

DILLARD ACADEMY CHARTER SCHOOL

STUDENT & PARENT HANDBOOK

2023-2024

The mission of Dillard Academy Charter School is to positively provide a safe and quality education with high expectations so that we can excel and grow.

Aloha
Catch the Reading Waves
Catch the Math Waves
School Paradise
Good Vibes on the Tides



FIRST DAY OF SCHOOL: AUGUST 28, 2023
LAST DAY OF SCHOOL: MAY 24, 2024
SCHOOL HOURS: 7:30AM – 3:00PM

Innovative
Scholarship
Learning
Academics
Networking
Diagnostic Assessments



DILLARD ACADEMY CHARTER SCHOOL

504 West Elm Street
Goldsboro NC 27530
Telephone: (919) 581-0128
Fax: (919) 736-3103
www.dillardacademy.org

IMPORTANT TIMES
OFFICE HOURS: 7:30AM-4:00PM
DROP OFF TIMES: 7:30AM – 7:50AM
DISMISSAL: 3:00PM (Please remain in your
car if you are picking up your child)
No checkouts between 2:30pm-3:00pm

FOUNDER/EXECUTIVE DIRECTOR

Mrs. Hilda Hicks
hhicks@dillardacademy.org

BOARD OF DIRECTORS

Pastor Janet Ward - Chair
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SCHOOL CONTACTS

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CULTIVATION, PERSONALIZATION, INNOVATION – STUDENTS FIRST...ALWAYS!

EDUCATION SHOWS US THE IMPORTANCE OF HARD WORK AND
AT THE SAME TIME HELPS US TO GROW AND DEVELOP.



EDUCATIONAL BELIEFS

- The education of children is a priority and it is the responsibility of the entire community.
- Understanding and respecting cultural diversity enriches the learning environment.
- All students deserve a quality education.
- Learning is a lifelong process.

DILLARD ACADEMY CHARTER SCHOOL

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ACADEMICS

Welcome to the 2023–2024 academic year. The information inside the Student & Parent Handbook was developed to help parents, guardians, and students by providing important information about the policies and expectations of our students. The handbook contains information that will help our students succeed and provides guidelines and expectations for the current school year. Dillard Academy Charter School follows the North Carolina Standard Course of Study.

Report Cards & Progress Reports

Below are the dates you will receive Progress Reports and Report Cards:

- Progress Report Dates
 - September 22, 2023
 - November 17, 2023
 - February 2, 2024
 - April 19, 2024
- Report Card Dates
 - October 27, 2023
 - January 5, 2024
 - March 22, 2024
 - May 24, 2024



Grading Scales

Below are the grading scales for grades K-8:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F (failing)

Special Notes:

- Students must pass 3 out of 4 core (ELA, Math, Science, and Social Studies) subjects to be promoted.
- For our students to be successful this school year, no student in kindergarten through 8th grade will receive a grade below 50 on their report card.

ARRIVAL TIME

Car riders can begin to arrive at 7:30am and all car riders should be on campus by 7:50am, because classroom instruction begins at 7:55am. In the afternoon, car riders will be dismissed after the buses and vans leave.

ATHLETICS

Dillard Academy participates in middle school sports. We look forward to our students having this extracurricular opportunity. For the 2023-2024 school year the following sports will be offered at Dillard Academy Charter School: Boys/Girls Soccer, Boys/Girls Basketball, Boys/Girls Track, Girls Volleyball, and Cheerleading. All outside games will be at the Bryan Sports Complex. In order to participate a student must get a sports physical before the first game of that season to be completed by a physician and parent.

Special Notes:

- Please note a student athlete will not be permitted to participate in a scheduled game if he/she is counted absent from school that day. Also, while playing inside sports, it is optional for each player to wear a mask. Keep in mind this is subject to change and is based on the most current CDC guidelines and regulations. The safety of our children is always our number one priority.
- During basketball season there will be a small charge to attend home games. Fees for away games are determined by the host school.
- We encourage your attendance and involvement in our athletics programs. However, any parent, guardian, family member, friend, etc. that displays inappropriate behavior may be asked to NOT attend further events.
- **Making an athletics team does not guarantee playing time. Presence at practice and actively participating will earn an athlete playing time.**
- Parents who are disruptive may be banned from attending school games and further disruptions could cause that parent/guardian's child to be put off the team. All students and student parents must adhere to the rules in the athletic handbook.
- Students will be notified about specific try-out dates and times prior to each season.
- Students must meet academic standards and exhibit good behavior to be eligible to participate in school athletics.

