

OLIVE CHAPEL ELEMENTARY SCHOOL

Student/Parent Handbook
2015-2016



VERIFICATION/AGREEMENT FORM

Upon Receipt: Remove, Sign, and Return to your child's teacher.

Dear Parents:

Please read and review this *Olive Chapel Elementary School Student-Parent Handbook*. It is important that parents and students understand the expectations and rules for the school. Your signatures will indicate that you have reviewed and discussed the handbook(s) together and that you join with the *O.C.E.* in our efforts to keep our school safe and orderly.

Parent/Guardian Signature: _____

Date: ___/___/___

Student Signature: _____

Grade: _____

Olive Chapel Elementary School Student Handbook 2014-2015

1751 Olive Chapel Road, Apex, NC 27502 (919) 387-4440

<http://olivechapeles.wcpss.net/main/>

Principal - Nanette O. Lavery Assistant Principal- Erin May

School Hours 9:15 am – 3:45 pm

Multi-Track Year Round School

Arrival Procedures

Buses will arrive at the bus loop in front of the main building and enter by the front doors. Buses will unload no earlier than 8:45 am and students will be directed to the building by staff members and student safety patrols.

Carpoolers and Daycare van riders may be dropped off only in the carpool lanes (in front of the gym) between 8:45 and 9:15 a.m. where they will be directed into the building by staff members and student safety patrols. STUDENTS MAY NOT BE DROPPED OFF PRIOR TO THE 8:45 BELL.

Students arriving after 9:15 a.m. are tardy and must be signed in by a parent/guardian via the Ident-a-kid computer program in the main office. The student must obtain a *Class Admission* slip before going to class. It is very important for students to be on time for school.

Dismissal Procedures

Refrain from checking students out between 3:30 and 3:45. This is a huge instructional distraction and students will not be dismissed during that time, except in the case of an emergency.

Carpoolers will be dismissed from the gym when the adult on duty calls their carpool numbers. We will dismiss students from the gym from 3:50 until 4:10 pm.

If it is after 4:10, the parent must come in the office to pick up their child.

*Parents, register for carpool numbers in the school office prior to the first time you pick up your child/ren from carpool. Help your child to remember their number. This helps the carpool lane move faster. Also, ensure that this number is displayed in the car that picks up your child. If you do not have your number or the teacher on duty does not know you, you will be asked to park and go to the office to sign your child out. Tags are to be returned to the school if you change schools and at the end of your child's fifth grade year.

If your child is a carpool rider, they must go to the gym for dismissal. Do not ask your child to meet you at another location. Should you need to change from carpool after the

3:45 bells rings, you must go to the office for your child to be paged. Students will not be dismissed from the gym to anyone unless in their car with the assigned number.

Walkers will be picked up at the front of the school. Wait on the “map” for your child. Front doors and the canopy area must remain clear for dismissal of bus riders and in case of an emergency.

Daycare Vans/After School Care students will be dismissed at 3:45 pm with carpool and walkers students. Students who are in YMCA program will go directly to the cafeteria.

Bus riders will be dismissed from their classrooms via the televised bus dismissal program as their buses arrive on campus (no earlier than 3:45 pm). If for any reason your child will not be riding the bus, send a note to the teacher informing him/her of the change in transportation.

If your child’s transportation changes, please notify the classroom teacher immediately by email, note, or by calling the front office. To make sure the message is received, please communicate this change before 12:00pm.

Early Arrival and After School Programs

Before and after care provided by the YMCA. For more information, please contact the Kraft YMCA 919-657-9622

Absences and Health Policies

Absences

When a student is unable to attend school, please email the teacher and/or provide a note stating the reason for absence.

Absences are excused for the following reasons:

- ❖ Illness or injury that makes the student physically unable to attend school
- ❖ Isolation ordered by the State or County Board of Health
- ❖ Death in the family
- ❖ Medical, dental or other appointment with a health care provider
- ❖ Religious observance, as suggested by the religion of the student or the student’s parents, with prior written approval. (Please get a *Request for Excused Absence for Religious Reasons* from office personnel and give it to your child’s teacher or the principal’s office)
- ❖ Participation in a valid educational opportunity, with prior approval. (Please get a *Request for Excused Absence for Educational Reasons* from office personnel and give it to your child’s teacher or the principal’s office at least one week in advance before the requested absence.)

