

About Us

Expectations & Positivity Project

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MCES Family Handbook

****All items in the handbook are subject to change and will be revised as needed to align with district policy, safety, principal discretion, revised practice, etc. New additions to the handbook will be posted on the school website.**

About Us



SCHOOL INFO

Vision and Values

**A SPECIAL
MESSAGE**

PURPOSE

The WCPSS Student/Parent handbook is also available online in both English and Spanish at <http://www.wcpss.net/parent-handbooks/>

You may find a copy of this handbook on our school website at <http://www.wcpss.net/westlakems>

SECTION 1 | School Info



MIDDLE CREEK ELEMENTARY SCHOOL

Caroline Miller, Principal

Middle Creek Elementary School

110 Middle Creek Park Avenue

Apex, NC 27539

Telephone: 919-773-9555

Fax: 919-670-4262

School Website — <https://www.wcpss.net/middlecreekes>

Twitter — @MiddleCreekES

Instructional Hours in the Building— 8:30 A.M. – 3:00 P.M.

SECTION 1 | School Info



As always, the safety of our school community is always a top priority. As you come on campus as a visitor or to check-in/out your child, please remember the following procedures.

1) Ring the buzzer & stand in front of the camera. An office staff member will ask you the purpose of your visit. You will need to state the purpose of your visit and have a photo ID available.

2) Once you're buzzed in, come directly to the front office. Only the members of your party should enter the school. **Please do not hold the door open behind you for people not in your party.** You will need to make sure that you have a valid form of ID to use our Lobby Guard system to sign in as a visitor or check-in/out your child. You will be asked for identification & have your picture taken during this process.

The *Lobby Guard School Visitor* system is an electronic check-in/check-out system that will be used for the following: 1) Checking in/out students, 2) Signing in as a registered volunteer, and 3) Signing in as a school visitor. When entering the school, all visitors to campus will be asked to show an ID (valid driver's license or passport) that will be scanned so you are prepared to use the *Lobby Guard School Visitor* system. This includes the 8:00-8:30 arrival time, parents going to the modular units, after school meetings.

What DRIVES the work at Middle Creek?

WCPSS Mission Statement

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

MCES Vision Statement

Middle Creek Elementary is an inclusive learning community where students will be prepared for the future.

MCES Values

- Promoting a positive learning environment where diversity is respected and celebrated.
- Meeting the needs of all learners through differentiation.
- Strong relationships between the school, teachers, students and families.
- Collaboration for school-wide success.
- Family involvement and community support.
- Utilizing data to guide decisions which impact all stakeholders.

Welcome from the Principal!

Here at Middle Creek Elementary, we are a part of wonderful learning community that has great students, teachers and parents. We believe that each student brings richness to our community of learners. We are committed to educating the whole child and ensuring that each student has a strong learning foundation. It is our goal to provide rigorous, engaging learning experiences for our students to instill a passion for learning that will develop our students into true life long learners.

[Mrs. Miller's Email](#)

What comes after this?

This handbook provides information about Middle Creek Elementary School and serves as a reference source for all student families.

The Wake County Public School System Student/Parent Handbook also contains valuable information relating to all Wake County Schools, including the annual calendar. The contents of the WCPSS Student Parent Handbook have not been duplicated here and the two handbooks should be read together.

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. Administration will meet with students to review the WCPSS Code of Student Conduct.

If there is a conflict between the rules expressed in this handbook/agenda/planner and Code of Student conduct policies, the WCPSS Code of Student conduct policies shall take precedence.

Expectations and Second Step



**COLTS
Expectations**

Student Code of
Conduct

Second Step

Celebrations

Expectations

Middle Creek Colts...

Come Ready to Learn

On-Task

Lead by Example

Treat Others with Respect

Stay Safe

SECTION 2 | Student Code of Conduct



CODE OF STUDENT CONDUCT

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.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

SECTION 2 | Second Step

Our students participate in daily lessons that are dedicated to helping them build social-emotional skills through the use of this program. This is a school-wide endeavor that is grounded in the consistency of daily classroom instruction that occurs during our school-wide morning meeting time. This is an opportunity for our students to connect, participate in meaningful conversations, and learn skills that will support them well into adulthood.



