**School Address:** 204 Dixie Trail Raleigh, NC 27607

**School Telephone Number:** (919) 856-7699

**School Hours:** School Opens for All Students at 8:00 a.m.

**Academic Day:** 8:30 a.m. to 3:00 p.m. (Students are encouraged to be in their homerooms between 8:00 and 8:15 a.m.)

**After School Clubs & Activities Program:** 3:00 p.m. to 6:00 p.m.

**School Colors:** Purple and White

**School Mascot:** Wolfpack

**Principal:** Robert “Jared” Moore ([rmoore4@wcpss.net](mailto:rmoore4@wcpss.net))

**Assistant Principal:** Nikia Glass ([nglass@wcpss.net](mailto:nglass@wcpss.net))

* [District/School Mission, Vision, Beliefs, Values](#bookmark=id.gjdgxs)
* [General Safety](#bookmark=id.3znysh7)
* [Morning Arrival: Walkers, Bus Riders, Carpool, Parent Visitors](#bookmark=id.2et92p0)
* [Afternoon Dismissal](#bookmark=id.tyjcwt)
* [Walker Policy](#bookmark=id.3dy6vkm)
* [Changes to Dismissal Plans](#bookmark=id.1t3h5sf)
* [Early Pick-up](#bookmark=id.4d34og8)
* [Delays, Cancellations, and Early Dismissal](#bookmark=id.2s8eyo1)
* [Student Behavioral Health Support](#bookmark=id.17dp8vu)
* [Absences and Tardies](#bookmark=id.3rdcrjn)
* [Students not Feeling Well](#bookmark=id.26in1rg)
* [Medications](#bookmark=id.lnxbz9)
* [Accidents](#bookmark=id.35nkun2)
* [Birth Certificates, Physicals, and Immunizations](#bookmark=id.1ksv4uv)
* [Dress Code](#bookmark=id.44sinio)
* [School Meals](#bookmark=id.2jxsxqh)
* [Personal Electronic Devices](#bookmark=id.z337ya)
* [Parent Visitors at Lunch](#bookmark=id.3j2qqm3)
* [Parent Volunteer Opportunities](#bookmark=id.1y810tw)
* [Olds Elementary Parent Volunteer Information](#bookmark=id.1y810tw)
* [Parent Teacher Association (PTA)](#bookmark=id.4i7ojhp)
* [PTA Communications](#bookmark=id.2xcytpi)
* [Report Cards & More](#bookmark=id.1ci93xb)
* [Tuesday Folder](#bookmark=id.3whwml4)
* [Student-Led Parent-Teacher Conferences](#bookmark=id.2bn6wsx)
* [School messenger](#bookmark=id.qsh70q)
* [Website](#bookmark=id.3as4poj)
* [PBIS PACK Expectations](#bookmark=id.49x2ik5)
* [Who to Call](#bookmark=id.1pxezwc)

**DISTRICT MISSION STATEMENT**

We will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

**SCHOOL VISION STATEMENT**

At Fred A. Olds Elementary School, we will nurture, challenge, and equip all students with social, emotional, and academic skills to become responsible communicators and critical thinkers who are prepared for the future.

**School/District Core Beliefs:**

* Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
* Every student is expected to learn, grow, and succeed, while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
* Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
* WCPSS, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking and innovation that results in a high-performing organization focused on student achievement.
* All WCPSS staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
* The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission and sustain our beliefs.

**PARENT STUDENT HANDBOOK**

This guide helps students and families understand the rules and expectations for behavior in school, on the way to and from school, and during school-sponsored activities. <https://www.wcpss.net/handbook>

**GENERAL SAFETY**

WCPSS takes the safety of its students and staff very seriously. Our school system has plans and procedures in place to protect your student and communicate with you in the event of an emergency. Our security department works with school staff, local law enforcement, and other public health and safety leaders to make our campuses safe places to learn. Our families and the community also play important roles in keeping schools safe and we value our partnership with you.

