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# Olive Chapel Elementary Student/Parent Handbook 2024-25

 [www.wcpss.net/olivechapeles](https://www.wcpss.net/olivechapeles)  
@OliveChapelElem (School X/Twitter Account)

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## AFTERNOON DISMISSAL PROCEDURES

The school dismissal bell rings at 3:45 PM. Any transportation changes must be requested in writing by a parent or legal guardian and provided to the teacher. If a written request is not received, your child will be transported home by their "usual" way. Please send these written requests to school with your child that morning. If you have an emergency transportation issue that cannot be requested in writing, please call the school office prior to **2:30 PM** and we will notify your child's teacher.

**Please do not send an email to the teacher during the school day to request a transportation change... your child's teacher is busy instructing and may not be able to read your email until after dismissal.**

### **BUS TRANSPORTATION:**

Buses/daycare buses depart from the bus loop in front of the main building at staggered times. Students riding buses home from school will be dismissed from their classroom as their bus route arrives. Staff and safety patrol will ensure they board the correct bus/day care bus.

**Students cannot go home on buses other than the one to which they are assigned.**



The same behaviors that are appropriate in the classroom are expected at the school bus stop and on the school bus. Riding a school bus is a privilege that may be revoked if rules are not followed.

**Bus drivers will NOT release Kindergarten or 1<sup>st</sup> grade students at a bus stop unless a responsible person is present at the stop for that child.** The bus driver will bring the child back to the school office and the parent/guardian will need to come pick up that student.

From time to time buses may break down, get behind schedule due to traffic, or have a substitute driver which may cause the bus to be late. If a bus is running late in the morning, we may not be aware of the problem. If a bus has not arrived within 15 minutes of your usual pick up time, please call **Apex Friendship Transportation, (919)-805-3030**, they will give you the information you need.

If a bus is going to be late for dismissal, we are notified by transportation and we will let parents/guardians know via the **Here Comes The Bus** application and when feasible, through our school twitter account @OliveChapel Elem.

Sign up at <https://herecomesthebus.com/getting-started/> You will need the school district code **67500** and your student's WCPSS identification number.

### **VAN / CAB RIDERS:**

Vans/cabs depart from the bus loop at staggered times. Students using this means of transportation will be escorted by their Teacher or IA to the appropriate van/cab.

## **CARPOOL RIDERS**

Please have your carpool number on display in your vehicle. Please help your child to memorize their carpool number, as it will help with the flow of carpool. We will begin dismissal at 3:45 PM promptly. In order to clear traffic concerns on Kelly Road, we will begin utilizing a double lane system. See specifics below. We created a [video](#), [map](#) and a [diagram](#) we hope you will find helpful.

Revamped Carpool details:

- The first car will pull up to purple cone. (1st cone)
- Approximately 18 cars will fill up the single lane
- All cars behind the merge lane should be double-stacked in lane 1 and lane 2.
- Once you see the Merge signs and orange cones, you **MUST** merge to the right.
- The merge system works in an AB or “zipper” pattern and requires carpool drivers to be courteous to one another.
- At this merging point in the afternoon, a staff member will record your carpool tag number. This will allow us to get your child out to you as quickly as possible.
- You will continue to drop off and pick up your child in a single file line.
- DO NOT pass other cars in the left lane.
- In the afternoons, we will load 6 cars at a time.
- Your child will be told the color of the cone they are assigned to each day.
- You will continue in a single lane to exit the carpool parking lot (just like normal).

**If a child is going to another student’s home after school, we must have written permission from both childrens’ parents and students must be picked up in the carpool line.**

## **WALKERS:**

Only students with approved Walker tags will be dismissed as Walkers. Forms are located on our website along with details about this procedure under the “Parent” tab, and then click on “Walker Procedures”.

## **4<sup>TH</sup> AND 5<sup>TH</sup> GRADE WALKERS / BIKE RIDERS WITHOUT ADULT SUPERVISION:**

If your child is a responsible 4<sup>th</sup> or 5<sup>th</sup> grader and will walk or ride a bicycle to or from school without adult supervision, please complete and return the **“Independent Walker Agreement”** form to school. This form can be found on our website under the “Parent” tab, and then click on “Walker Procedures”. The section with your signatures will be attached to your child’s book bag. Students without this signature card will not be permitted to travel to or from school without an adult.