SECTION 2 | Celebrations



Wake County Board of Education policy states that all activities that take place within the school during the school day should be based on “learning experiences” for the children and cannot be approved if they are purely for entertainment or for birthday recognition. Parents are encouraged to discuss plans for any experiences with the teacher so that the event conforms to Wake County School policy. Food (cupcakes, cookies, cake, popsicles, candy, etc.) and balloons should not be sent in to recognize your child and birthday invitations **cannot be distributed at school**. You may send in non-food items to recognize your child’s birthday. These items could include a book donation to the classroom library, pencils, stickers, etc. Any food items sent to school for birthday celebrations will not be distributed and sent back home with the student.

If you are donating food for a special activity in the classroom, **it must be in its original packaging and store bought**. Any item baked at home, either from scratch or from a “pre-made mix” **cannot be brought into classrooms**.

Attendance & Office Support



**ATTENDANCE/Late
Arrival & Early
Dismissal**

**Change of
Address**

**Transportation
Changes**

**RETURNING AFTER
AN ABSENCE**

SECTION 3 | ATTENDANCE

ABSENCE

Please refer to WCPSS Attendance policy. [Attendance Policy](#)

Request for Excused Absence for Educational Reasons must be submitted **prior** to the date of the absence. Please refer to [Excused Absence for Education Reasons](#) for additional information.

TARDIES

Parents of students arriving tardy to campus (after 8:30 bell) are expected to sign the student in at the front office. Parents of students with excessive tardies will be expected to conference with the principal or counselor and may be contacted by the school social worker. If tardies continue, the social worker will be involved. Letters will be mailed to parents of students who accumulate excessive absences or are regularly late to school. This is done as an effort to keep parents informed as well as comply with WCPSS attendance policy.

EARLY DISMISSAL

If families need to check students out of school early for an appointment, the student must be checked out in the office by 2:30. This helps ensure a safe and orderly transition to our dismissal process.





AFTER AN ABSENCE

1. When your child returns to school please provide a written note or email regarding the reasoning for the absence. If a note is not received within 2 days of the absence, the absence will be unexcused.

The note should include the following information:

- Your child's name
- Your Signature
- Specific cause of absence
- Dates of absence
- Please include a doctor's note if required under current Covid-19 protocols



Change of Address

Contact Roxanne Carter at rcarter@wcpss.net to change your address.

Transportation Changes

All transportation changes must be communicated to your child's teacher or the front office. Please send your child to school with a note indicating the transportation change, or call the front office at 919-773-9555. Please do NOT email transportation change, as staff may not be able to access their email in a timely manner.

If your child verbally communicates a transportation change to their teacher, they will be sent home on their normal means of transportation.

Communication



Parent App

Google Classroom

Twitter

School
Messenger

Parent App

Pease sign up for the Middle Creek App.

The app is a great way to communicate with your child's teacher and stay "in the know" regarding events at Middle Creek.

Look for the Middle Creek Elementary App on your App store.

Google Classroom

We will be using Google Classroom as our Learning Management System for in-person instruction. Your child's teacher will send home information for accessing Google Classroom.

School Messenger/Talking Points

Mrs. Miller will utilize School Messenger to communicate important information to our families. Please make sure we have your current phone number on file at the school.

Talking Points will be used by school staff to communicate directly with families as needed.

Twitter

Follow us on Twitter @middlecreekes. We will send out bus dismissals and great stuff going on in our school.

You can also follow Wake County Public School System @WCPSS.



Medication

**Illness without
symptoms of Covid**

**Illness with
Symptoms Related
to Covid**

Illness

School personnel will notify parents and require children to go home when they have any of the following symptoms:

- Red watery eyes with yellow drainage
- Undiagnosed rash

Parents need to use good judgment with these symptoms and keep their child(ren) at home if the symptoms warrant. If your child wakes up with a fever, please do not give them a fever reducer and send them to school.

PLEASE INFORM CHILD'S TEACHER VIA EMAIL IF YOUR CHILD IF HAS BEEN DIAGNOSED WITH ANY OF THE FOLLOWING:

- | | |
|-----------------|--------------|
| * Chicken pox | * Pink Eye |
| * Strep Throat | * Lice |
| * Ring Worm | * Poison Ivy |
| * Fifth Disease | * Rash |



Illness with Symptoms Related to Covid

ILLNESS WITH SYMPTOMS RELATED TO COVID

School personnel will notify parents and require children to go home when they have any of the following symptoms:

- Cough
- Sore throat
- Congestion or runny nose
- Muscle or body aches
- Fever of 100.4 or higher (child should remain at home until fever free for twenty-four hours without medication)
- Nausea, vomiting, diarrhea (child should remain at home until symptom free for at least twelve hours)
- Severe headache

****Students sent home with these symptoms may not return to school until they have satisfied the quarantine period OR have a doctor's note with an alternate diagnosis OR a negative PCR Covid-19 test****