To ensure that you receive communications in the event of an emergency, please provide accurate emergency contact information to your child's school at the start of the year. Update your contact information with school staff as soon as it changes.

There are also a number of recommended procedures that many elementary schools have decided to implement, including Olds Elementary. These include:

* Requiring all people to sign in and out with the office when entering the building.
* Stopping entry to the building from 2:45 p.m.-3:15 p.m. to promote a safe dismissal.
* Asking transportation changes to be phoned into the office by 2:30 p.m.
* Early pickups for students must be completed *before* 2:45 p.m.

**MORNING ARRIVAL**

**General Arrival Procedures:** Students may enter the building **at 8:00 a.m.** They should go directly to their homeroom class or to the cafeteria, if they need breakfast.

**Bus** students are met by staff members at the bus arrival area and escorted into the building.

**Carpool** students will be assisted out of vehicles by staff and safety patrol students. They will enter the building through the Bedford Street school entrance.

**Walkers** will enter the school through the front entrance. Parents waiting with their children before the 8:00 a.m. bell are asked to wait outside. Students should be supervised by an adult before the 8:00 a.m. morning arrival bell.

**Parent Visitors in the Morning:** After the first few weeks of school, we are encouraging independent transitions to their classrooms in the morning. Families are welcome to drop off supplies/items in the morning; however, please make sure you have signed in with the main office. *Ple*ase *do not expect to have “informal conferences” with teachers in the morning between 8:00 and 8:30 a.m*. Teachers will be working with students and helping them prepare for the day. Please make an appointment with your teacher if you need to discuss a situation.

We expect teachers not to be interrupted when they are teaching. Classroom interruptions interfere with the learning of your child and other students.

**AFTERNOON DISMISSAL**

There is no admittance to the school building after 2:45 p.m. without a pre-scheduled activity or appointment. Daily dismissal will begin after the 3:00 p.m. bell rings. This school year, we will prioritize instructional time, and students will work up until the 3:00 p.m. bell.

**3:02 p.m. - Kindergarten and 1st Grade Walkers**

**3:05 p.m. - 2nd and 3rd Grade Walkers**

**3:07 p.m. - 4th and 5th grade Walkers**

**3:10 p.m. - YMCA students to the gym**

Parents/guardians will wait for their children outside on the front lawn. Staff will assist Kindergarten students, especially during the first few weeks of school. All students must have a walker identification card displayed on their bookbags at all times, either an independent walker tag or parent pick-up. *Please notify the main office if you lose your walker tag.*

**Bus Riders**

All bus students will be dismissed as their bus arrives. Second-floor students walk to the Kilgore staircase and exit out the Kilgore door. First-floor students will be escorted out the Kilgore door to the buses.

**Carpool**

Families utilizing carpool will be assigned a carpool number and tag. They will be sent home in the Tuesday Folder at the beginning of school.

**WHEN YOU USE THE CARPOOL at ANY TIME, YOU WILL NEED A CARPOOL TAG.** Whether you use carpool every day or just on inclement weather days, you will need a tag. Please keep it in your car. **Families without a carpool tag will be asked to park and come into the building to sign out their students.**

Families will pick up students in the circular carpool lane off Bedford Avenue. Safety Patrol students and staff members will be there to help open doors and ensure your child’s safe entry into the school building.

When picking up students by car, stay in a single line and follow directions from staff. Drive slowly and allow ample time for picking up students. **PLEASE DO NOT PASS OTHER CARS IN THE CARPOOL LANE** unless directed to do so by a staff member**.**  We will do our best to move cars as quickly as possible.

All students need to be picked up on time. **If a child is not picked up by 3:15 p.m.**, the student will be taken to the office. Parents will need to come into the building and sign the student out in the office after 3:15 p.m.

**Walker Policy**

Student walkers report to the front door where they will meet the staff member on duty who will assist them in connecting with their families. Parents must meet the child on the front lawn. Children should not be dismissed to their parents from afar.