ATTENDANCE

Attendance is extremely important and students need to be in school on time every day. If your child is absent from school, you are required to send a physician's note, dental note, other medical professional note, or parent/guardian note explaining the absence when the student returns. North Carolina law requires a student to be present one-half of the school day to be counted present for that day. To be counted present a student at Dillard Academy must arrive by 11:20am. We understand situations come up and students might need to miss school. Students with higher attendance rates generally achieve higher levels of learning than those with poor attendance.

Special Notes:

- Excessive unexcused absences for any student will result in a referral to the school social worker, and a required meeting with the principal. According to the North Carolina Compulsory Attendance Law, the state of North Carolina describes lawful absence as any of the following: sickness, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings when the child is a party to the action, religious observances, and educational opportunities.
- Click on hyperlink for the DACS [Attendance Policy](#).

BUSES

Students are expected to follow all bus expectations, which are listed below:

- Walk to the bus and board the bus in an organized manner.
- Use quiet voices on the bus (no screaming, shouting, or raising your voice).
- Refrain from horseplaying, fighting, eating/drinking on the bus, standing while the bus is in motion, or using inappropriate language or profanity.
- Students should remain in their seats at all times, unless they are boarding or deboarding the bus.
- Respect yourself and others while on the bus.
- Always follow the directions of the bus driver.



Special Note:

- Inappropriate behavior can result in bus suspension(s) that could result in a student not being able to ride the bus for the remainder of the year.
- *Parents should also be aware that pursuant of §115C-245, no person is permitted on the school bus except for pupils and school employees, and violation of this law could result in a Class 1 misdemeanor.*



CAFETERIA

Breakfast will be served in the cafeteria for students in grades 1-8 until 7:50am. Kindergarten students will eat breakfast and lunch in the classroom and students in grades 1-8 will eat lunch in the cafeteria. Students may bring lunch to school but staff members are not permitted to heat up any student's lunch. Lastly, no food

deliveries are accepted from outside vendors, that includes but is not limited to Doordash and Grubhub.

CALLINGPOST

CallingPost is a message delivery system that will be utilized to communicate announcements, events, activities, and other important information relevant to Dillard Academy Charter School.

CAR RIDERS

The car rider line will be in front of the building. In the morning, ALL car riders should be dropped off in front of the school beginning at 7:30am. Please remain in your vehicle during morning drop off and afternoon pickup. This is for the safety of our students, parents, and staff. Car riders will be called beginning at 3:00pm.



Special Note:

- ALL students will enter in the morning and leave in the afternoon through the door by the cafeteria. In order to maintain consistent traffic flow, please do not stop in front of the office entrance in the mornings and afternoons.



CELL PHONES

Students are allowed to have or possess a cell phone on campus. However, student telephones should never be visible in class and should not be used for instruction. At no time should a student allow another student to have or use his/her phone. If a phone is visible or heard, school staff is required to take the phone and turn the phone into school administration. If a student refuses to give their phone to school staff, administration will be called and the student may be subject to suspension. Students should not ask other students or school staff to “hold their phones.”

Consequences are as follows:

- 1st Infraction – Student Warning/Parent Pick Up Phone
- 2nd Infraction – 1 Day OSS/Parent Pick Up Phone
- 3rd Infraction – 2 Days OSS/Parent Pick Up Phone
- 4th Infraction – 3 Days OSS/Parent Pick Up Phone
- 5th + Infraction – 4 Days OSS or more/Parent Pick Up Phone

Special Note:

- Students are also not allowed to use their cell phones on the bus. Violation of this rule will result in a suspension from the bus.