Late Arrivals and Early Pick-ups

To be counted present a student must be in attendance at least one-half of the student school day. If a student is late, they must be at school before 12:45pm to get credit for a school day. If a student is picked up early, they must be present past 12:45pm to get credit for a school day.

Medication

Parents must bring any medications to school. Do not send with your child.

Prescription medications will not be administered to students without having the proper form on file (*Parent Request and Physicians Order Form – Form 1702*) signed by the parent and physician, as required by Wake County school policy. This form must be submitted each school year.

Over-the-Counter medications must also be accompanied by a *Parent Request and Physician's Order Form*, signed by a parent and physician. Elementary students may not self-medicate. This includes over-the-counter drugs (e.g. Ibuprofen, Benadryl, cough drops, medicated lotions).

***Parents must follow the medication directions noted above for all field trips.**

Student Health

Students who become ill during school hours will be asked to call their parents. Student may not attend school until they have been fever-free or not vomited within the last 24 hours. We must have an emergency contact person (other than you) listed on your child's office Locator Card in the event that we cannot get in touch with you.

A Wake County Public Health Nurse will visit our school one day per week. The Health Department stresses that children learn best when they are well and happy. Some guidelines about how to help prevent illness in your child are:

1. Ensure that your child has all required immunizations
2. Notify the teacher of health problems or disabilities
3. Ensure that your child gets plenty of sleep each night (8-9 hours are recommended)
4. Ensure that your child gets three good meals each day
5. Insist that s/he dresses appropriately for the weather

* It is the parent/guardian(s) responsibility to provide written proof of immunization within thirty (30) calendar days from the first day of attendance. If no record of completed immunization or a physician's note stating a series in progress have been received by the 30th calendar day from the first day of attendance, the principal is required by law to exclude the child from school on the 31st day until such evidence has been presented by the parent/guardian(s).

Student Behavior and Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Conduct and school policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Conduct policies shall take precedence.

Classroom Interruptions Policy

In an effort to make the most of the instructional time, WCPSS has adopted a policy to reduce interruptions during the regular class time. Students can learn best and teachers can teach best when announcements, unexpected visitors, or messages from the school's main office **do not interrupt instructional time**.

We need your help as we work to give your children the best possible learning experience.

- ❖ Parents are welcome to volunteer in the classroom, but parents **will not** be allowed in the classroom for observation purposes.
- ❖ Notify your child's teacher at least one day in advance (except in an emergency) if you will need to pick up your child early for a doctor's appointment or other excused absence.
- ❖ Except in an emergency, telephone messages to students and teachers will be delivered during their scheduled lunch or at the end of the instructional day.
- ❖ We value parent conferences, however, do not attempt to have drop in conferences with the teacher during the school day. This includes 8:45-9:15 drop-off time or 3:45-4:10 pick up time.
- ❖ After the first week of school (the second week of school for kindergartners), all students are able to walk themselves to class without parental assistance. If there is an extenuating circumstance, please contact the administration.

Food Policy

- ❖ You are welcome to eat lunch with your child. Upon arrival, please ask a staff member on duty for assistance in locating the visitor's table. Please note, other students are not permitted to join you for lunch. You may choose to bring your child a lunch to the cafeteria, but lunch may not be distributed or shared with other children. Notify your child's teacher the day before your visit or before school starts that day so we will be expecting you.
- ❖ You are welcome to send in a treat for the class in the event of a special occasion; however, this treat must be preapproved by the teacher and delivered to the

teacher or front office. The teacher will then distribute the treat during the non-instructional time. No treats will be distributed in the cafeteria.

- ❖ If choose to bring in a food item, it must be a store bought product. It is STRONGLY encouraged that parents bring in a healthy item OR an alternate item for celebrations (e.g. read a book to class, music for recess dance party, recess game/toy).

Staff members are responsible for adhering to the WCPSS Wellness Policy:
http://www.wcpss.net/curriculum-instruction/healthful_liv/wellness/index.html

In accordance with guidelines from NC Department of Health and Human Services, Environmental Health Services Section – Children’s Environmental Health Branch 2002.

Breakfast and Lunch

During the 2015-2016, students will use their student identification number as their lunch number. Students will learn their numbers at the beginning of the year. Any assistance in learning the numbers will be appreciated.