## **YMCA AFTER SCHOOL PROGRAM:**

Students enrolled in the YMCA after school program go to the gym when the dismissal bell rings. Please visit the website at <https://www.ymcatriangle.org/> for information and to register for after school programs. If there are any issues, please contact 919-719-9989.

### **PICK UP BY OLDER SIBLINGS:**

In order for an older sibling to pick a child up from school, they must be older than 14, must have a photo ID, and must be listed on your child's locator card as having permission to pick up your child.

## **ATTENDANCE/APPOINTMENTS/VACATIONS**

Attendance is taken daily by classroom teachers. If your child arrives late to school you will do the following:

- Park in Visitor Parking
- Come to the Front Office door
- Scan the QR code on the front door with your phone camera
- Parent will fill out the linked Google "Check In" Form and then ring doorbell
- Students will get a Tardy Slip from the office and then walk to class

### **ABSENCES: [Attendance Board Policy](#)**

An absence from school is **only** excused for the reasons below: *illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; approved religious observances; or participation in an approved educational opportunity*. The educational leave request form can be found [here](#).

If your child is absent, please send a note to school when he/she returns indicating the reason. If we do not receive a note within two days explaining one of the excused reasons above, we must record the absence as unexcused.

To be considered present at school, students must be in attendance at least one-half of the student school day (12:30 pm is the cutoff time for a regular school day).

Every school day is important, so we hope you will try to schedule family vacations, appointments, etc. during your track outs. There is no need to call the front office.

### **APPOINTMENTS:**

If a student needs to leave for an appointment during school hours, please communicate with the teacher prior to the appointment. Please try to give enough advance notice when emailing, as teachers are instructing a good part of the day and often cannot check email during the school day. Whenever possible, please try to make appointments before or after school. If a student is not present for at least 3 hours and 15 minutes on any given day, the student will be marked absent for the whole day.

If you must check out your student early you must do the following:

- The last available student checkout is 3:15 pm. Early pick cannot occur after **3:15 pm**
- Come to the Front Office door
- Scan the QR code on the front door with your phone camera
- Parent will fill out the linked Google "Check Out" Form and then ring doorbell

## **VACATION:**

A vacation will not be excused as an educational opportunity unless the primary purpose of the trip is educational and commensurate with the instruction the child would receive in school. Teachers will provide students with their make-up work either before they leave or when they return to school. All requests for educational leave must receive prior approval from the principal.

## **BIRTHDAY PARTIES/INVITATIONS/CLASS LISTS**

Birthday parties are to be held outside of school and invitations should be mailed from the child's home. You may obtain the list of parent email addresses from the teacher of those individuals who gave approval to share contact information and use this list to distribute invitations.

If your child would like to bring a treat to share on his/her birthday, please contact his/her teacher prior to that day to inform them and make arrangements. We also have several students with severe food allergies and must ensure these allergy concerns are addressed. Healthy alternatives to cake or sweets are encouraged.

- All items must be commercially bought. **NO HOMEMADE TREATS ALLOWED** (We must be able to read the list of ingredients on the package for safety reasons).
- Birthday treats may NOT be handed out in the cafeteria during lunch.
- You must make arrangements to distribute the treat during classroom snack time.
- Please do NOT have flowers or balloons delivered to the school as it is disruptive to the learning environment.

## **BUS TAGS**

If you have requested bus transportation, your child will receive a bus tag which will be attached to their book bag the first day of school. The bus driver will not permit any student to board the bus without this bus tag. If your child switches book bags, please make sure you attach the bus tag to the new book bag. If your child loses their bus tag, please notify the front office to reissue another one. If your child does not ride the bus 10 consecutive days, they will be removed from the bus roster and you will need to go to our Olive Chapel website and resubmit your transportation request.

## **CAFETERIA MEALS/ PRICES/PAYMENT**

Additional snacks and desserts are available for purchase. Students will eat lunch in the cafeteria. There may be times when students will eat in our outdoor cafeteria when directed by the principal/designee.

- Breakfast is served from 8:45 AM – 9:15 AM. **The cost for breakfast is \$1.75.**
- Lunch service for the school begins at 10:55 AM and ends at 1:50 PM. The lunch price has increased. **The cost for lunch is now \$3.50.**

We do not microwave students' lunches nor are students permitted to use microwaves in school. No canned or bottled soda drinks are permitted in the cafeteria or for snacks.

