

APEX ELEMENTARY HANDBOOK OF SCHOOL INFORMATION

DESCRIPTION AND MISSION STATEMENT

Apex Elementary has an enrollment of approximately 640 students in grades K-5.

At Apex Elementary School we believe that all children are unique and are born with a natural desire to learn. It is our mission to help those children enrich that desire so they have the knowledge, skills and attitudes to be lifelong learners.

ATTENDANCE/SCHOOL DAY

Our school day is from 9:15 to 3:45. Parents who bring students to school are asked to arrive on our campus between 8:50 and 9:15 so that students have enough time to get to their homerooms by the 9:15 tardy bell. Teachers will not be in their homerooms to supervise students prior to 8:50.

Students arriving after 9:15 are considered tardy and a parent or guardian must check them in at the office. Please note that we require a parent or guardian to accompany the student(s) into the office to sign in. The student(s) will then be given a class admission slip to take to their teacher. Teachers will not allow any late students admission to class without the signed admission slip. Please remember if your child arrives after 12:30 they are considered absent for the day.

Students must always be "signed-out" in the main office if a parent needs to take them from the school prior to the end of the instructional day. After signing the student out, the receptionist will call the student to the office. **No student will be called for check-out after 3:25 p.m.**

Daily attendance is very important for students to benefit fully from the school program and to establish good habits. If, however, a student must be absent from school, s/he must bring a note when s/he returns stating the reason for the absence.

EARLY RELEASE DAYS/LATE START DAY

The six scheduled Early Release Days for 2018-2019 are September 28, October 19, November 20, December 21, February 15, and March 8. On Early Release Days, Students will be dismissed at 1:15.

STEPS FOR EARLY DISMISSAL DUE TO INCLEMENT WEATHER

The first notification of early school dismissal due to inclement weather is made to the Media. If the weather looks threatening, please tune to the radio or T.V. and wait for further word.

If you are concerned about your child's well-being because of the weather, you may come to school to pick him/her up. It is not necessary to phone for permission. Parents must come to the office and follow the regular sign-out procedures.

All children remaining at school at the early dismissal time, and who normally ride the bus, will be taken home by bus.

BEFORE AND AFTER SCHOOL CARE PROGRAM

Information is available in the office for students who wish to enroll in the on-campus **YMCA Programs**. The Before School Care Program will begin at 7:00 a.m. until 8:50. The After School Care Program begins at dismissal and continues until 6:00 p.m. each afternoon. There is a registration fee and monthly charge for these services. Contact the Kraft Family YMCA on 919-657-9622 for further information. Please note that enrollment limits apply to this program.

INFORMATION CHANGES ON STUDENTS/TRANSPORTATION CHANGES

It is very important that parents send their child's teacher emergency information and any change of address, telephone numbers, parent's work numbers, etc. We must be able to contact someone who can take responsibility for your sick or injured child. (Most doctors refuse any treatment until a parent or guardian is present).

Occasionally a situation arises where a parent may need to change their child's method of transportation home after the child has already come to school. In these specific cases, all such requests must be made by 2:45 P.M. If this situation occurs, call the main office at 919-387-2150. Requests made after 2:45 P.M. to change a child's method of transportation home for that day may not be honored. In addition, these types of request will only be allowed 3 times as this process tends to create disorder in the front office during dismissal. Transportation change requests must be made in writing

IMMUNIZATIONS/HEALTH REQUIREMENTS

To be in compliance with North Carolina Law all students entering public school must present a North Carolina Health Assessment transmittal form by the first day of school entry. In addition, the law requires that every child in the state be immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, red measles (rubeola), rubella, Haemophilus influenza (Hib), Hepatitis B (HBV) and Varicella (chickenpox). All students entering school must present the completed Health Assessment form AND certification of immunizations on the first day of school entry. If documentation is not presented, students will have 30 calendar days to provide documentation or the student will be excluded from school until requirements are met.