Breakfast and Lunch Prices for 2015-2016

Breakfast

Full Price, K-5	\$1.00
Reduced Price, K-5	\$0.00
Milk	\$0.50
Adults	a la carte

Lunch*

Full Price, K-5	\$2.00
Reduced Price, K-5	\$0.40
Milk	\$0.50
Adults	a la carte

2015-2016 Grading Plan for Olive Chapel Elementary

School Grading Plan

In the Wake County Public School System, we are committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes.

The information below shares specific information about grading at Olive Chapel Elementary.

Homework

Homework is intended to enrich, reinforce, and extend the curriculum as well as to emphasize responsibility and good study habits. Homework will be given for skills that have been explained and practiced in class, as well as for enrichment. Homework is a work habit grade and should not impact subject area grades.

Some examples include:

- ❖ Continuation: Additional work on class assignments not completed during the school day.
- ❖ Reading: Using textbooks, library materials, and reference works.
- ❖ Writing: Creative writing projects, compositions, and summaries.
- ❖ Makeup: Completing assigned work due to absence.
- ❖ Memorization: Committing to memory such materials as poems, speeches, plays, words and their definitions, mathematical formulas, and facts.
- ❖ Drill: Practicing the fundamental skills of a particular subject.
- ❖ Research: Working on long term projects.
- ❖ Observation: Purposefully seeking ideas and information through such activities as viewing television programs or plays, and preparing evaluation of them.
- ❖ Exhibits: Collecting and preparing materials for others to view and examine.
- ❖ Interviews: Gathering information from authoritative sources through personal contact.

Role of the Parents

Parents can do their part to improve homework by doing the following:

- ❖ Communicating with the teacher to help make homework effective.
- ❖ Providing children with suitable study conditions (desk or table, well lit, books and supplies readily available).

Schedule a time for homework, turn off the TV, and limit other distractions.

- ❖ Encouraging children, but avoid undue pressure.
- ❖ Showing interest in what the child is doing, but don't do the work for the child.
- ❖ Understanding the school expects homework to be completed and returned on time.

Role of the Students

- ❖ Scheduling time for homework each day: make sure that you understand the assignment before leaving class.

- ❖ Completing your homework to the best of your abilities and hand it in on time.
- ❖ Strive to do your best.

❖ **Time Parameters for Homework**

- ❖ The following times for homework are an average because students have different abilities and complete tasks at different rates. If your child is taking longer to complete the assigned homework on a consistent basis, you should talk with your child’s teacher. Daily reading is a homework expectation for all students at all grade levels.

The times listed here do not included daily reading expectations.

❖	❖ <u>Grade</u>	<u>Total Amount of Time</u>
❖	K	20 minutes per day
❖	1st	20 minutes per day
❖	2nd	20 minutes per day
❖	3rd	50 minutes per day
❖	4th	50 minutes per day
❖	5th	50 minutes per day

Assessments

The following are school-wide expectations for assessments:

- Teachers will give a variety of formal and informal assessments in order to generate report card grades for students
- Teachers will share necessary information about a student in parent-teacher conferences
- Teachers will send home report cards every quarter that reflect student progress and mastery of the standards
- Students will receive an interim each quarter. Kindergarten will begin interims in the second quarter.

Purpose of grades:

- To make administrative decisions about students
- To provide feedback about student progress and achievement
- To provide guidance to students about future pathways or programs
- To help teachers make instructional decisions
- To motivate students

Standards-based grading is used to report student proficiency based on standards.

Level 4- Student consistently demonstrates an in-depth understanding of the standards, concepts and skills taught during this reporting period.
Level 3- Student consistently demonstrates an understanding of the standards, concepts and skills taught during this reporting period.
Level 2- Student is approaching an understanding of the standards, concepts and skills taught during this reporting period.
Level 1- Student does not yet demonstrate an understanding of standards, concepts and skills taught during this reporting period.

Assessments used on report cards:

Formal Examples	Informal Examples
Classroom tests	Observations
District tests	Anecdotal notes
Portfolios	Student conferences
Standardized tests	Informal conversations
Projects	Exit tickets
Performance tasks	Whiteboard responses
Common PLT assessments	Student response clickers

Benchmark assessments:

The following assessments are used for tracking student data and for making instructional decisions. These assessments are not used on the report cards.