Medication

If your child needs to take medication at school, a physician must fill out a Physician Order for Medication Form (1702). This is required for prescription and over-the-counter medications. Medication will not be administered until this form has been returned to Middle Creek. Your request should indicate the period of time the student will require the medicine. It is the parent's responsibility to:

1. Sign the Parent Request form, have the physician complete and sign form 1702. Medication and Physician's Order must be signed in at the office by the parent.
2. Provide medication in a container, which includes the prescription label with child's name, medication name, dose and time to be given, and how it's to be administered.
3. Provide new, labeled containers when medications are changed.
4. Sign out medications from school when treatment has been completed or at the end of the school year.
5. **Parents must transport all medications to school. Students may not bring medication to school or take it while on school property. An adult must bring student medication to the office and complete the required forms. Designated school personnel will dispense all medication from the office. Please do not give your child cough drops, cough medicine, Tylenol, or any other medications to take to the classroom. Students should not have any medications in their book bag, pockets, purse or any other place on their body. (If you have questions, please talk to the principal).**

At the designated time each day, your child will report to the office where we will give the medication. The date and the time medication was dispensed and the signature of the office staff member who administered the medication will be recorded.

WE CANNOT GIVE OR ALLOW YOUR CHILD TO TAKE OVER-THE-COUNTER MEDICATION WHILE AT SCHOOL UNLESS WE HAVE A 1702 FORM; THIS INCLUDES ASPIRIN, COUGH DROPS, ACETAMINOPHEN, TOPICAL CREAMS, SUNSCREEN, ETC. IF A STUDENT IS SEEN USING MEDICATIONS, THE MEDICATION WILL BE TAKEN AWAY BY A STAFF MEMBER AND THE PARENT WILL BE CALLED.

Transportation

Bus riders

Carpool

After School
Arrangements

Walkers



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Pick up Before End of Day

If families need to check students out of school early for an appointment, the student must be checked out in the office by 2:30. This helps ensure a safe and orderly transition to our dismissal processes.

Bus Riders

SCHOOL BUS SERVICE AND DISCIPLINE

School bus service is available to all students who reside within the Middle Creek transportation pattern. Questions about bus stops, schedules and routes should be directed to the WCPSS website. Parents may also call Transportation at (919) 805-3030. The school office does not handle the above items.

Families may also contact Transportation using this [link](#).

Due to liability issues, students may only ride their assigned buses; for this reason students may not invite friends to ride home with them. Riding the bus is a privilege, not a right. Therefore, students must follow the WCPSS Student Code of Conduct while on the bus.

In order to provide safe transportation, it is critical for students to display orderly behavior on the bus at all times. Bus behavior concerns should be directed to the Assistant Principal at 773-9555.

Carpool Registration Carpool User Agreement Form

We would like to take this opportunity to share with you our policies and procedures regarding carpool as we start the new school year. **All families utilizing carpool must have a MCES issued carpool number with this year's silver sticker by August 5th.** After these dates, if you do not have a carpool number with the silver sticker you will be asked to park and sign out your student from the main office. The tag must be visible during afternoon carpool.

Please review these procedures to ensure our carpool line remains safe for our students and staff members.

- Follow the designated traffic flow and the guidance of adults directing you to continually move forward. Do not drop your child off until you have reached or passed the flagpole. When the carpool traffic ahead of you has stopped, that is your cue to let your child out of the car.
- Do not release children out of the vehicle before the bell rings because supervision is not provided until the bell rings at 8:00am.
- Drivers **should not exit** the vehicle in the carpool lane. If you need to fasten a seat belt or otherwise secure your child, please pull forward past the bike rack once your child has loaded the vehicle to do so.
- Maintain a single file line around the curb and keep the left lane for free-flowing traffic. Do not pull around other cars in the carpool lane during arrival or dismissal.
- Ensure that your student(s) get out of and into your vehicle on the *passenger* side for safety reasons. **There are no exceptions to this rule.**
- Please refrain from using cell phones during carpool.
- Please refrain from using inappropriate language or gestures directed toward adults or students.
- During dismissal, please do not call or wave to your student(s) while you are pulling forward. Students **MUST** wait for all cars to stop before loading.
- All students should be picked up by 3:20 p.m.



Families who wish to have their students be designated as “walkers” will need to complete a walker registration form.

Only families with addresses that are in the “No Transportation Zone.” You can determine if your address is within this zone by visiting www.wcpss.net/transportation.