The menu is available here:

<https://schools.mealviewer.com/school/OliveChapelElementary>

After the first two weeks of school, parents are welcome to have lunch with their child. All parents must follow normal visitor guidelines by checking in and out in the front office.

You may choose to bring an outside lunch for you and your child, but it may not be shared with other students. Many of our students have severe allergies that you may not know about.

**Chewing gum is not permitted during school hours at any time.**

## **CHANGE OF ADDRESS/NAME/PHONE/EMERGENCY CONTACT**

Please notify the school office and your child's teacher any time you have a change of any pertinent information. This is very important if we would need to reach you in case of an emergency. **Please provide us with the best phone number to reach you between 8 AM – 5 PM each weekday.**

## **COMMUNICATION FOLDERS/FRIDAY FOLDERS**

Most of our teachers use some form of weekly communication. Always remember to make sure to look in your child's backpack daily for special papers that come home or communication books. Every Friday, most teachers send home Friday folders with important information that has happened during the week or that will be happening in the upcoming week. Review the contents of the folder with your child and return it to the teacher the following school day.

## **CONFERENCES**

Teachers will initiate scheduling conferences with parents after the first and third grading periods. If additional conferences are needed, please schedule with the teacher in advance. Our teachers are committed to planning engaging and challenging lessons for all our students, and we work hard to eliminate unnecessary disruptions to the classroom during the school day. Teachers use the time before students arrive in the morning, their planning periods, and frequently their lunch breaks to plan instruction for their children. Many mornings and afternoons they are also involved in meetings. Unexpected conferences can put the teacher and children in the classroom behind. Scheduling conferences in advance will benefit your child and all the other children in the class.

## **CUSTODY/VISITATION AGREEMENTS**

Judges' orders regarding custody and visitation are kept on file in the school office so that staff is aware of who is authorized to pick up a child. Please make sure that the school receives an official copy of the judge's ruling, as we are not required to honor a parent/guardian's interpretation of a court order. Any changes in court orders should be given to the office as soon as possible.

## DELAY OR CLOSING OF SCHOOL/MAKE UP DAYS

Information on closing or delay of school due to inclement weather is available at <http://www.wcpss.net/>, on local television, WCPSS twitter page, and radio.



If there is any kind of school delay, (1, 2 or 3 hour) **please do not bring your child to school early. The decision to delay school due to severe weather is for the safety of staff as well as students, and no one will be here to supervise your children.**

**\*\* YMCA does not operate on delay or early release days due to inclement weather. Parents will need to make arrangements for arrival or dismissal on these inclement weather days \*\***

When school is closed due to severe weather, the County will announce make-up days at that time.

## 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 OR 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 or clothing that exposes cleavage
- Any adornment, such as chains or spikes, that reasonably could be perceived 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.**

## EVENING & WEEKEND EVENTS

Students may not attend evening or weekend events unless supervised by an adult. They may not be dropped off and then picked up. A supervising adult must be present, and with



the student at all times. The expectations for student behavior at events are the same as during the school day, including our dress code.

## **FIRE DRILLS / TORNADO DRILLS / LOCKDOWN DRILLS**

Fire drills are conducted monthly during the school year. Evacuation routes are posted in each classroom and around the school. Tornado drills and lockdown drills are also practiced throughout the year. In the event of severe weather warnings, we require all students and staff members to take shelter until conditions improve.

## **HOMEWORK POLICY**

Homework provides students the opportunity to practice and apply previously taught skills and concepts. Kindergarten and first grade students should read approximately 20 minutes each night with their parents/guardians. The total approximate time per day for completing all homework by grade level is:

- Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade: 20 – 30 minutes
- 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade: 50 minutes

If your child is spending considerably more/less time than above, please notify their teacher.

