

GENERAL INFORMATION

School Schedule

Our school day is 9:15 A.M.-3:45 P.M. Early arrivals and after school programs operate from 7:00 A.M. to 8:45 A.M. and from 3:45 P.M. to 6:00 P.M. **Children should not arrive on campus before 8:45 unless they are in the YMCA early arrivals program. Students who arrive after 9:15 are considered tardy and must report to the office.**

Bus Routes

Riding the bus is a privilege and students must follow the rules discussed at the beginning of the school year or risk losing the service. Bus routes are posted on our website and in the office at the school. **For information or questions about routes or bus service you may contact the Turner Creek YR Elementary bus supervisor at Apex High School transportation office at 387-2230.** Problems with student behavior on a bus assigned to TCE should be referred to the assistant principal, at 363-1391.

Carpool

Carpool students arriving for the regular school day or leaving in the afternoon will use the second driveway leading to the front entrance to the school. Buses will use the first drive and drop off/pick up at the multi-purpose room. Please stay in a single line until you reach the stop sign at the curve near the parking lot. At the stop sign, begin double stacking and follow the directions of the adults on duty. All drivers should drive slowly, pay attention and allow ample time for picking up/dropping off children. There will be a lot of traffic after school and we all must focus on student safety. **Students must be picked up by 4:00.**

Early Arrivals and After School Care

Early arrival and after school care is provided for students at Turner Creek Elementary by the Cary Family YMCA. These programs provide a safe and stimulating, on site environment for students whose family situation requires child care before and after school hours. These programs will be housed in the gym at Turner Creek Elementary. Students arriving at school for these programs should be dropped off at the Cafe/Gym entrance. Information and applications are available by calling the YMCA at 469-9622.

Early Release Days

Turner Creek Elementary School will join other area schools in the Early Release Day Staff Development program this year. This program offers

teacher training opportunities in a timely manner during the course of the year. **Students will be released at 1:15pm on the county scheduled days. Please make arrangements on these afternoons. The YMCA will open at 1:15pm for students normally enrolled in that program.** Thanks for supporting quality staff development for teachers.

Food Services

Students planning to eat school-prepared food may purchase a meal ticket to cover the cost for up to twenty days. There is an online option to use a bank draft to cover the cost of lunch. Please be aware, there is a fee for this convenience. A link to My Lunch \$ is under Quick Links on the TCE website. Contact the cafeteria manager at 363-1399 for more information.

Lunch Costs: K-5
Student: \$ 2.00 \$.40 (reduced rate)
Adult: a la carte Milk: \$.50

Breakfast Costs:
Student: \$1.00: \$.30 (reduced rate)
Adults: a la carte

According to Child Nutrition policy, if your child forgets their lunch money, s/he will receive a fruit and vegetable plate from the cafeteria. A note will be sent home to notify you that your child is out of money in their account. **There is no lunch loan fund at the school.**

If you pack a bag lunch, please include fruit juice instead of sodas. Also, do not send in any glass containers or bottles as they are safety hazards. **We ask that you not bring in food from an outside source (ex. Wendy's, McDonald's, etc.) for you or your child to eat during the lunch period.**

Parents are welcome to join their child(ren) for lunch on any school day. There is no need for advance reservations.

Homework

Homework should be a part of the instructional experiences of each student. We feel that it is a purposeful continuation or extension of the instructional program to be accomplished by the student outside the regular classroom setting.

Each student spends a major part of the weekday in class. Because there are other valuable experiences to be gained outside of school, homework shall be carefully planned regarding its purpose, appropriateness, and timeliness. A copy of the school's homework plan may be obtained from the office.

Inclement Weather

Now is the time to plan with your child what to do in case of early dismissal. Some children become very concerned if their usual patterns are disrupted. We prefer these arrangements be made in advance. We do not have adequate phones to deal with a large number of students that need directions from home.

All school closings, late openings, or early closings will be announced by the radio and television stations. If it begins to snow or sleet or if there appears the possibility of strong wind, please listen to the radio or TV for early school closings. If there is a delayed opening, announcements will be made by 6:00 a.m. on local radio, TV and on Wake County's website. On the WCPSS website, you may also register to receive email notifications of school closings and delays.

Lost and Found

Please put name labels on ALL of your child's personal belongings. These markings will help school personnel to return lost items. Do not allow your child(ren) to bring extra money, valuable items, toys, electronics, trading cards, radios or sports equipment unless prior written approval has been given by the child's teacher. We will not assume responsibility for the security of such items.

Lost and found is located in the cafeteria for items found on campus. If your child has lost an item, please encourage them to check this area. Clothing and other items not claimed by the end of each grading period will be donated to charity.

POLICIES AND PROGRAMS

After School Arrangements

1. Any changes in transportation will require a note signed by the parent and presented to the assistant principal on the day the change is needed.
2. Parents who pick up children from school should send a written statement to the teacher at the beginning of the school year. All children should be picked up by 4:00. Please phone the school office in case of an emergency, 363-1391.

