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**Olive Chapel Elementary**

**Student/Parent Handbook**

**2016-2017**

[**www.wcpss.net/olivechapeles**](http://www.wcpss.net/olivechapeles)

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**@OliveChapelElem**

Important Telephone Numbers:

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

**Principal**

Dr. Ruth Steidinger 919-387-4440

**Assistant Principal**

Mrs. Erin May 919-387-4440

**Lead Secretary**

Mrs. Michelle D’Antonoli 919-387-4440

##### **NCWise/Attendance**

Mrs. Charlotte Davis 919-387-4442

**Child Nutrition Services**

Mrs. Melissa West 919-387-4449

##### **Counseling/Guidance Services**

Mrs. Alice Geiss and Ms. Christine Martin-Byers 919-387-4448

##### **PTA President**

Mr. Steve Andrewjeski [oce.pta@gmail.com](mailto:oce.pta@gmail.com)

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

#### ARRIVAL AT SCHOOL ON TIME/SCHOOL HOURS/PROCEDURES

Our first bell rings at 8:45 AM, when students may report to their classrooms. Students may not be dropped off at school before 8:45 AM unless they are enrolled in the YMCA Early Arrival Program. Students who are not enrolled in the YMCA Early Arrival program should remain in their cars with their parents until the 8:45 AM bell. Students who walk or ride bicycles to school should not arrive before 8:45 AM.

Breakfast begins at 8:45 AM. Students should be in their classrooms by 9:15 AM. Students who arrive after 9:15 AM are tardy. After 9:15 AM parents should bring their child into the office to check in and receive an admittance slip. It is best for students to arrive at school before 9:10 AM so that they can be seated before the bell rings. Late arrival into the classroom, after the tardy bell, puts children at a disadvantage because they miss classroom instruction. Teachers lose time from scheduled learning activities when they must stop to repeat instructions for children who are late. We appreciate your efforts in ensuring that your child arrives at school on time.

**There are three arrival procedures at Olive Chapel; bus, carpool, and walkers (those walking from their neighborhoods to the school). We ask that parents not park in the gravel parking lot and “walk” their children to school. Please use one of these three methods to help with our safety procedures. Thank you.**

**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 staff members and student safety patrols will direct students to the building. Parents of students with special needs may also drop their children off in the bus loop.

**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.

* Please follow the designated traffic flow.
* Pull all the way forward 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.
* STUDENTS MAY NOT BE DROPPED OFF PRIOR TO THE 8:45 BELL.

Be courteous to pedestrians. If pedestrians are waiting to cross the carpool lane, please stop. **For the safety of our students, please do not use cell phones in the carpool lane.**

**Walkers** must be accompanied by an adult, unless they are a 4th or 5th grader with a singed “Walker Agreement” form.

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.

ATTENDANCE

Any child who has been absent from school for 6 days will be notified in writing. Any child that accumulates at least twenty-five absences will be granted an attendance hearing. The parent will be notified of the hearing if it must occur. Attendance at school is essential for student learning. An absence from school is **only** excused for the following seven reasons: illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; religious observances; and participation in a valid educational opportunity.

If your child is absent, please send a note to school when he/she returns. If we don’t receive a note explaining that the absence was for one of the reasons listed, 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 (3 hours and 15 minutes). Students who arrive late or leave early on early release days will be counted as absent from school. Every school day is important, so we hope you will schedule your family vacations during your track outs. A vacation will not be excused as an educational opportunity unless the primary purpose of the trip from its outset is educational and it cannot take place at another time (e.g. science camp). Teachers will provide students with their make-up work when they return to school.

Students may leave school with a parent for dental or doctor’s appointments with prior notice to the child’s teacher. Whenever possible, please make these appointments before or after school hours. A student who leaves school for any reason during the day is counted absent for the day unless he or she returns and the combined time in school is equal to one-half the school day (3 hours and 15 minutes). If a student is tardy, a parent must check the child in at the office for an admission slip to the classroom. When a child is tardy, it interrupts the child’s routine and the routine of the class.