## Important Telephone Numbers:

**Olive Chapel Elementary School Office** 919-387-4440

**Principal**  
Mrs. Erin May 919-387-4440  
Ext - 24372

**Assistant Principal**  
Mr. Jared Boyer 919-387-4440  
Ext - 29243

**Assistant Principal**  
Mrs. Ashley Charles 919-387-4440  
Ext - 24373

**Lead Secretary**  
Mrs. Melissa Dickens 919-387-4440  
Ext-24371

**Data Mgr/Attendance**  
Mrs. Heather Cotter 919-387-4440  
Ext-24370

**Child Nutrition Services**  
Mrs. Gayle Welch 919-387-4449

**Counseling/Guidance Services**  
Ms. Candice Lewis 919-387-4440  
Ext - 23481  
Ms. Sallie Wooten Ext - 24382

**PTA President**  
Mrs. Robyn Salzman [oce.pta@gmail.com](mailto:oce.pta@gmail.com)

**Nurse**  
Ms. Becki Reeves 919-239-0418

**Transportation**  
Apex Friendship Transportation Services 919-805-3030



## INTERNET USE

School computers, iPads and Chromebooks will be used only for instructional purposes. Your child's teacher monitors and approves educational websites that the students are permitted to view. There are certain blocks on websites that will not permit entry.

## WCPSS Student Device Program

Wake County Public School System provides all elementary students in grades 3rd - 5th with a Chromebook for school and school related assignments. Students in Grades Kindergarten through 2nd Grade will have a Chromebook Cart in their classrooms that is equipped with enough devices for all students enrolled. These devices for Kindergarten through 2nd Grade are to remain at the school and cannot be sent home.

Students in grades 3rd - 5th are responsible for caring for their device, using it appropriately and properly at all times. Families/Students are not permitted to tamper with the computer hardware or software, change network profiles, or attempt to "hack" into unauthorized access settings. Students are responsible for charging their devices every night at home, before coming to school the next day. The 3rd - 5th grade classrooms have spare devices available for students that forgot to bring their device to school. These are still WCPSS devices, therefore all policies and guidelines still apply.

- [Student Device Care and Use Guidelines](#)
- [Pautas para el Uso y Cuidado de Dispositivos Estudiantiles de WCPSS](#)

**NEW** students to WCPSS in grades 3rd through 5th will need to fill out the Student Device Program Agreement Form and turn it into their teacher. The teacher will then give the form to our tech contacts and we will request a device for the new student. The device will be assigned to the student using their WakeID # and will be theirs until they leave WCPSS. Devices will be delivered to the homeroom of the student with setup and care instructions. More information can be found about the Student Device Program at:  
<https://www.wcpss.net/Page/48894>.

- [Student Device Program Agreement](#)
- [Acuerdo del Programa de Dispositivos Estudiantiles](#)

## INTERRUPTIONS/UNSCHEDULED VISITS

If a lunch box, homework, glasses, project, or other item of a student has been forgotten at home and is brought to school by a parent, please ring the front bell and a staff member will come to the door and assist you. Please label all items before leaving them in the office. This will help ensure they get to the right place.

## LOST & FOUND

Please label your child's personal belongings. This will help teachers and staff members locate lost items. Do not allow your child to bring extra money, valuable items, toys, trading cards, iPods, Nooks/Kindles, radios, or sports equipment etc. to school unless prior written approval has been communicated directly from a child's teacher. We will not assume responsibility for the security of such items. Our Lost & Found cart is located in the Front Lobby. If your child has lost an item, please encourage him or her to check this area as soon

as possible. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.

## MEDICATION/SICK CHILDREN

Full guidance is available here: <https://www.wcpss.net/whentoreturn>+

Our health guidance follows requirements from the NC Department of Health and Human Services and recommendations from Wake County Public Health.

Students who need medications during the school day must have their parents submit to the health room a signed **Physician Order for Medication (Form 1702)** from a doctor. These 1702 forms are available on our website under the Parent tab. All medications must be checked into the school/health room by the student's parent/guardian.

**\*PARENTS, do not give your child medication and send them to school\***

If your child is sick, please keep him or her at home so as not to spread germs in the classroom. Children should be kept home from school if:

- They have a fever of 100.4 or higher
- They have nausea, vomiting, or diarrhea
- Severe headache
- They have red, watery eyes with yellow drainage
- They have an undiagnosed rash
- They have live lice
- Inability to attend learning activities
- Change in student's typical medical status



**Parents: please provide the school with the best phone numbers to contact you during the hours between 8 AM – 5 PM each weekday in the event of student illness. If your phone number changes, please give us updated information.**

## MORNING ARRIVAL PROCEDURES

The first school bell rings at 8:45 AM, at which time students are permitted to enter the building and go to their classrooms. Students are NOT permitted to enter the school before 8:45 AM unless they are enrolled in the **YMCA Early Arrival Program**. Information and applications are available by contacting the Kraft YMCA at **919-657-9622**.