K-2 students must walk with a parent or older sibling.

3-5 students may walk home alone with permission from their parents/guardian.

**Walker Information:** Walking to school in the mornings and afternoons is important to our school community! To ensure the safety of all students, walkers will have an identification tag on their book bags. Within our school community, we have two types of walkers:

**Independent Walkers:** Many of our families live within the WCPSS no-transport zone/walk zone, and your students may independently walk to and from school. If your family lives within the walk zone, please complete the independent walker form with your student's name and return it to the office or their homeroom teacher. Many of our younger Kindergarten, 1st, and 2nd grade students will have an adult come to campus each afternoon to pick up their walkers. **If you plan to pick up your student each afternoon from campus**, please complete this form and indicate the adults who are allowed to pick up your student during the afternoon dismissal process. **We must have a form on file for all students who reside within the Fred A. Olds walk zone.**

Students designated as independent walkers will receive a purple tag for their bookbags and a white tag if a parent picks them up regularly.

**Parent Pick-Up Walkers:** If a family resides outside the WCPSS no-transport zone, these students will need an approved adult on campus each afternoon to pick up their walker. This *option* will be available to families who walk to campus yet live outside of the walk zone and families choosing to park across the street to pick up their walkers daily.

For additional safety measures, we encourage an adult to pick up their student from our campus each afternoon if your family lives outside the WCPSS established walk zone. **However, if you would like your student to meet you at another point inside the established walk zone, please connect with Mr. Moore to discuss this option.** [**rmoore4@wcpss.net**](mailto:rmoore4@wcpss.net).

All families can also go through the carpool line daily. We are proud to say that we have one of the shortest carpool lines in the district! Please come to the front office to pick up your carpool number.

Many families are also eligible for yellow bus transportation; please contact our assistant principal, Ms. Glass, at [nglass@wcpss.net](mailto:nglass@wcpss.net) if you have questions about bus transportation.

Should you have any additional questions about your student's walker status, please contact Mr. Moore at [rmoore4@wcpss.net](mailto:rmoore4@wcpss.net). Thank you for reviewing these safety measures, and we look forward to a great school year!

**CHANGES TO DISMISSAL PLANS**

Any changes in a student’s method of transportation MUST be made by 2:15 p.m. each time there is a change. **Permission from the legal guardian is required for a child to leave with friends or neighbors. Photo identification is required of all people when picking up children.**

**EARLY PICK-UP**

If you need to pick up your child during school hours, please come to the main office to sign your child out. The child will be called down to the office for you. **Parents must be present in the building before we call the student from their classroom.** This will allow us to maximize students’ instructional time. Please plan accordingly based on your appointment schedule.

**No child will be dismissed to a person other than a legal parent/guardian without written permission from a legal parent/guardian. Photo identification will be required at pick up for all individuals picking up a student.**

**DELAYS, CANCELLATIONS, AND EARLY DISMISSALS**

School may be closed, start later, or even be canceled due to bad weather or emergency conditions. In case of bad weather, listen to your local radio and television stations for news of school cancellations, delayed starts, or early dismissals. Please make sure the office has updated home and work telephone numbers. **Please note:** Emergency information calls go out from WCPSS Central Office.

[**STUDENT BEHAVIORAL HEALTH SUPPORT**](https://www.wcpss.net/domain/89)

All staff support students’ social-emotional well-being. If you have concerns about your child or want to learn more about how your school supports student well-being, contact your child’s school counselor. [School counselors, psychologists and social workers](https://www.wcpss.net/domain/89) are available in every school. In addition, Counseling and Student Services offer resources that may help students and families improve their [health and wellness.](https://www.wcpss.net/Page/47558)

**ABSENCES AND TARDIES**

Attending school every day is important for student success. When your child is sick or out for a doctor’s appointment, please send a written note to the teacher or the absence will be recorded as unexcused. A written note from the parent/doctor’s office is also required for late arrivals to be recorded as excused tardy. For more information, visit:

* [Attendance Policy](https://www.wcpss.net/domain/8505)
* [Olds ES Attendance Policy for Educational Leave](https://docs.google.com/document/d/1ljSlgalpIRTiMU6cXfKpU2Cd7xGfca8c/edit)
* [Wake County Board Policy for Attendance](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189690)

**STUDENTS NOT FEELING WELL**

If your child is vomiting or has a temperature of 100 degrees F or higher, it is important to keep them at home for a 24-hour period. Sick children belong at home, not at school. If your child becomes ill during the school day, s/he will be sent to the office, and you will be notified by telephone. It is expected that you will pick your child up promptly. **A child must be free from fever for a minimum of 24 hours *without medication before* s/he can return to school.** For more information visit Student Health [here](https://www.wcpss.net/Page/168).

Please make sure the office has your current telephone number and emergency contact information. This is CRITICAL if we are to let you know of any illness or emergency situations involving your child. We MUST have accurate, working phone numbers to reach you.

**MEDICATIONS**

No medication will be administered to students by school personnel unless a physician and the appropriate forms to prescribe it are completed by the parents and/or a physician. All medications are to be brought to the office by a parent when the child comes to school, along with the [1702 form](https://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/Form%201702-English_Final-Updated%2004-05-22.pdf) from your physician. The medication should be carefully labeled with the child’s name, type of medication, directions for use, physician name, and a number to call in case of emergency. For more information, visit [Student Health/Medication](https://www.wcpss.net/Page/167).

No student is permitted to carry medication with them during the school day. This includes over-the-counter medication such as aspirin, sunscreen, and cough drops/syrup.This procedure is carried out for the protection of your child as well as other children. The procedure always applies across all programs and activities that take place on school grounds.

**ACCIDENTS**

If a student has an accident at school, a parent/guardian will be notified. Staff is only authorized to wash cuts and abrasions with water and use band-aids. In case of extreme emergencies, 911 will be called, the parent will be called, and the child will be transported to the nearest emergency room. **Please make sure the office has your current telephone numbers and emergency numbers in case we need to reach you quickly!**

**BIRTH CERTIFICATES, PHYSICALS,** **AND IMMUNIZATIONS**

Birth certificates, physicals ([N.C. Health Assessment Form](https://www.dph.ncdhhs.gov/wch/doc/aboutus/HAForm2016Revised-062917.pdf)) and immunization records are required for all children entering the Wake County Public School System for the first time, regardless of grade. They must be presented to the office within thirty days.

If you presented these records to a Wake County school previously, you will not need to do so again.

**DRESS CODE**

Please refer to the WCPSS Dress Code:<https://www.wcpss.net/domain/50>**.** If a student were to violate the WCPSS dress code, a school staff member will contact the parent to offer a change of clothes for that day or allow a family member to bring a change of clothes to school.

**SCHOOL MEALS**

Child Nutrition Services contributes to all Wake County Public School students' academic success by providing nutritious meals with quality service at an affordable price. For more information, call (919) 856-2918 or visit their website [here](https://www.wcpss.net/domain/1047).

[**Apply for free and reduced-price school meals starting July 1**](https://www.wcpss.net/Page/1849): To receive free or reduced-price meals for the 2023-24 school year, families must submit a meal benefits application online at [MySchoolApps.com](https://www.myschoolapps.com/). Paper copies will be available at your school’s office. For families who completed the 2022-23 meal benefits application, the benefit continues for their student's first 30 school days of the 2023-24 school year. At elementary schools, full-paid breakfast will be $1.50 and lunch will be $3.25. At middle and high schools, full-paid breakfast will be $1.75, and lunch will be $3.50.

**PERSONAL ELECTRONIC DEVICES**

We acknowledge that both cell phones and smart watches play a key role in communicating. However, we ask that if a student brings a cell phone to school, they leave the device in their book bag. Students should not access their devices during the instructional day.