# BOOK BAGS

# We ask that students not use rolling book bags. First, they are a safety concern as large groups of children walk in the hallways and to and from the buses in the morning and afternoon. Second, there is insufficient storage space in the classrooms for rolling book bags.

**BYOD**

The Bring Your Own Device (BYOD) initiative at Olive Chapel involves students, teachers, parents and administrators working together to create the type of environment that will allow students to enhance critical thinking skills through collaboration with peers. We're looking forward to seeing creativity blossom as students develop stronger communication skills through engaging and challenging projects that will require the use of 21st century skills. It's not about the devices themselves; it's about embracing them as a tool for enhancing the great instructional practices already taking place.

Currently, only our 5th grade students are participating in BYOD. The students are able to bring their own technology devices (laptops, smart phones, Nooks, tablets, iPads, etc.) into the classroom. These devices are to be used at the discretion of individual teachers to enhance lessons and learning. Teachers will incorporate devices at appropriate points within their lessons to build ideas, enlist creativity, grant quick access to information, and allow students internet access to develop knowledge and collaboration in the classroom. Before a student is permitted to bring in a device, the student and a parent must complete a “Responsible Use of BYOD Agreement” form.  **BYOD is a privilege for students, not a right.**

# BUS TRANSPORTATION

Unless we receive written instructions from you to the contrary, we will always send your child home on his or her regular bus. Any transportation changes must be requested in writing by a parent or legal guardian. Please submit these written notes directly to your child’s teacher in the morning. If a child will not be riding his/her daycare van, please also notify your daycare provider. If you have an unexpected transportation change that you can’t request in writing, please call the office as soon as possible ***before 2:30 PM*** and we’ll notify your child’s teacher. **Please don’t send an e-mail to the teacher during the school day to request a transportation change. Your e-mail may not be opened until after dismissal or the teacher may be absent that day.**

We are not able to accommodate requests for children to ride the bus home with other children. Students cannot go home on buses other than the one to which they are assigned. **If a child is going to another student’s home after school, please have the students carpool and make sure that written permission from both parents is provided to the school**.

The same behaviors that are appropriate in the classroom are appropriate 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 obeyed. **Bus drivers will NOT release a Kindergarten or 1st grade student at a bus stop unless a responsible person is present at the stop for that child.**

From time to time buses may break down, get behind schedule due to traffic, or have a substitute driver, which may make the bus late. Many times 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 may give you the information you need.

# CAFETERIA MEALS/BREAKFAST AND LUNCH

Student Lunch full price-$2.25 reduced price-$.40

Student Breakfast full price-$1.25 reduced price-$.30

Adult Meals prices are a la carte.

Students should turn in their lunch money to the cafeteria manager prior to 9:15. For convenience, meals may be paid for in advance. Checks payable to the Olive Chapel Cafeteria should include the student’s name and lunch account number. Families can also make electronic payment for meals online at the mylunchmoney.com website. Additional information about payment options can be found at <http://www.wcpss.net/child-nutrition/> . Child Nutrition Services cannot charge meals. If your child runs out of lunch money, CNS will provide an "all you can eat" fruit and vegetable plate with a cup of water at no charge to the student.

Breakfast is served from 8:45 AM – 9:15 AM. Lunch times vary by grade and classroom. All students use a personal identification number to purchase lunch. We do not microwave students’ lunches, and students are not permitted to use microwaves in school. No canned or bottled soda drinks are permitted in the cafeteria or for snacks.

**CANDY AND GUM**

Candy may be used as an occasional treat, but will not be used as a reward or motivation to learn. Gum is not allowed at school at any time.

## CARPOOL

For the safety of students and adults, all families who drive their children to school should drop their kids off in the carpool lane. Adults should not use cell phones or text while waiting in or moving through carpool. Stay in the right lane and proceed to the designated drop-off area. Please stay in a single line and follow the directions of the adults on duty. As a matter of courtesy do not attempt to drive around or pass cars. Students may only be dropped off or picked up in the carpool area. Please do not enter the building to pick up students in carpool. Staff members will have students ready for pick up. Additionally, please do not park your car in the car pool lane and leave it unattended because this creates a fire safety violation. Morning drop off will begin at 8:45 AM. Students must be picked up in the afternoon by 4:10 PM. After that time, students will need to be picked up from the main office.

