through the course of the school year, we will practice fire, earthquake, tornado, and safety drills to ensure that students know the proper safety procedures in the event of an emergency.

Physical Education: Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor's note is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. Students will participate in physical activity everyday-please send or wear appropriate shoes to school.

Textbooks and Library Books: Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks and library books. These fees are forwarded to schools as students transfer.

Class Parties: Each class may have two parties per year to celebrate certain holidays/events. Your child's teacher will let you know in advance when the parties will be scheduled. We do not allow flowers or balloons to be delivered to school. They can be a big distraction in the classroom and cannot be transported safely on the bus. Special treats should be sent to school only after prior approval from your child's teacher and must be store-bought with ingredients clearly listed.

Dance and Book Fair: Throughout the year we will have several book fairs and dances scheduled. Students must be current on all debts (including past due library books) prior to attending an after school dance. Students must also be current on debts to receive a yearbook. We will communicate with you throughout the year, and well in advance of the event if your child owes money.

Parent-Teacher Conferences: Throughout the year teachers will initiate conferences with all parents. We welcome parent requests for additional conferences. It is very important that you know what is going on with your child at school. The instructional day is a protected time for student learning. Phone calls are not put through to the classroom during instructional time.

Parent Involvement/Parent Rights: Yearly our school improvement team reviews our School Improvement and Title I plan. These plans are posted on our website for you to review. The school also conducts a yearly Title I survey to collect data on our Title I programs. The annual notification of Parent Rights can be found on the BCPS websites. We want you to be as involved as possible in your child's education. Please contact your child's teacher or Ms. Dori to volunteer. If you have concerns in the classroom, discuss concerns with the teacher first to give her/him the opportunity to fix the problem. If you are not satisfied, please contact the school principal.

Change of Address: It is vital that the school be notified of any change of address or emergency contact numbers. There are times when an emergency necessitates the school having a current address. Any time an address is out of our school district, it will be necessary for the child to be transferred to the proper school district. If you desire for your child to remain at Hildebran Elementary, you must request a transfer by filing with the Board of Education in order for your child to remain in our school. There may be occasions where we will ask you to provide proof of residence through written documentation.

Checks: Checks may be written for pictures, fundraisers, yearbooks, etc. Please make checks payable to Hildebran Elementary School **unless otherwise stated**. There will be a \$10.00 charge for a returned check to our school.

Daycare Program: The YMCA provides Before/After School care. Please contact Erica Simmons at ericas@ymcacv.org.

Field Trips: All field trips will be for specific educational purposes. Students will be required to return permission forms to the teacher before each trip. If parents do not allow participation in a field trip, the student will be expected to attend school on that day and complete the instructional plan set forth by the child's teacher. Some trips allow parents to accompany the class in their private vehicle. Some trips do not allow for parents to attend due to limited seating, etc. Please check with your child's teacher before each trip if you would like to attend. Younger brother and sisters are not able to attend field trips with the school group. **Please make sure you have completed all

volunteer paperwork at least one month prior to a field trip if you are serving in the capacity of a volunteer. Volunteer Applications must be completed 30 days before the field trip or event. Parents shadowing the field trip do not need a volunteer form on file, but will not be able to serve as a chaperone.

Grading Periods: Students in Grades K-2 will receive report cards aligned to the objectives being learned from our K-2 Assessments. They will be reported by the progress toward meeting the objective that each individual child is making. Students in Grades 3-5 will receive report cards with letter grades based on progress and completed assignments. Report cards for K-5 will be sent home each nine weeks and interim progress reports during mid-nine week periods.

Internet/ Technology Use: BCPS provides each student with an electronic device to use at school. Parents must sign the permission/release form. Firewalls have been installed and are regularly maintained on all our computers to prevent children from having access to unsuitable websites. Hildebran Elementary School follows the BCPS Code of Conduct when students access inappropriate material on the internet. There is a yearly technology fee of \$25 for one child or \$50 for 2 or more students. In the event that a student damages a device, parents are responsible for the cost to repair the device.

Perfect Attendance Incentive: Throughout the year, the school will announce various attendance incentives. It is very important that students are here, on time everyday unless they are sick.

PTA: Our PTA is committed to the support of our school through involvement. Meetings are held each month in the media center. All parents are invited to attend. Special programs involving students may also be added to the PTA calendar. One major fund raising project is planned for the fall. All activities are budgeted to directly benefit our children. Membership is open to all parents and staff. We encourage everyone to become involved!

School Closings and Delays: In the event of bad weather or an emergency, our school may be closed or on a delayed opening. Listen to local radio and television broadcasts for closing announcements for Burke County Schools. Although the weather may be clear in Hildebran, there could be inclement weather in the western areas of our county. If we miss school for inclement weather, the school calendar could be changed to account for the make-up days.

Transportation:

Bus Riders: Riding our school buses is a privilege. Drivers try to maintain a routine schedule, however traffic could cause the bus to run slightly later or earlier from time to time. Students are expected to be waiting at the bus stop at the assigned time. For the safety of every child, we will strictly enforce all bus rules, including the federal mandate to wear seat belts. Bus drivers need to be able to concentrate on the road and traffic. When rules are broken, children's lives are in danger. Inappropriate behavior will result in the following:

First offense: Warning and Parent Notification, (unless it is an aggressive act)

Second offense: 1-3 day loss of bus privilege

Third offense: 5-10 day loss of bus privilege

Fourth offense: Loss of bus privilege for remainder of school year

Fighting or aggressive actions will result in a more severe consequence.

Car Riders: Children departing cars in the morning should exit on the right side, nearest the sidewalk. A staff member will be on duty to supervise from 7:30-7:50 daily. Staff members will also supervise car riders during afternoon dismissal. Children will be loaded as cars arrive in the driveway loop. Please do not park any vehicles while we are loading or unloading children in the driveway loop. If you need to enter the building to meet with a teacher, please wait until after 2:45 and park in our lower lot. Our upper lot fills quickly and our bus parking lot is reserved for school buses only. All car riders must be picked up by 3pm daily.

Visitors: For the safety of our children, all visitors must sign-in at the office and receive a pass when they get to campus. Parents are always welcome to eat lunch with us. Please verify lunch times ahead of time with the teacher. Parents are responsible for updating the office on visitors that are approved to eat lunch with their child. Visitors must turn in their pass to the office after lunch time ends.

Volunteers: Our parents and community are very special to us at Hildebran Elementary School. As a member of our “Royal Family”, we invite you to become an active and important part of our school by volunteering. There are many activities where you can be of help to the children, teachers, support staff, or our outstanding PTA throughout the year. All volunteers must complete the proper paperwork and be approved by BCPS. Applications must be turned in to the school office **30 days prior** to the event you plan to volunteer for. (BCPS BOE policy #4002)