CHANGE OF ADDRESS

Anytime there is a change in your current address, or telephone number(s) please communicate these changes to Mrs. D. Baptiste, Ms. Battle, or Ms. Simmons. You can call the school at 919-581-0128.

CHECK IN/CHECK OUT

To check your child/children into or out of school you need to come to the office window. For the safety of our students, please do not drop them off and leave. When you go to the office window you will need to check them into school. If you are checking them out you can give the student(s) name(s) at the office window and they will be brought to the front. Thank you for your cooperation.

Special Note:

- To eliminate confusion as we approach dismissal time, please do not come to the front window to check out students between 2:30pm and 3:00pm.

DEAN OF STUDENTS

Dr. Smith is the Dean of Students. He will work with K-8 students to assist them with improving their behavior and displaying positive characteristics at school.

DISCIPLINE PLAN

DILLARD ACADEMY CHARTER SCHOOL 2023-2024 SCHOOL-WIDE DISCIPLINE PLAN

Discipline is defined as the practice of teaching others to respect and follow established rules and norms by utilizing strategies to correct inappropriate behaviors. A disciplined student can stay focused on his/her goals and ensure work is a top priority.

The Code of Conduct for Dillard Academy students is as follows:

1. Students will arrive to class promptly and be prepared.
2. Students will keep their hands, feet, and all other objects to themselves.
3. Students will respect school property.
4. Students will be respectful, compliant, and not “bully” each other.
5. Students will be responsible.
6. Students should follow all safety procedures and guidelines.
7. All students are expected to follow the DACS Discipline Policy.

A Four-step school-wide discipline procedure for all minor infractions will be followed prior to a discipline referral for a student. The four-step plan for minor disciplinary infractions is as follows:

- | | |
|----------------------------|---|
| 1 st Infraction | Teacher conference with the student (documented) followed by phone call to the parent (must make contact) |
| 2 nd Infraction | Conference with student, staff member, and school administration |
| 3 rd Infraction | Parent conference with student, and administration (required before student can return to school) |
| 4 th Infraction | A School Discipline Referral is prepared |

Special Note:

- Students with continued inappropriate behavior and suspension may be subject to long term suspension.
- Students with major infractions such as profanity, fighting, inappropriate touching, etc. will be subject to immediate suspension.
- Click on hyperlink for the DACS [Discipline Policy](#) (This policy can also be viewed under in the Dillard Academy google drive folder for Board Approved Policies)

DRESS CODE

All students must adhere to the following guidelines:

- Shorts and skirts must be worn at an appropriate length. When students stand with their hands positioned by their sides, shorts or skirts hems must be at their fingertips or below their fingertips. Belts should be worn to tighten pants that are too loose. Pants and trousers must be fastened properly and not fall below the student's waist. This would include sagging pants.
- All openings or holes cannot show bare skin from the torso to 3 inches above the knee – this includes holes in pants, jeans, shorts, etc.
- Tank tops, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that exposes the midriff or chest and back are not appropriate. Shirts and tops should be buttoned high enough to cover the chest.
- Clinging or form-fitting clothing is not permitted. Tights/leggings must cover the buttocks completely.
- T-shirts and other clothing that depict references to controlled substances, gang affiliations, unacceptable language and symbols, or that may be insensitive to the culture of students or staff members are prohibited. No



clothing will be permitted that may be offensive or suggestive to any gender, race, sex, or religion.

- Shoes must be worn at all times. Bedroom shoes are not allowed. Students should have closed toed shoes for P.E. and recess every day. (We suggest tennis shoes or sneakers for P.E. and recess)
- Jewelry and/or spacers affixed to a student's nose, tongue, lips, cheek or eyebrow are allowed as long as they do not interrupt the educational environment.
- No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.
- No gear (such as hats, caps, hoods from hoodies, bandannas, kerchiefs, curlers, etc.) is to be worn inside of the building. Any violations of this dress code will result in a phone call home for proper clothing. Repeated violations may result in suspension.
- Students are not allowed to wear pajamas or bedroom slippers to school.