## CHANGE OF ADDRESS, NAME, OR PHONE NUMBER/EMERGENCY CONTACT

Please notify the school office or your child’s teacher any time when you have a change of address or phone number. This is very important so we can reach you in case of an emergency. **Please provide us with the best phone number to reach you at between 8 AM – 5 PM each weekday**.

**CONFERENCES**

Teachers will schedule conferences with you after the first and third reporting periods. Our teachers are committed to planning engaging, challenging lessons for all our students, and we work hard to eliminate unnecessary disruptions to the very important work our students will do during the school day. Therefore, please schedule conferences in advance with your children’s teachers. Teachers use the time before students arrive in the morning, their planning periods, and frequently their lunch breaks to plan instruction for your children. On many mornings and afternoons they are also involved in meetings. Unexpected conferences can put them, and also the children in the class, behind before they even get started. Scheduling conferences in advance will help 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/INCLEMENT WEATHER

## Information on closing or delay of school due to inclement weather is available at <http://www.wcpss.net/>, on local television, and on the radio. Make-up days are determined by district officials and are held on Saturdays. Please do not bring your child to school early (i.e. 8:45 AM) when we have a delayed opening, such as a 1-hour delay or 2-hour delay. 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 or to open the building for them. If the opening of school is to be delayed, announcements will be made by 6:00 AM on local radio and television.

## DISMISSAL

Unless we receive written instructions from you to the contrary, we will always send a child home his/her usual way. **Any transportation changes must be requested in writing by a parent or legal guardian**. Please send these notes in with your child in the morning. If you have an emergency transportation change that you can’t request in writing, please call the school office prior to 2:30 PM. Please phone the school office only in case of an emergency. We’ll notify your child’s teacher.  **Please don’t send an e-mail to the teacher during the school day to request a transportation change… he or she is busy teaching and might not read your e-mail until after dismissal.**

1. **If you find it necessary to check your child out of school early, please do so before 3:20 PM.** Because of the large number of students we have preparing for dismissal each day we are unable to accommodate requests for early check-out after 3:20 PM. **Individuals noted on the child’s locator card can only check out children.** Please bring a photo id with you when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see an id before releasing a child to anyone.
2. **Picking up in the carpool lane**:

Students are dismissed to the multi-purpose room at 3:45 PM where the adult on duty will call their carpool number. Please have your carpool number on display in your car. Please help your child to memorize his carpool number, as it will help with the flow of carpool. If you are late to carpool, after 4:10, you can come to the front office to pick up your child.

1. **Walkers:**

If you do not use the carpool lane or bus, your child will meet you at **The Map**, at the front of the school by the flagpole, after walkers are dismissed at 3:45 PM. During afternoon dismissal, please do not come to the lobby to pick up your child if he or she is a walker. **We ask that parents not park in the gravel parking lot and “walk” their children to school but utilize our carpool for dismissal to ensure the safety of our students.**

1. **Pick up by older siblings:**

In order for an older sibling to pick a child up from school, he or she 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.

**5. Children who walk or ride bicycles without adult supervision (grades 4 and 5 only):**

If your child is a responsible 4th or 5th grader and will walk or ride a bicycle to or from school without adult supervision, please complete and return the “***Walker Agreement***” to school. The section with your signatures will be laminated for attachment to your child’s bookbag. Students without this signature card will not be permitted to travel to or from school without an adult.

We will dismiss at 3:45 PM every day except on these Early Release Days: **August 19, September 9, September 30, October 21, December 2, January 20, February 10, and March 24**. We dismiss students at **1:15 PM** on Early Release Days.