In addition, many students enjoy wearing a smartwatch. Students are asked not to use their smartwatch as a communication device during the instructional day. Cell phones and smart watches are allowed only if turned off or put on Airplane mode in order to disable text messages and phone calls from being received by the device. This includes notifying or contacting parents throughout the day. Should a student need to contact their parent or guardian, the teacher can help facilitate this communication. In addition, we ask all parents not to communicate directly with their students during the instructional day. If you need information to be shared with a student, please contact the main office. Thank you for maximizing our students' instructional time within the classroom.

Please note: [Board Policy 3225](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=194197) Technology Responsible Use states: *“Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smartphones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school. Students are expected to comply with the Code of Conduct and the applicable “Rules for Use of Technology Resources” outlined in this policy when students use a personal device on school property, at school-sponsored events, on school-based transportation, or anytime a personal device is connected to school system technology resources."*

**PARENT VISITORS AT LUNCH**

As we prepare for the beginning of the school year on Monday, August 28, Parents/guardians will not be permitted to eat with their child during his/her lunchtime for the first four weeks of the school year. We must have this time to help students and teachers build clear, consistent expectations. Parents joining their students during lunch will need to eat with their students at their class's assigned lunch section. We cannot allow parents to take students out of the cafeteria during students' assigned lunch block. We appreciate your understanding and cooperation with this matter. \*\*New for the 2023 - 2024 School Year, **please be prepared to show a photo ID and sign in** using the Visitor Management computer program. All visitors will be asked to wear a visitor pass during their time on campus.\*\*

**PARENT VOLUNTEER OPPORTUNITIES AND INFORMATION**

We are excited to welcome parent volunteers into our school. Teachers will initiate volunteer opportunities after the first four weeks of school. This will allow each classroom to establish consistent procedures and expectations within their classroom. Parents will have an opportunity to register to volunteer at our welcome-back events.

At Olds Elementary School, we welcome and appreciate school volunteers partnering with us in education! It is required by all Wake County Public Schools that volunteers complete a yearly background check before time spent with students. You may register using your personal device via the WCPSS volunteer [website](http://www.wcpss.net/domain/42) or the computer stations available in the Olds Media Center. Applicants will be notified by email if their background check has been denied.

Teachers will share their volunteer needs with their class families. Parents interested in volunteering opportunities will confirm with classroom teachers on the specific tasks, dates, and times needed. Once confirmed the classroom teacher will share this information with our front office staff.

Parents will need to sign in with the front office and will need to show a photo ID. You will be provided a visitor sticker for your visit. Parents can then proceed to their volunteer location. We ask that you return to the office once you have completed your volunteer opportunity and sign out.

*\*As we introduce parent volunteers to the classroom, each classroom will determine their own readiness and the type of support needed. Many classrooms will first use volunteers to support the packing of their Tuesday folders. Currently, we do not need parent volunteers for our cafeteria. \**

Thank you for your continued support.

**The following is a list of potential tasks for which teachers might request parent volunteers:**

* Support with Tuesday folders
* Read stories to children
* Listen to children read
* Provide individual help
* Assist in learning centers
* Set up learning centers
* Reproduce materials
* Help in the Media Center
* Make instructional games
* Play instructional games
* Prepare visual materials
* Prepare bulletin boards
* Help with book fairs
* Reinforce reading fluency
* Assist with field trips
* Gather source materials
* Help children with arts and crafts
* Prepare teaching materials
* Discuss careers or hobbies
* Help prepare assembly programs
* Help office with mass mailing

**PARENT TEACHER ASSOCIATION (PTA)**

Our Parent Teacher Association (PTA) is actively involved in supporting school programs and classrooms. Members of the organization participate in a wide range of activities that benefit students such as book fairs, fundraisers, and classroom projects. You are encouraged to join our school’s PTA. Membership information is sent home at the beginning of the school year.