- Second through fifth grade students will take Case 21 assessments. This is a benchmark test that is similar to an EOG.
- Grades K-5 will be using mCLASS to complete their reading benchmark assessments. Mclass is made up of many one-on-one assessments that look at many parts of balanced literacy to give us more information about a student's reading level.
- Grades 4-5 will be using the Fountas and Pinell literacy assessment to gain more in depth literacy information. Fountas and Pinell is made up of additional one-on-one assessments that look at many parts of balanced literacy to give us more information about a student's reading level.

These assessments document above, at, or below grade level performance and are important to making promotion or retention decisions.

Beginning of Grade Test (BOG)

Third grade students take a beginning of the year assessment in reading. This is a standardized test used to measure student proficiency and help track growth throughout the year.

Cogat Test (Test of Cognitive Abilities)

This is a test that is given to all third grade students in Wake County to give parents and teachers an additional measure by which students are nominated for placement in the Academically Gifted Program and helps teachers to adapt instruction in ways that enhance the student's success in learning. It is a norm referenced test that appraises the cognitive development of students and measures the students' learned reasoning abilities.

ITBS (Iowa Test of Basic Skills)

This is a reading and math achievement test that is given to third grade students who score in the 85th percentile on any of the CogAT subtest/s or on the composite score.

End of Grade (EOG)

The reading and math End of Grade (EOG) tests take place in May and June of each year for all third through fifth grade students. Fifth grade students also take a science EOG test.

Missed Work

The following are school-wide expectations for missed work:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

Prevention-Intervention Plan

If your child is struggling with any aspect of development (academic, social, behavioral, and emotional), we want you to know that there is a system of support in place at Olive Chapel Elementary that is aligned with the district, state, and national model of intervention. This model is referred to as Responsiveness to Instruction (RtI) and involves three tiers of instruction and support.

Tier I

Tier I provides all students with research-based curriculum and school-wide positive behavioral support. Academic screenings are administered in the fall, winter and spring to ensure that all students are responding to instruction at a specific level and rate that is predictive of year-end academic success.

Tier II

Tier II support is provided to any student who falls below academic or behavioral standards. Personal Education Plans (PEP) will be created for students and parents will be notified of what strategies will be put in place. Interventions are provided within the regular classroom or within a smaller learning setting. Students are monitored more regularly to determine progress.

Tier III

Tier III refers to the most intensive level of intervention support. A Tier III team identifies additional interventions to accelerate student progress based on short-term goals that are monitored throughout the grading period. The team will monitor progress for a minimum of six weeks, or longer if needed in order to evaluate the effectiveness of the intervention.

A referral for *Special Education assessment* might be considered for students who continue to show a slow rate of progress, which may be due to an educational disability. Parents sometimes request "testing" for suspected learning or behavioral disabilities. School staff will respond to these requests through an Individual Education Program (IEP) meeting. A referral for special education testing requires the team to consider previous intervention support, present performance, and learning history.

Promotion and Interventions

Refer to R & P # 5530 (Retention Criteria and Procedures) in the School System Policies. These must be followed for any student you are considering for retention. The retention committee will review the potential retention recommendations in late January/early February and again in May/June. Parents will be notified by letter regarding their child.

Olive Chapel Dress Code

Appropriate dress is necessary in order to maintain an atmosphere conducive to learning and safety. In support of the Board of Education's adopted dress code, Olive Chapel Elementary School is implementing the following dress code for all students.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others is strictly prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- ❖ Exposed undergarments
- ❖ Sagging pants
- ❖ Shoes with wheels in (wheels must be removed)
- ❖ Excessively long shirt tails must be tucked in
- ❖ Excessively short or tight garments
- ❖ Bare midriff shirts
- ❖ Strapless shirts
- ❖ Bathing suits
- ❖ Attire with messages or illustrations that are lewd, distracting, indecent or vulgar or that advertise any product or service not permitted by law to minors
- ❖ Head covering of any kind, unless it is for a religious observation
- ❖ See-through clothing
- ❖ Attire that exposes cleavage
- ❖ Any adornment, such as chains or spikes, that reasonably could be perceived as or used as a weapon
- ❖ Any gang affiliated or related clothing
- ❖ Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups about which students at Olive Chapel Elementary have been notified
- ❖ Slippers or bedroom shoes

*Be aware of when your child has P.E, as appropriate footwear must be worn.