# DOGS

When you visit the school grounds during the day, please be sensitive to how some young students continue to be very afraid of dogs. If you bring your dog to school at drop-off or dismissal time, please have him/her wait in your car. There should be ***no*** dogs waiting with parents at The Map. Service animals, of course, are permitted around and inside the building at any 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
* 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.

# EARLY ARRIVALS & AFTER SCHOOL CARE

Early arrival care and after school care is provided for students at Olive Chapel Elementary by the Kraft YMCA. Information and applications are available by contacting the Kraft YMCA at 919-657-9622. Students who are not signed up to participate in the YMCA early arrival program may not be on campus before 8:45 AM.

# EARLY RELEASE DAYS

Early Release Days for 2016-2017 are **August 19, September 9, September 20, October 21, December 2, January 20, February 10, and March 24**. We will dismiss at **1:15 PM** on these days. Students who arrive late or leave early on early release days will be counted as absent from school.

## 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 the student must stay with the adult at all times.) The same expectations for student behavior apply at evening and weekend events as during the school day, including our dress code.

## FIELD TRIPS

Parent or legal guardian permission is required for students to participate in field trips. We must have the signed permission slip from a parent before a student can leave school. This is necessary for student safety. It is very disappointing to a student when he or she is left behind, but we have no choice. There are no exceptions to this policy.

To participate as a parent chaperone on a field trip, follow these guidelines:

* Parent chaperones must be cleared as volunteers by the school district.
* Teachers determine how many parents are needed as chaperones, and will notify parents regarding participation.
* Parents who participate in field trips may not bring pre-school age siblings or siblings from other classes.
* Students participating in field trips must travel to and from the events with their classmates.

Olive Chapel utilizes the **Online School Payments** program to make paying for field trips more convenient and secure for families. The Online School Payments program allows parents to pay online by using the student identification number assigned to their child. You can access the link to this system via our website.

**FIRE DRILLS/TORNADO DRILLS**

Fire drills are conducted each month during the school year. Evacuation routes are posted in each classroom. Tornado drills are also practiced during the year. In the event of severe weather warnings we

require all students and staff members to take shelter until conditions improve.

**FRIDAY FOLDERS**

Make sure to look for your child’s folder each Friday. Review the contents of the folder with your child and return it to the teacher the following school day. Important information is inside each week.

**HOMEWORK POLICY**

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

* Kindergarten, 1st, and 2nd grade- 20 minutes
* 3rd, 4th, and 5th grade- 50 minutes

If your child is spending considerably more or less time on homework than the times listed, please notify his or her teacher.

# C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmfINTERNET USE

School computers will be used only for instructional purposes. Please see the WCPSS Student/Parent Handbook for information about student use of computers at school.

**INTERRUPTIONS/UNSCHEDULED VISITS**

Visits to classrooms and conferences with teachers should be scheduled in advance so as not to disrupt the instructional program. 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 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.

# INVITATIONS/REQUESTS FOR CLASS LISTS

Birthday invitations should be mailed from a child’s home. Teachers and staff members cannot assist with this process. During the first week of school you will be asked to complete a form asking if you would like your email address shared with the other parents in your child’s class and PTA. You may utilize this means for distributing birthday announcements.

**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 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. A lost and found closet is located in the hall right outside the school cafeteria. If your child has lost an item, please encourage him or her to check this closet area. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.

**MAKE-UP DAYS**

When school is closed due to severe weather, students at Olive Chapel will make the day(s) up on Saturday(s). Saturday make-up days are scheduled by the Wake County Board of Education. Make-Up Day Hours are 8:45 AM – 12:45 PM. We do not serve breakfast, lunch, or have recess on Saturday make-up days. The YMCA does not operate early arrivals or after school care on make-up Saturdays either.

**MEDICINE/SICK CHILDREN**

If your child is sick, please keep him or her at home. Children should be kept home from school if:

* They have a fever of 100.6 or higher. **A student should be fever-free for 24 hours before returning to school.**
* C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0199755.wmfThey have nausea, vomiting, or diarrhea. **A student should be free of these symptoms for 12 hours before returning to school.**
* They have severe headache.
* They have red, watery eyes with yellow drainage.
* They have an undiagnosed rash.