Any students arriving before 8:45 AM must remain in the car with their parent/guardian or outside the front doors in the map area until the bell rings.

There are three arrival procedures at Olive Chapel; **bus, carpool, and walkers**. Please use one of these three methods to help ensure the safety of your children.

Morning arrival may be delayed/halted in cases of severe weather. OCE Staff will resume procedures when it is safe.

### **BUS TRANSPORTATION:**

Buses arrive in the bus loop at the front of the main building to unload students no earlier than 8:40 AM. Staff members will direct students into the building.

### **CARPOOL TRANSPORTATION:**

Students may ONLY be dropped off in the carpool lanes (in front of the gym) between 8:45 and 9:15 AM where they will be directed into the building by staff members.

- Please follow the designated traffic flow
- Carpool runs in double lanes to clear congestion on Kelly Road. Please follow the merge signs to merge safely into a single lane for dropoff.
- Be courteous and mindful of pedestrians
- Pull all the way forward and come to a complete stop before allowing students to exit vehicles
- Do not exit your vehicle in the carpool lane, pull to the left and exit in that lane
- Please have your child exit from the passenger side
- Please do NOT use cell phones while in carpool lane

### **WALKERS:**

Walkers must be accompanied by an adult, unless they are a 4<sup>th</sup> or 5<sup>th</sup> grade student with a signed ["Independent Walker Agreement"](#) form and should not arrive before 8:45 AM.

### **CAB AND VAN TRANSPORTATION:**

Students are dropped off in the bus loop no earlier than 8:45 AM and will be picked up by their Teacher or IA. Parents of students with special needs may also be dropped off in the bus loop no earlier than 8:45 AM

## **OLIVE CHAPEL REINFORCEMENT SYSTEM**

As a PBIS Team, (**Positive Behavioral Interventions and Support**) 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.

### **STUDENT RECOGNITION:**

Positive encouragement is a powerful motivator for students. We recognize the efforts of students through quarterly Growth Mindset awards. We also use Doubloons and Clipper Cash/Dojo points on a daily basis as a reward incentive for "SAILING."

### **CLASS DOUBLOONS:**

Doubloons are rewards that are given to whole classes who are seen following SAIL expectations. Doubloons are given out by all staff including: administration, office staff, classroom teachers, special teachers, teacher assistants, custodians, etc..

Doubloons can be given in all areas including: cafeteria, hallway, dismissal, arrival, restroom, playground, etc. Once a classroom has achieved a certain number of doubloons, there is a reward which depends on the number of doubloons earned. (i.e. pajama day, silly hair day, etc.)

**CLIPPER CASH/DOJO Points:**

Clipper Cash/Dojo Points is an *individual* reward given to those students who are seen following SAIL expectations individually. Clipper Cash is given out by all staff including: administration, office staff, classroom teachers, special teachers, teacher assistants, custodians, etc.

Clipper Cash/Dojo Points can be given in all areas including: cafeteria, hallway, dismissal, arrival, restroom, playground, etc. Once a student has earned a certain amount of Clipper Cash, they may choose from a list of rewards (i.e. reading to a kindergarten class, lunch with teacher, etc.)

# How Do You SAIL at OCE?

Expectations	Cafeteria	Hallway/Sidewalk	Playground	Restrooms	Arrival/Dismissal
<u>Show Safety</u>  <b>S</b>	<ul style="list-style-type: none"> <li>Stay in the seat and face the 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 buses and cars</li> <li>Follow hallway and sidewalk procedures</li> </ul>
<u>Act Responsibly</u>  <b>A</b>	<ul style="list-style-type: none"> <li>Enter and Exit the 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 bus screen closely during dismissal</li> <li>Listen carefully without talking at carpool</li> </ul>
<u>Impress with Respect</u>  <b>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 sportsmanship</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>
<u>Listen to Learn</u>  <b>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>

## PARENT TEACHER ASSOCIATION (PTA)

Olive Chapel parents are encouraged to join the PTA. The PTA provides a great deal of support to the school and our students. They also organize many of the "extras" that make school fun, such as cultural arts assemblies, spirit wear, family nights, book fairs, carnival, movie nights and much more. Parents interested in participating on PTA committees should look for more information in the newsletter, bulletin board in the foyer or visit the PTA link on our school website.