Friday Folders

Make sure to look for your child's folder (envelope) each Friday. Review the folder/envelope with your child and then return it to the teacher the following school day. Important school information is inside each week.

Parent Teacher Association (PTA)

Olive Chapel parents and teachers are encouraged to join and actively participate in the PTA. Membership is \$7.00 per parent (\$10.00 per family). You automatically become a

member of both the North Carolina PTA and the National PTA. Checks may be made payable to Olive Chapel PTA, and sent to the attention of “PTA Membership” at school.

Meetings will be communicated through newsletters and the website.

The PTA sponsors provide many opportunities for students and teachers throughout the school year. Information about upcoming events and volunteer opportunities can be found on the school website under the PTA link.

Parent Involvement

Parent-Teacher Conferences

Teachers will initiate at least two conferences per school year to share work and information about how your child is progressing. However, parents may also initiate conferences.

The following are guidelines for successful conferences:

- ❖ Plan to give the teacher at least 48 hours of advanced notice to schedule a conference.
- ❖ Prepare a list of items you would like to discuss.
- ❖ Ask your child if there is anything s/he would like you to discuss with the teacher.
- ❖ Be reasonable about what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
- ❖ Start on the action steps that you and the teacher decide upon right away.

We value parent conferences, however, we will not accommodate drop in conferences with the teacher during the school day. This includes 8:45-9:15 drop-off time or 3:45-4:10 pick up time.

Parent Volunteers

Parent volunteers are a very special resource at Olive Chapel. We value the many ways parents contribute to our learning community. Many parents volunteer in classrooms to help with programs or to provide extra activities for students. Contact your child's homeroom teacher, the school office, or the PTA Volunteer Coordinator if you would like to donate your time and talents to educating our students. **All volunteers must register yearly online, at school, prior to participating in any volunteer activity.** We encourage parents to register at the beginning of the new school year. After October, registration is only permitted on Mondays.

A background check will be conducted prior to your being able to participate in volunteer activities. When volunteering, remember to sign in on the Ident-a-Kid computer in the front office.

Specialist Program

Students are graded on report cards twice per year according to guidelines in the Common Core Curriculum.

Art

All students receive specialized instruction in the visual arts. Due to the nature of artwork, students are asked to wear clothes that can easily be laundered.

Music

All students receive specialized instruction in music education.

Physical Education

Students receive instruction in physical education from our two PE Specialists.

- Students should wear comfortable, non-restrictive “play clothes”. It is recommended that students, who must wear a dress on a PE day, bring or wear shorts underneath.
- Students are required to wear sneakers. It is often difficult for students to participate fully and safely in sandals or loose shoes such as Crocs. Please, help keep students safe; no Crocs or sandals. Students are allowed to wear closed toe footwear such as “Keens”, which have a sneaker sole. Students who do not have appropriate footwear may be asked to refrain from physical activity to ensure their safety and their participation grade may be affected if frequent.
- The Physical Education schedule changes frequently. Classroom teachers post the schedules on their class websites. Please, help support your child to be prepared for PE class with sneakers on PE days by checking this website. Track in days can be confusing as the PE schedule at times is in transition and not yet posted. Please send your child to school on track in days with sneakers, in the event there is PE.
- Visit the PE blog for class information, special event details, links to volunteer sign ups, to learn health tips and see photos of our Clippers in action. Go to the OCE homepage and click on the PE Specialist link.

Technology

There will be at least 3 computers in each homeroom. All are networked and have Internet access. 21st century students need to be adept at integrating technology into their everyday learning.