**PTA COMMUNICATIONS**

Our school PTA sends home information in a variety of ways including use of the school website, [MemberHub](https://fredolds.memberhub.com/store?limit=21&live=true&category=Memberships), and our Olds Elementary Tuesday Folders. Your PTA wants to keep you informed and encourage your involvement at Olds Elementary.

**REPORT CARDS & MORE**

All students receive a report card four times a year. It will come home in your Tuesday Folder after the end of each quarter. Individual conferences, interim reports and notes will keep you informed of your child’s progress between grading periods. Please contact your homeroom teacher with any questions about your child’s progress in school.

**TUESDAY FOLDERS**

You will receive school, office, district, and classroom information in a Tuesday Folder. Your child’s Tuesday Folder will contain student work, teacher information, progress information, report cards, school news from administration, PTA, and the community news. All information for Tuesday folders by PTA members or others must first be reviewed by the administration.

**STUDENT-LED PARENT TEACHER CONFERENCES**

Student progress conferences are a vital means of communication. Teachers will schedule conferences at times that are as convenient as possible for parents/guardians. Student-Led conferences will be scheduled at the end of the 1st and 3rd Quarters. Families and homeroom teachers will have the opportunity to schedule individual parent-teacher conferences at the end of 2nd quarter. This opportunity will be extended to all families however, it is not required. We are encouraging 100% in-person participation in our student-led conferences. We will work with all families should there be any barriers to them attending their student's conference (i.e. - virtual opportunities, before and after school, or a home visit).

***Open communication is extremely important.*** If you have a concern or problem, please talk to your child’s teacher about it before contacting the principal. A direct conversation with your child’s teacher will usually clarify issues to your satisfaction.

**SCHOOL MESSENGER**

Periodically, you will receive a telephone call regarding special events and updates on other school information. You will not receive these calls if we do not have accurate telephone numbers to reach you. If your telephone number changes, call the office at (919) 856-7699 with the new number. If there is an unexpected, delayed student arrival to school or early student release from school you will receive a call from WCPSS district staff. School schedule changes also are announced through local TV stations and other media formats. **In order for you to receive district and school announcements, our office must have your updated, current contact information including addresses and phone numbers.**

**WEBSITE**

Our official school website is available online at [www.wcpss.net/oldses](http://www.wcpss.net/oldes). In addition to information from your PTA and administration, you find a website for your child’s homeroom teacher. Please check our website information periodically to keep updated on what is happening in the school and in your child’s class.

**WHO TO CONTACT**

**Change of Address ➡ Ms. Perk**, Data Manager, [lperk@wcpss.net](mailto:lperk@wcpss.net)

**Health Plans ➡ Ms. Huntley,** Receptionist,[ehuntley@wcpss.net](mailto:ehuntley@wcpss.net)

**Transportation ➡ Ms. Glass,** Assistant Principal, [nglass@wcpss.net](mailto:nglass@wcpss.net)

**AIG/SSA ➡ Ms. Griffin**, AIG/Intervention Teacher  [jgriffin2@wcpss.net](mailto:jgriffin2@wcpss.net)

**Testing Dates (Cogat, BOG, EOG) ➡** Ms. Warwick, ESL/Intervention/Testing, [swarwick@wcpss.net](mailto:swarwick@wcpss.net)

**Special Education ➡ Ms. Spinner**, CCR Teacher [lspinner@wcpss.net](mailto:lspinner@wcpss.net)

**Olds Elementary PBIS System**

PBIS at OLDS

Positive Behavior Interventions and Supports:

* An Organized system of Positive Behavior management in all settings,
* Clear school wide expectations with incentives and consequences,
* Teaches Positive Behavior expectations,
* Includes a behavioral recognition system for kids doing the right thing!

Olds four core values are: PACK

PREPARED

ACCOUNTABLE

COLLABORATIVE

KIND