- Five DTaP doses (diphtheria, pertussis, and tetanus); if fourth dose (booster) is given on or after the fourth birthday, the fifth dose is not required.
- Four polio vaccine doses (IPV/OPV). If the 3rd dose is given on or after the 4th birthday, the series is complete.
- Two MMR (measles, mumps, rubella) AND Two Varicella (chicken pox) doses with the first dose given on or after the first birthday and a second dose before entering school. *Note: History of the disease is acceptable.*
- At least one dose of Haemophilus influenza (Hib) given on or after the first birthday or the complete series. Hib is not given if the child is 5 years or older.
- Three Hepatitis B (HBV) immunizations for children born on or after July 1st, 1994.

HEALTH CARE

The only services our staff can offer are: bandages, taking temperatures, soap and water, “TLC” and an ambulance (under emergency conditions). **Please! Students who are ill should not be sent to school.**

If students are injured or become ill at school, a parent/guardian will be contacted for arrangements to be made to take the child home. **Please make sure the school knows where and how to contact you in case of an accident or illness.** If there are changes in this information, please notify the school so it can be updated.

REGULATIONS GOVERNING MEDICATION AT SCHOOL

If your child is on medication **including** over-the-counter medications that cannot be scheduled to be given outside of school hours, you can arrange to have them given at school. This includes Tylenol, cough syrup, Benadryl, Calamine, topical ointments or lotions for rashes or poison ivy. Before the medicine can be given, you need to fill out and sign a “**Parent Request and Physician Order for Medication**” form (form **1702**, which may be picked up from and returned to the office once completed). This form must be **signed by the parent and a physician (even for over-the-counter medications)**. The medication must be in the container dispensed by the pharmacy and be clearly marked with your child’s name, name of the medication, the date of the prescription and the directions for administering. **Medications cannot be brought to school by a child.** It should be placed in the hands of an adult staff member by the parent. If you need further information, contact the office at 387-2150.

The principal shall be responsible for verifying requests and physicians’ orders, and for monitoring the administration and maintenance of medication.

SCHEDULE

The school day is divided into eight instructional periods. These eight periods are devoted to the basics curriculum (Language Arts, Mathematics, Science, and Social Studies) with the addition of some music, arts and movement specials, recess, and lunch. Please remember if your child arrives at school after 12:30 or leaves before 12:30 and does not return, they will be considered absent for the day.

SCHOOL LUNCH AND BREAKFAST PROGRAM

Students are responsible for their breakfast and lunch money each day; however, they may purchase tickets in advance on Mondays for as many days as they would like. The full prices is \$1.25 for breakfast and \$0.30 reduced price and \$2.55 for lunch with a reduced price of \$0.40. Occasionally you may wish to join your child’s class for lunch. Please sign in as a visitor at the front desk in the office and pick up a “visitor” tag. Fruits and vegetables are encouraged for children who bring their lunch and/or snacks from home.

We ask your support in our effort to teach and to strengthen your child’s use of good manners. We will be stressing courtesy to all adults and to fellow students as well as polite behavior in the cafeteria and in the halls.

TRAFFIC/PARKING

At Apex Elementary, the bus loop will continue to be at the entrance near the tennis courts. Only buses and Apex Elementary staff are allowed in this loop. All cars should enter into the parking lot at the front of the school off Tingen Road. Car pool will circle around this parking lot to unload at the main entrance to Apex Elementary. Morning car pool will begin unloading at 8:50 and shut down at 9:15. Afternoon car pool will dismiss at 3:45 and students will wait with staff in a supervised area until their ride arrives. Students will not be allowed to go to their car until it has arrived in the “pick-up” zone. Parents, please remain patient and cautious as you drive through the car pool line.

BUS SERVICE/BEHAVIOR

Bus service is available to students living one and a half miles or more from school. Students are encouraged to be considerate of the safety and well-being of fellow students. The same standards of conduct that apply to a classroom apply to a school bus.