EARLY DISMISSAL

On early dismissal days Dillard Academy will dismiss at 1:00pm. The dates for early dismissal days are listed below:

- September 27, 2023
- October 25, 2023
- November 29, 2023
- December 15, 2023
- January 24, 2024
- February 14, 2024
- March 13, 2024
- April 24, 2024
- May 24, 2024



If for some reason additional days, such as inclement weather, are added you will be notified in a timely manner. On early dismissal days students will be provided breakfast and lunch. It is very important for all students to attend on early release days.

ELECTRONIC DEVICES

We have school issued devices for instructional use in the classroom (they are not to be taken home). Parents/guardians will need to complete the internet use agreement form in order for their child or children to use Dillard Academy devices. Students are not permitted to bring their personal laptop, Chromebook, etc.



to school. Deliberate damage to a school issued device will result in suspension and cost of damages for the device.

Special Note:

- Click on hyperlink for the DACS [Technology Policy](#). (Note the section on Damage or Loss)

END-OF-YEAR TESTING



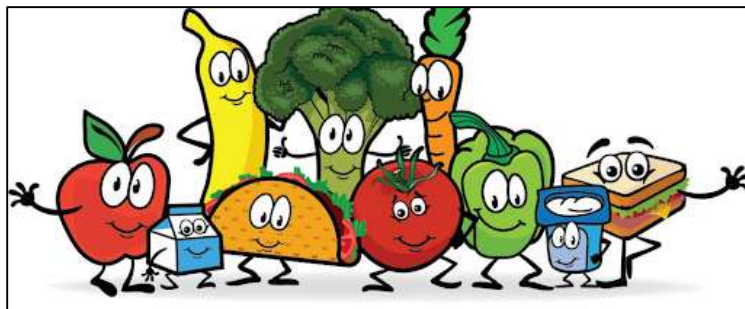
All students at Dillard Academy Charter School in grades three through eight will take the North Carolina End-of-Grade test for reading and math, and science in grades 5 and 8. These tests are mandated by the State Department of Public Instruction for North Carolina and will be administered during the last ten days of school.

Special Note:

- In addition to the EOG test for grades 3-8, students at Dillard Academy Charter also participate in the NC Check-Ins (Grades 3-8), i-Ready Benchmark Assessments (Grades K-8), DIBELS (Grades K-4), Read to Achieve (Grade 3), and the BOG (Grade 3).

FIELD TRIPS

Field trips provide students with opportunities to enrich and expand the curriculum by immersing students in sensory activities. These experiences also increase knowledge in a particular subject area. At Dillard Academy we believe virtual and face-to-face field trips are an extension of the classroom that enrich learning.



FOOD & NUTRITION

Students will be provided with breakfast and lunch at no cost. All meals are prepared and delivered to Dillard Academy by K&W Cafeteria. Students in kindergarten will eat breakfast and lunch in the classroom and

students in grades 1-8 will eat breakfast and lunch in the cafeteria. Students may also bring their own lunch to eat at lunchtime. We ask that parents send nutritious food to school instead of sodas or candy. Dillard Academy will support parents'

efforts to provide a healthy diet and daily physical activity for their child/children. We will not be able to warm food for students. We ask that students do not share food.

Special Note:

- If your child/children have a food allergy please provide Dillard Academy Charter School with a doctor's note. (No substitutions will be provided without a medical note)
- Students are not allowed to bring glass bottles, but they can bring juice boxes, cans, and plastic bottles for water. We also provide water in the cafeteria and in all classrooms.

GLOBAL STUDIES

- 1st Nine Weeks – Iceland
- 2nd Nine Weeks – Japan
- 3rd Nine Weeks – Switzerland
- 4th Nine Weeks – Kenya

HOMEWORK

Students will not be assigned any formal nightly homework so that they can engage in other extracurricular activities, get enough rest for the next school day, and reduce burnout. However, we strongly encourage students to study and review their subjects at home, read books and other printed materials, and review basic facts.