Students who need medications during the school day must first have their parents submit a signed Physician Order for Medication (Form 1702) from a doctor to the front office. This includes medications such as cough drops, Motrin, and poison ivy creams which must remain in the original container with the original label. 1702 forms are available for parents to obtain in the front office. All medications must be brought to school by an adult and given to the office by a students’ parent/guardian.

**\*\*Parents: please provide the school with the best phone number 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.**

**NEWSLETTER**

Parents are encouraged to subscribe to the PTA electronic newsletter for Olive Chapel, known as The Beacon. An access link to subscribe can be found on the school website, under the PTA tab. The Beacon is a useful compliment to the information that parents regularly receive through the newsletters and communications provided by their child’s teacher.

**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 its students. The PTA also organizes 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 of visit the PTA link on our school website.

**PARTIES/BIRTHDAY PARTIES**

Parties are not to be held during school hours for students. If your child wants to share a snack on his/her birthday the snack may be purchased and sent to the school for either lunch or a snack. Prior approval with teacher is required. Having flowers or balloons delivered to the school is disruptive to the learning environment so please have these items delivered at home. Healthy alternatives to the cake or sweets that students typically eat are encouraged. A wonderful alternative for recognizing birthdays that we encourage is participation in the Celebration Book Club. Parents can purchase a celebration book from the library in honor of your child’s special day. A plaque will be placed in the front of the book honoring the birth of your child.

**PRIVACY RELEASE**

Every parent who enrolled a child at Olive Chapel completed a Privacy Release form giving us permission, or not, to use a picture of your child and his/her 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. Please simply notify staff at our front office and they can facilitate this process for you.

**SCHOOL NURSE**

Olive Chapel has a school nurse assigned from the Wake County Health Department who is on campus one day each week. The school nurse provides vision and hearing screening for students referred by teachers after a school wide screening is done by a staff member. The school nurse also assists families of students who may require an individual health plan due to medical conditions or severe allergies.

**STUDENT BEHAVIOR**

Olive Chapel is a PBIS (Positive Behavior Intervention Support) model school. We teach students what appropriate behaviors throughout the school look like and motivate students to demonstrate good character and make good choices. We encourage these behaviors by recognizing outstanding individual 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.

# STUDENT CHECK OUT

# Parents, please bring a photo id with you when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see an id before releasing a child to anyone. If there is a special event being held in your child’s classroom at the end of the day, the teacher will have a sign out log for parents to use to check the child out directly from the classroom. If you have another child, in a different classroom, that you wish to check out that same day, you will need to return to the office prior to 3:20 PM to follow the regular process for signing students out from school. To be considered present at school, students must be in attendance at least one-half of the student school day (3 hours and 15 minutes). Students who arrive late or leave early on early release days will be counted as absent from school.

If you plan to volunteer in the classroom and then have your child leave with you for the day, please request for a “green slip” for your child from the office when you sign in as a volunteer. If you have another child, in a different classroom, that you wish to check out that same day, you will need to return to the office **prior to** **3:20 PM** to follow the regular process for signing students out from school.

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# STUDENT RECOGNITION

Positive encouragement is a powerful motivator for students. We recognize the efforts of students through monthly Character Education and quarterly Effective Effort awards.

**TARDIES**

Promptness to school is very important. Students are admitted to class at 8:45 AM. All students arriving to class after 9:15 AM are considered tardy and must report to the office with their parents to pick up a class admittance slip before going to the classroom. Students are considered absent if they arrive to school after 12:30 PM or leave prior to this time.

**TOBACCO-FREE SCHOOLS**

Wake County Public School System policy is that all school system property is smoke-free. This policy is intended to promote a healthy working and learning environment, 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, except 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, iPods, DS systems, Game Boys, radios, CD players, MP3 players, etc., 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 he or she can focus on learning. If you feel your child must have a cell phone or pager, he or she may leave it in the office in the morning and may pick it up in the afternoon at dismissal time. 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

Parents and members of the school community are welcome at Olive Chapel. When you visit, please understand that our first priority must be student safety and learning. To help ensure the safety of students and staff, only the main entrance doors are open during school hours, 9:15 AM-3:45 PM. During arrival and dismissal times, 8:45-9:15 and 3:45-4:00, students may enter and exit through the front doors (for walkers and bus) and the gym doors (carpool).