Buses will be numbered so that your child only has to remember a bus number. **Students may ride only the buses to which they have been assigned and get off at their assigned stops. Kindergarten and first grade students must be met at the bus stop or they will be brought back to school and will have to be picked up at school.** Please do not make requests to accommodate daycare changes, birthday parties, slumber parties, afternoon visits, or to work on projects, etc.

SCHOOL BUS SAFETY RULES

At the Bus Stop

- Arrive on time. Assigned stops will be made. State law limits the distance between stops to 2/10 of one mile.
- Stay out of the street.
- Respect the property at which the bus stop is located.

Boarding the Bus

- Wait until the bus is completely stopped.
- Go directly to your seat.

On the Bus

- Stay seated. and talk softly.

- Keep your head, arms, and hands inside the bus.
- Do not throw anything in the bus or out the window.

Leaving the Bus

- Stay seated until the bus stops.
- Do not push or shove

CONFERENCES

We believe that parent conferences assist us in attending to students' educational needs while in school; therefore, the teachers will schedule a conference with every parent early in the fall semester. Two conferences per school year are mandatory for staff. Additional conferences will be scheduled throughout the year as deemed necessary by teachers or parents. Parents may request a conference whenever they feel there is a need for one.

We encourage open parent/school communication as it serves as a deterrent to many problems that could arise. Remember, however, that there are times when parent/teacher conferences cannot be held effectively (i.e. open house or classroom visitation during the teacher's instructional time, etc.). If a parent wishes to call a teacher, this should be done before or after school.

STUDENT DISCIPLINE

Wake County School Board Policy #6410 states: One of the basic educational objectives is the development of self-discipline in students. Toward this end all students are encouraged to demonstrate acceptable behavior patterns. Apex Elementary is using a Positive Behavior Support system to encourage positive behavior.

When behavior patterns disrupt the learning climate of the school or the safety and welfare of individuals, it shall become a matter of administrative action involving the student and/or parent or guardian."

When student behavior is of a serious nature and when all our efforts to find a solution to the problem fail, the student will be removed from the school setting. The length of the suspension will depend on the severity and duration of the problem.

In order for all students to have a successful year, we must work together. Please feel free to discuss with your child's teacher, his or her feelings concerning discipline in the classroom.

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 and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

TELEPHONE

It is very important for us to have correct emergency telephone numbers at all times. If your telephone number changes, please send the teacher and the office a note to that effect with the new number.

Students will be permitted to use the telephone only with their teacher's permission in the case of illness or an emergency (no lunch money, forgotten homework etc.). Please make afternoon transportation and care arrangements in the morning prior to school and make sure your child is aware of these. **A note must be sent to school with any transportation change or a parent must call the office prior to 2:45.** Changes in transportation may not be accepted after 2:45 in the afternoon.

PTA/VOLUNTEERS/VISITORS

Our PTA is very active and provides many services for the students at Apex Elementary School. They solicit and welcome your talents in volunteer work, comments, and suggestions. Please be part of the PTA. Together you can help make this another winning year for all of our students. We encourage you to join the PTA. **Wake County requires new volunteers to register and have an approved criminal record check prior to engaging in any volunteer work and/or going on any field trips.** Applicants may register at any WCPSS school or site through the WCPSS intranet. After you have registered, you will get your "Green Access (Volunteer) badge to wear each time you volunteer at Apex Elementary. All visitors to the school must first "check-in" at the office before going anywhere in the building. Volunteer and visitor tags are to be worn while on campus and returned to the front office when signing out. It is highly encouraged that each parent/guardian obtain security clearance when visiting campus for special events. All continuing volunteers approved for the 2017-2018 school year MUST reactivate as a volunteer by November 15, 2018 in order to volunteer for the 2018-2019 school year and can do this any school day up until November 15th. After that date, you would have to re-apply as a new volunteer and this can only be done when school is in session. **In addition, when volunteering, no other children are allowed in the instructional setting when volunteering.**

Classroom teachers are responsible for setting their own classroom volunteer schedule of hours. In order to volunteer, you must make contact with the classroom teacher 24 hours in advance for an assigned volunteer time or follow the process established by the classroom teacher.

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएँ चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303