Kindergarten students must be met at the school by a Parent/Guardian.

First and second grade students are required to have a sibling “buddy” OR parent/guardian pick up in order to walk home.

Third through fifth grade students can walk home unsupervised with permission from parent/guardian.

Families will meet walkers at the designated walker pick up area at 3:00.

Please complete a Walker Agreement to indicate how your child/ren will be supervised. This form will be provided to you by the school.

All walkers and parent/guardian will have a numbered tag that must be matched when picking up a walker.

SECTION 3 | After-School Arrangements



1. Parents who pick up children from school (car riders) should send a written statement to the teacher at the beginning of the school year.
2. If a child needs to go to a regularly scheduled day care facility, scouting program, etc., after school hours, the parent is required to send written notification of this to the teacher when this protocol is to begin. The teacher needs to know by what means each student is to go home. If this is to be changed, a written note must be sent to the teacher. If your child will not be riding his/her day care van, please notify the day care center.
3. If your child is to go home with a classmate after school both the hosting and the visiting students should bring notes from their parents indicating the planned visit and who will be picking the children up at carpool. Both students are to report to the school office on the morning of the planned visit with their notes. This is done as a safety precaution. Remember students may not switch buses to go home with another student.
4. No student can be permitted to ride home, in a car, with anyone other than his/her parent unless the child brings a note from his/her parent requesting such.
5. Students are not allowed to leave the school campus during the day without an authorized adult.
6. If your child is participating in an Afterschool activity (Golf, Tennis, Run Club, Mad Science, etc.) please send written notification to your child's teacher on the day of the activity.

Miscellaneous



Early Dismissal

LOST & FOUND

PTA

Personal Items

EMERGENCY
CONTACT
INFORMATION

Early Dismissal

When conditions threaten the safety of the students, it may be necessary to close school for the entire day, delay opening of school, or dismiss school earlier than usual. When a decision is made by the Superintendent, local radio and television stations are notified.

On days we have inclement weather, listen to local stations often, as they have the information before we do at school. Please do not call the school office because telephone lines must be kept open for emergency information. Please discuss these emergency dismissal plans with your child so he/she will know what to do in the event of early dismissal from school. **The YMCA after-school program will not operate in cases of early dismissal due to inclement weather.** If your child goes home with a daycare provider, please check with them directly to see if they are operating.

Parents can also sign up on the WCPSS website to receive inclement weather updates.

In the event of an early dismissal, your child will be sent home using his or her typical mode of transportation unless you have notified the teacher of the change in writing.

If a make up day is required, it will be scheduled by the county. More specific information will be posted on our school's website when/if a makeup day is necessary.

LOST & FOUND

Items that are not claimed by the end of each quarter will be donated to a local charity organization. Coats, book bags, lunch boxes, etc. should be marked clearly with the student's name to permit easy identification.

PTA

At Middle Creek YR Elementary, we understand how important parent involvement is to the success of all our students. Simply stated, we can't succeed without parent support. Many opportunities are available for parents who wish to volunteer their time at Middle Creek YR Elementary. Please reference the PTA App using your mobile device. The app is "Middle Creek" and is available through your App store.

PERSONAL ITEMS

Students **should not** bring toys, trading cards, athletic items, electronic equipment, or any non-essential personal items onto school property **unless authorized by a staff member**.

Middle Creek Elementary is not responsible for lost or stolen items, including personal cell phones. It is not recommended for students to bring cell phones to school. If it is necessary for a student to bring a cell phone/smart watch on school premises, it must be kept in airplane mode in the student book bag. Students must have permission from a teacher or administrator before using a cell phone at school.

EMERGENCY CONTACT INFORMATION

Please be sure to change your student locator form immediately in the front office if your contact information changes. Please also give your child's teacher the name and phone number of a relative, neighbor, or friend who can be contacted in case of an emergency when you cannot be reached. If this situation changes during the year, please notify the office immediately.

CHILD NUTRITION SERVICES

Breakfast is available each morning from 8:00 – 8:25 AM. On delayed opening days breakfast will not be served.

Kids love to have lunch with a parent, grandparent, or special visitors. All visitors must sign in at the office. You may bring your own lunch. Students may pick one friend from their class to join you at a separate table (**inside the lunchroom only**) for lunch. Please do not bring extra food to share with a classmate. **One of our lunchtime rules is “no sharing” and we are always cautious about food allergies.**

We ask that our cafeteria remain device free. Please do not take pictures of students in the cafeteria. This is to protect the confidentiality of all MCES students.