All building doors are locked before 8:45 AM. If you have an appointment with a teacher before 8:45 AM, he or she will meet you at the main entrance at the scheduled conference time. In a similar manner, all building doors are locked after 4:30 PM. If you have a late appointment/conference one afternoon your child’s teacher should meet you at the front entrance to let you inside the building.

All visitors after 9:15 AM and before 3:45 PM are required to sign in at the office and to wear a visitor’s badge. Students have been instructed that they are not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules. All doors are locked by 4:30 PM unless there is an evening event scheduled. These procedures help ensure the safety of all of our students and staff.

Visits to classrooms and conferences with teachers always should 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 by a parent, 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.

#### VOLUNTEERS

We encourage you to volunteer at school! Volunteers make a tremendous, positive impact on the quality of programs at Olive Chapel. Please make arrangements in advance with your child’s teacher, and come join us! So that you can give your full attention to your volunteer responsibilities, we ask that you not bring younger siblings.

Anyone who wishes to volunteer at Olive Chapel must register with the Wake County Public School System as a volunteer. To protect all children, the Wake County Public School System requires that all volunteers participate in an on-line registration process. This year, volunteers who were approved for the 2016-2017 school year may continue to volunteer by reactivating their volunteer status. Continuing volunteers may go to any WCPSS school and register through the school computer system. Continuing volunteers must reactivate their registration between July 2 and October 31, 2016, during the hours 8 AM – 4 PM Mondays through Fridays.

New volunteers applicants must register and have an approved criminal record check prior to participating in any volunteer work. New volunteers can register at any WCPSS school site through the school computer system.

When you volunteer, please sign-in at the computer station in the office and wear your badge at all times. Additionally, please do not park your car in the car pool lane and leave it unattended because this creates a fire safety violation. For more information about volunteering opportunities please contact your child’s teacher, or visit <http://www.wcpss.net/volunteer>.

***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.***

**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.*

Class Doubloons:

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.

Clipper Cash:

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expectations** | **Cafeteria** | **Hallway/Sidewalk** | **Playground** | **Restrooms** | **Arrival/Dismissal** |
| **Show Safety**  **S** | * Stay in seat and face table. * Eat your own food. | * Walk on the right * Follow the Clipper Ships | * Use equipment properly * Stay in approved areas * Play by the rules | * Wash your hands with soap and water | * Stay a safe distance from busses and cars * Follow hallway and sidewalk procedures |
| **Act Responsibly**  **A** | * Enter and Exit cafeteria quietly. * Take care of ALL needs before being seated. * Raise your hand if you need something. | * Move purposefully * Follow the Clipper Ships | * Clean up after yourself | * Use restroom for appropriate reasons * Flush toilet after each use * Dry off areas that you have used * Three paper towel pulls | * Get to destination promptly * Watch television closely during dismissal * Listen carefully without talking at carpool |
| **Impress with Respect**  **I** | * Speak quietly and use appropriate language. * Hands and feet to yourself.   . | * Move Quietly * Honor personal space | * Show good sportsmanship * Appreciate and respect nature | * Respect others privacy * Wait turn * Put trash in trash can | * Move about the building quietly * Respond quickly to adults * Follow hallway and sidewalk procedures |
| **Listen to Learn**  **L** | * Listen, respect and follow adult directions. * Follow red and green expectations | * Follow adult direction | * Respond quickly to adults | * Whisper when necessary * Respond quickly to adults | * Respond quickly to adults |

**How Do You SAIL at OCE?**

***Upon Receipt:*** *Review with your child, 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 Olive Chapel staffin our efforts to keep our school safe and orderly.

**Parent/Guardian Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:** \_\_\_\_\_\_\_\_\_