School Climate

Guiding Principles

- ❖ All students are valuable and deserve respect
- ❖ School climate is a shared responsibility among administrators, teachers, staff, parents, and students
- ❖ All students can be taught appropriate behavior
- ❖ Positive reinforcement of appropriate behaviors will help them occur more often
- ❖ School personnel must be willing to examine their own behavior as students are taught to change theirs
- ❖ Cultural differences exist and need to be understood
- ❖ Positive relationships between students and adults are key to student success
- ❖ Discipline is an effective way to sustain behavior change

Key Features

- ❖ Establishes environments that support long term success of effective practices
- ❖ Clearly defines behavioral expectations
- ❖ Implemented consistently by all staff
- ❖ Appropriate student behavior is taught
- ❖ Positive behaviors are publicly acknowledged
- ❖ Problem behaviors have clear consequences
- ❖ Student behavior is monitored and staff receive regular feedback
- ❖ Implement school-wide, specific setting, classroom and individual student levels
- ❖ Strategies are designed to meet the needs of all students

Olive Chapel Positive Reinforcement System



As a PBIS Team, we want to encourage students to work together more frequently and hold each other accountable in an effort to ensure that all students are following SAIL behavior expectations. Therefore, we are introducing the Olive Chapel Positive Reinforcement System.

How will whole class (Doubloons) work?

Each staff member will be given a quantity of "Doubloons". These are designed to be given to whole classes who are caught following SAIL expectations. These can be given in all areas: cafeteria, hallway, dismissal, arrival, restroom, and playground. These can also be given by specialists to classes they teach or by other teachers who "*make a surprise entry*" into another classroom.

How will individual rewards (Clipper Cash) work?

Each staff member will be given a quantity of Clipper Cash and these are designed to be given to individual students who are caught following SAIL expectations. These can be given in all areas: cafeteria, hallway, dismissal, arrival, restroom, and playground. These can also be given by specialists to classes they teach or by other teachers who "*make a surprise entry*" into another classroom.

How Do You SAIL at OCE?

Expectations	Cafeteria	Hallway/Sidewalk	Playground	Restrooms	Arrival/Dismissal
Show Safety S	<ul style="list-style-type: none"> Stay in seat and face table. Eat your own food. 	<ul style="list-style-type: none"> Walk on the right Follow the Clipper Ships 	<ul style="list-style-type: none"> Use equipment properly Stay in approved areas Play by the rules 	<ul style="list-style-type: none"> Wash your hands with soap and water 	<ul style="list-style-type: none"> Stay a safe distance from busses and cars Follow hallway and sidewalk procedures
Act Responsibly A	<ul style="list-style-type: none"> Enter and Exit cafeteria quietly. Take care of <u>ALL</u> needs before being seated. Raise your hand if you need something. 	<ul style="list-style-type: none"> Move purposefully Follow the Clipper Ships 	<ul style="list-style-type: none"> Clean up after yourself 	<ul style="list-style-type: none"> Use restroom for appropriate reasons Flush toilet after each use Dry off areas that you have used Three paper towel pulls 	<ul style="list-style-type: none"> Get to destination promptly Watch television closely during dismissal Listen carefully without talking at carpool
Impress with Respect I	<ul style="list-style-type: none"> Speak quietly and use appropriate language. Hands and feet to yourself. 	<ul style="list-style-type: none"> Move Quietly Honor personal space 	<ul style="list-style-type: none"> Show good sportsmans hip Appreciate and respect nature 	<ul style="list-style-type: none"> Respect others privacy Wait turn Put trash in trash can 	<ul style="list-style-type: none"> Move about the building quietly Respond quickly to adults Follow hallway and sidewalk procedures
Listen to Learn L	<ul style="list-style-type: none"> Listen, respect and follow adult directions. Follow red and green expectations 	<ul style="list-style-type: none"> Follow adult direction 	<ul style="list-style-type: none"> Respond quickly to adults 	<ul style="list-style-type: none"> Whisper when necessary Respond quickly to adults 	<ul style="list-style-type: none"> Respond quickly to adults

Important Telephone Numbers:

Olive Chapel Elementary School Office	919-387-4440
Principal Nanette Lavery	919-387-4440
Assistant Principal Erin May	919-387-4440
Lead Secretary Michelle D'Antonoli	919-387-4440
NCWise/Attendance Charlotte Davis	919-387-4442
Child Nutrition Services Melissa West	919-387-4449
Counseling/Guidance Services Alice Geiss and Cynthia Alcorn	919-387-4448
AIG Services Danielle Greene and Jessica Vandenberg	919-387-4440
Instructional Resource Teacher Monica Kuznar	919-387-4453
Media Services Julia Hendricks	919-387-4459
PTA President Steve Andrewjeski	oce.pta@gmail.com
Transportation Services	919-856-7890