**"The Beacon" is a useful complement to the information that parents regularly receive through the newsletters and communications provided by their child's teacher. You must sign up to receive this newsletter. You can do so at our pta website: [OCE PTA Website](#).**

## SCHOOL NURSE

Olive Chapel has a school nurse assigned from the Wake County Health Department who is on campus two days each week. The school nurse provides vision screenings for students who have been identified as a risk. The nurse also creates health plans due to medical conditions and case manages students in a group setting. Specific office staff have received appropriate training to dispense medications and care for students with medical needs, as well.

## STUDENT BEHAVIOR

Since Olive Chapel is a PBIS (Positive Behavior Intervention Support) model school, we teach students appropriate behavior, motivate students to demonstrate good character, and make good choices. We encourage these behaviors by recognizing outstanding individuals and class actions. As a community of learners, our students, teachers, staff members, and parent volunteers all deserve an environment that is conducive to learning and teaching. Please refer to our SAIL Plan for specific information.

***All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board 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 Student Conduct policies shall take precedence.***

## STUDENT CHECK OUT

**If you find it necessary to check your child out of school early, please do so before 3:15 PM.**

Due to the large number of students we have preparing for dismissal each day, we are unable to accommodate requests for early check-out **after 3:15 PM. Only individuals indicated on the child's locator card are permitted to check out students.** For the safety of all of our students, please bring a photo id with you when you arrive to check your child out of school - our office staff will need to see a photo id before releasing a child.

If there is an event being held in your child's classroom at the end of the day, the teacher will have a sign out sheet for parents to sign their child out directly from the classroom. If you have



another child in a different classroom that you wish to check out the same day, please let the office know and they will make sure the other student and teacher is notified.

## **STUDENT DEVICE POLICY- CELL PHONES/SMART WATCHES**

Students are only allowed to have cell phones on school grounds if they are turned completely off and kept in their backpack. Students are not allowed to use their cellphones during school hours or on the school bus.

If a student has a smartwatch, that device must be turned on Airplane mode in order to disable text messages and phone calls from being received by the watch/device. The watch is considered a cell phone UNLESS airplane mode is activated. Otherwise, all smart watches will need to be powered off and placed in backpacks as well.

## **STUDENT CLUBS**

Students have a variety of clubs to choose from each year. Please checkout our school website for more information about each club under the tab "Students"/"Student Club Hub". For the 2024-25 school year, the following clubs are available for sign-up:

- Art
- Chorus
- Drama
- Journalism
- Kindness
- Landlubbers
- Lego
- Little Readers
- Morning News
- Mystery Science
- Podcast
- Science Olympiad
- Student Council
- Table Games
- Bujo Journal

Clubs typically take place before or after school. For morning clubs, please do not drop off students before 8 am and make sure a club representative is available to receive them.

## **STUDENT NAME AND PHOTO/VIDEO PRIVACY RELEASE**

Every parent who enrolls a child at Olive Chapel completes a Student Name and Photo/Video Privacy Release form giving permission, (or not), for us to use a picture of your child and their name in social media (e.g. our website, Twitter). This form is kept in your child's cumulative folder and is good for the entire time he/she attends Olive Chapel. You may change your preference at any time. This form is located on our website under the FAMILIES tab at <https://www.wcpss.net/Domain/16630>

## **TOBACCO-FREE SCHOOLS**

The policy of the Wake County Public School System is all school property is a smoke-free and electronic cigarette-free environment. This policy is intended to promote a healthy

working and learning atmosphere, and applies to all students, employees and visitors of the school system.