3. If a child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, the parent is required to send written notification to the teacher. **If your child will not be riding his/her daycare van, please notify the daycare center.**
4. If your child is to go home with a classmate after school, both the **hosting** and **visiting** students should bring notes from their parents indicating the planned visit and transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. **Due to crowding, students will not be allowed to ride a bus other than their normal route, but may be picked up in carpool.**
5. No student will be permitted to ride home, after school hours, with anyone other than his/her parent unless the child brings a note from his/her parent requesting such.
6. Students may **NOT** be checked out between 3:15pm and 3:45pm.

Attendance/Leaving School

1. A student who leaves school for any reason during the day is counted absent for the day unless he/she returns and the combined time in school is equal to half the regular school day or 3 & ¼ hours.
2. Students may leave with a parent for dental or doctor's appointments with prior notice to the child's teacher. Whenever possible make these appointments before or after school hours or during track outs.
3. If it is necessary for a parent to take his/her child from school during school hours, please come to the office. A sign-out sheet is on the desk in the front office. Office personnel will call your child from the classroom after you arrive. If the student returns to school, he/she should report to the office for readmission. Please do not call ahead and ask for your child to be in the office waiting.
4. When your child is absent, you should call the office on the day of the absence. On the day they return, you must send a written excuse to the school which includes the following information:
 - Your child's name
 - Dates of absence or tardiness
 - Specific cause of absence or tardiness
 - Your signature and daytime phone number

If a student is tardy, he/she **must** check in at the office for an admission slip to the classroom. **Tardy students disrupt the instructional program for all. Children need the morning time to prepare for**

the day ahead. Excessive tardies will result in a conference with the administration to see how this issue can be resolved.

5. Any child who has been absent from school for 7 days will be notified in writing. Any child that accumulates at least twenty-five absences will be granted an attendance hearing to take place in May of each school year.

6. If you would like to take your child out of school for religious or educational reasons, you must fill out a "Request for Excused Absence" form. This request will require the approval of the principal. These forms may be obtained from the school office and must be filled out at least two weeks in advance of the scheduled absence. **Family trips will not be considered excused absences, in light of the attendance standards required from the federal legislation of "No Child Left Behind." The standard is 95% attendance for students enrolled in a school. Knowing this, you may still choose to take your child(ren) out of school for these events.**

Illnesses and Fever

Sick children do not belong at school. The Wake County School system and the Wake County Health Department have developed a handbook regarding illnesses and diseases. Children exhibiting the following symptoms will be sent home (or should remain at home): fever of 100.6 degrees or higher, nausea, vomiting, headaches, diarrhea, red or watery eyes with yellow discharge, or an undiagnosed rash. **Children should be fever free for 24 hours WITHOUT medication before returning to school. They should not have vomited in the last 12 hours before returning to school.**

Emergency Information

Please give your child's teacher and the office 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 and the teacher. **Please keep all phone numbers and addresses up to date in the office in case of emergency.**

Prescription Medicine

Medication (prescription and non-prescription) can be distributed in the Health Room only after receiving the proper form (# 1702) from the doctor, signed by the parents. The form may be obtained from our office. Please make sure we have this information prior to the beginning of

school if medication is to be administered to your child by staff. All medications must be checked into the school by the parent.

Student Records

Student records may be reviewed by parents in the presence of a principal or guidance counselor. If you wish to review your child's school record you may notify the school and set up an appointment to review the record with the appropriate personnel.

Volunteers

Volunteers are a cornerstone of our students' success in school.

Volunteers are used in the classroom at the request of the teacher, doing what the teacher needs them to do for the benefit of students in the classroom. If your teacher does not utilize parent volunteers, there are other areas of the school where your services will be used and appreciated. We have developed some guidelines for volunteers to follow when working in the classrooms. We will be asking all volunteers to sign a form that they have received the guidelines and will adhere to these for the well-being of all children. All volunteers must register/re-register **after July 1st for the current school year** in the media center, in order to volunteer in schools and chaperone on field trips. If you registered in March, you still need to re-register in July.

Sibling Events

During the school year there are various plays, programs and events that occur at each grade level. Parents are invited to participate in these events to watch their children perform. However, due to space constraints and the disruption to the instructional day of others, please do not check siblings out to attend these events. Many parents record these events to replay at home later. We'll make arrangements whenever possible to record these events to share at home later with siblings.

Dress Code Policy

Wake County Public Schools adopted a dress code policy for students and staff in the spring of 2002. Students are not permitted to wear head coverings of any kind (bandanas, baseball caps, etc.) inside the building. Students may keep a hat at school to provide sun protection during outside play. Spaghetti straps, bare midriffs, tank tops with large armholes, or t-shirts with suggestive messages are prohibited. Shorts and skirts must be finger-tip length. Please refer to the Wake County Student Handbook for more detailed information. Students are encouraged to wear TCE spiritwear or school colors on Fridays.