HONOR ROLL

Outstanding students will be recognized each nine weeks and at the end of the year for the following:



- Perfect Attendance
- Principal's List (All A's)
- Honor Roll (All A's and B's)
- TIGER Award (Teamwork, Integrity, Generosity, Enthusiasm, & Respect)

ILLNESS/INJURY

Upon notification or observance of a serious student illness/injury, a parent/guardian will be contacted by school staff immediately. However, in the event of an acute illness or injury, 911 will be called.



PARENT RIGHTS

All parents have the right to request to see their child's teacher's credentials. Additionally, you have a right to attend the annual federal programs parent meeting with questions, concerns, or suggestions. Notification of this meeting will be sent within the first 30 days of the school year. Parents have additional rights as it pertains to exceptional children defined under Parent Rights and Responsibilities in the Exceptional Children's Handbook on Parent Rights. All parents have the right to access the School Report Card.

The complete Parent and Family Engagement Policy is located on the Dillard Academy Charter School website at www.dillardacademy.org/for-parents.html.

PARENT ENGAGEMENT

At Dillard Academy, parents are very important. Children will develop and learn better with parental engagement. Parents are encouraged to be active in the educational progress of their children and to be involved in the school.

Dillard Academy's commitment to parent and family engagement is reflected in the makeup of the school's governing body. There is a parent representative on the board of directors.

PARENT/GUARDIAN APPEAL POLICY

Parents may submit a grievance in regard to any aspect of the school's operation.

Step 1: Grievances are made either verbally or in writing to the principal. The principal will act within 10 workdays to address the concern and report the action taken to the parents. If the grievance was initially submitted in writing, a written response will be provided whereas verbal concerns may be responded to verbally.

Step 2: If the parent is not satisfied with a decision made by the principal, the decision may be appealed to the School Director. Step 2 appeals must be filed within 30 days of the grievance.

PARENT/TEACHER CONFERENCES

A parent teacher conference is a great opportunity for a parent to become more informed about your child's academic progress and growth and any other information about how your child is performing at school. Due to current health and safety restrictions all parent conferences will be virtual. In person parent/teacher conferences may be held on a as need basis. We ask that conferences be conducted on Mondays and Wednesdays during that teacher's planning or after school. To schedule a conference with your child's teacher please call Dillard Academy at (919)581-0128 or send that teacher an email.

PARTIES

There will be NO birthday parties held in the classrooms. Enrichment activities, holidays, and end of year celebrations are allowed. Students are not permitted to bring food/drink items from home.

RECESS

Elementary students will have recess every day for at least 30 minutes. Recess will be outside, if possible, so please dress students appropriately.



SAFETY & SECURITY

To ensure the safety and security of our students and staff, Dillard Academy Charter School has campus-wide surveillance cameras and electric door swipes at all external doors. Students are supervised by an adult when outside and when walking between buildings. Dillard Academy Charter School facilities are all ADA compliant.

SCHOOL CALENDAR

Special Note: Click on hyperlink for the [2023-2024 Academic Calendar](#).

TECHNOLOGY & ACCEPTABLE USE

Dillard Academy Charter School students will be using a computing device in their classes. The purpose is to promote learning through using web-based applications which are essential to our school's curriculum. A digital copy of the form can be found at: <https://docs.google.com/document/d/1Y6wMe-qfyDqWmpa1bAZHnOmcBJdU6zH/edit?usp=sharing&ouid=100792660340013113426&rtpof=true&sd=true>

VALUE WORDS OF THE MONTH

These are the TIGER words of the month that we will focus on at Dillard Academy Charter School this year:

AUGUST – LEARNING
SEPTEMBER – RESPECT
OCTOBER – SAFETY
NOVEMBER – EMPATHY
DECEMBER – DIVERSITY
JANUARY – HEALTH
FEBRUARY – HELPFULNESS

MARCH – INTEGRITY
APRIL – POSITIVITY
MAY – EXCELLENCE

WELLNESS

The Dillard Academy Wellness Policy can be found at <https://www.dillardacademy.org/nutrition.html>. Dillard Academy is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience.

ANTI-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA Non-Discrimination Statement: This institution is an equal opportunity employer. <http://www.dillardacademy.org/nutrition.htm>