## TOYS/ELECTRONIC DEVICES

Students may not bring toys of any kind to school, unless it is for Show and Tell. Toys brought for Show and Tell must be kept in book bags for the rest of the school day. School personnel cannot be responsible for the safety of any toys or electronic devices brought to school. Electronic devices such as iPads/Tablets, Gaming Systems are not permitted at school. Trading cards also should remain at home. Please encourage your child to keep these items safely at home so that nothing can happen to them at school and so that they can focus on learning. If a student has a smart watch, they must use it in airplane or "school mode". This is to prevent texting and incoming messages/calls from interrupting the instructional day. If you feel your child must have a cell phone, they need to turn it off during school hours and will need to leave it in their backpack. Items brought to school in violation of this policy will be kept in the office until a parent comes to school to pick them up.

## VANDALISM/PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for the losses and damages. Damage often results from horseplay in the corridors or rooms and students are liable for either accidental or malicious damage.

## VISITORS / VOLUNTEERS

All visitors after 8:30 AM and before 4:15 PM are required to sign in at the office computer station and wear a visitor's badge.

Parents and members of the school community are always welcome at Olive Chapel. Please understand that our first priority must be student safety and learning. To help ensure the safety of students and staff, you may only enter through the front entrance. When you arrive, please present your license or a picture ID prior to ringing the doorbell. Someone from the front office will buzz you in to proceed to the "check in/ check out" computer station.

All building doors are locked **before 8:45 AM**. If you have an appointment/conference with a teacher before 8:45 AM, they will meet you at the scheduled time to let you into the building, or buzz showing ID and let office staff know what you are here for and they will buzz you through the doors. Your teacher will meet you in the office.

All building doors are locked after **4:15 PM**, unless there is an evening activity. If you have a late appointment/conference after 4:30 PM, your child's teacher will meet you at the front entrance to let you inside the building, as office staff may have already left for the day. Students have been instructed not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules. These procedures help ensure the safety of all of our students and staff.

Visits to classrooms and conferences with teachers should **always** be scheduled in advance so as not to disrupt the instructional program. If a lunch box, homework, or other item of a student has been forgotten at home and is brought to school, please leave it in the office. We will make sure it gets to the right place. This process will make it easier for everyone and protect classroom learning time.

We love to have volunteers in our building! Volunteers make a positive impact on the quality of programs at Olive Chapel. Please make arrangements in advance with your child's teacher. In order for you to give your full attention to your volunteer responsibilities, please do not bring younger siblings.

After July 1, if you have not registered to be a volunteer you must complete the volunteer registration form for the Wake County Public School System, which includes an approved criminal background check. The registration can be completed from your home computer/device by using this link: <https://myvolunteer.com/wcpss/volunteer/login>. To protect all children, this must be completed prior to participating in any volunteer activities.

When volunteering, sign-in at the front office and wear your badge at all times. Please do not park your car in the carpool lane and leave it unattended as this creates a fire safety violation. You may park in any vacant parking spaces in any of the parking lots. For more information about volunteering opportunities please contact your child's teacher, or visit <http://www.wcpss.net/volunteer>.

## Whom to Contact?

Special Education.....	Jenn Meaker, Lead Special Education Teacher
Health Concerns.....	Becki Reeves, Nurse
Student Behavior.....	Jared Boyer/Ashley Charles, Assistant Principals
Volunteering.....	Regina Norman, Front Desk Receptionist
504 Plans.....	Sallie Wooten/Candice Lewis, Counselors
Child Nutrition.....	Gayle Welch, Cafeteria Manager
Academically and Intellectually Gifted (AIG).....	Katy Trainor/Julie Morgan, AIG Teachers
English as a Second Language (ESL).....	Amy Chapman, ESL Teacher
Attendance.....	Heather Cotter, Data Manager
Enrollment and Withdrawals.....	Heather Cotter, Data Manager
Family Assistance and Support.....	Megan Pohl, Social Worker
Testing.....	Amy Chapman/Josh Brown, Testing Coordinator
Student Files.....	Heather Cotter, Data Manager
Student Discipline.....	Jared Boyer/Ashley Charles, Assistant Principals
Transportation Concerns.....	Jared Boyer/Ashley Charles, Assistant Principals
Educational Leave Request.....	Erin May, Principal

# 2024-25 Student/Parent Handbook Agreement Form

**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 Olive Chapel staff in our efforts to keep our school safe and orderly.

*Please find the updated Student/Parent Handbook on our school website, titled "Student/Parent Handbook" under the "FAMILIES" tab. Review the handbook with your child and return this form to your child's teacher.*

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Track: \_\_\_\_\_