

# OLIVE CHAPEL ELEMENTARY SCHOOL

**Student/Parent Handbook**  
2014-2015

## Table of Contents

Verification/Agreement Form.....	3
Arrival and Dismissal Procedures.....	4-5
Early Arrival and After School Programs.....	5
Absences and Health Policies.....	5-6
Medication.....	6
Student Health.....	6
Student Behavior and Conduct.....	7
Classroom Interruptions Policy.....	7
Food Policy.....	7
Breakfast and Lunch.....	8
Assessments.....	8
Dress Code.....	9
Homework Plan.....	10-11
Friday Folders.....	11
Parent Teacher Association.....	11
Parent Involvement.....	11-12
Specialist Program.....	12-13
School Climate.....	13
SAIL Expectations.....	14-15
Important Phone Numbers.....	16

## 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 Principals – Dr. Larry Savage and 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.

## Breakfast and Lunch

During the 2013-2014, 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 2013-2014

#### 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

## Assessments

Students at all grade levels have reading and math assessments. Fourth and fifth grade students will receive AimsWeb Fluency assessments 3 times a year. Second through fifth grade students will take Case 21 assessments (EOG type tests). Grades K-3 will be using mCLASS to complete their reading benchmark assessments. Teachers will explain these assessment tools at Parent-Teacher conferences. *These assessments document above, at, or below grade level performance and are important to making promotion or retention decisions.*

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.

## 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.

## Homework Plan

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.

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

## 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. 21<sup>st</sup> 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 this system work?*

Each staff member will be given a quantity of "Doubloons" (attached). 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 Do You SAIL at OCE?

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

## **Important Telephone Numbers:**

<b>Olive Chapel Elementary School Office</b>	919-387-4440
<b>Principal</b> Nanette Lavery	919-387-4440
<b>Assistant Principal</b> Larry Savage	919-387-4440
<b>Assistant Principal</b> Erin May	919-387-4440
<b>Lead Secretary</b> Janet Fuller	919-387-4440
<b>NCWise/Attendance</b> Charlotte Davis	919-387-4442
<b>Child Nutrition Services</b> Melissa West	919-387-4449
<b>Counseling/Guidance Services</b> Alice Geiss and Audrey Thomasson	919-387-4448
<b>AG Services</b>	919-387-4440
<b>Instructional Resource Teacher</b> Monica Kuznar	919-387-4453
<b>Media Services</b> Nora Ward	919-387-4459
<b>PTA President</b> Jennifer Gregg	oce.pta@gmail.com
<b>Transportation Services</b>	919-856-7890



