



## DESCRIPTION AND MISSION STATEMENT

Apex Elementary has an enrollment of approximately 625 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 8:20 to 3:00. Parents who bring students to school are asked to arrive on our campus between 8:00 and 8:20. Teachers will not be in their homerooms to supervise students prior to 8:00.

Students arriving after 8:20 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 11:45 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.

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.

## STEPS FOR EARLY DISMISSAL DUE TO INCLEMENT WEATHER

The first notification of early school dismissal 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.

## AFTER SCHOOL CARE PROGRAMS

Applications are available in the office for students who wish to enroll in the on-campus **YMCA After School Program**. The program begins at dismissal (M, T, Th, F @ 3:00 pm and @ 2:00 pm on PLT Early Dismissal Wednesdays) and continues until 6:00 pm each afternoon. There is a registration fee and monthly charge for this service. Contact the YMCA on 919-657-9622 for further information. Please note that enrollment limits apply to this program.

## INFORMATION CHANGES ON STUDENT







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.)

## IMMUNIZATIONS

State Law regarding immunizations has recently been amended and affects children enrolling in school for the first time (K-1) after July 1, 1994 as follows:

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 proof of a physical examination within 30 calendar days of their first day of attendance and that the following immunizations have been received:

-  Five DPT 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 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday, the series is complete.
-  Two MMR (measles, mumps, rubella) doses with the first dose given on or after the first birthday and a second dose before entering school.
-  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 1, 1994.
-  One Varicella (chickenpox) dose for children born on or after 04-01-2001 or verifiable history of disease.

## 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 11:45 or leaves before 11:45 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. Prices are \$.80 for breakfast and \$1.75 for lunch. 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 8:00. Afternoon car pool will dismiss at 3:00 and students will wait with teachers 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 named so that your child only has to remember a bus number and name such as “1 Yellow Cougar.” **Students may ride only the buses to which they have been assigned.** Permission to ride other buses will be made only by the principal or assistant principal and only when necessary, such as a day care situation. Please do not make requests to accommodate birthday parties, slumber parties, afternoon visits, or to work on projects, etc. Bus safety rules will be sent home for you to read and to sign during the first week of school.

### **SCHOOL BUS SAFETY RULE**

#### **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.

## 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.

## 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. 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.

## 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. It is extremely difficult for one secretary to get a message to a student unless she disturbs an entire class or building by using the intercom. Changes in transportation will not be accepted after 2:15 in the afternoon.

## VISITORS

All visitors to the school must “check-in” at the office before going into other parts of the building. We welcome visitors, but we wish to know who is here and their reason. All visitors must wear a visitor tag (to be obtained when you check in at the office).

## CULMINATING LEARNING EXPERIENCES (STUDENT PARTIES)

Teachers are requested to plan only four (two each semester) social experiences related to the culmination of instructional units. This is a result of School Board Policy 3250 which states: “All school employees shall discourage and decline the giving of parties by anyone during school hours for students.”

## PTA/VOLUNTEERS

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 now requires volunteers to register on a Wake County Public School System computer. Most volunteer activities require background checks, some do not. **You must register as a volunteer with a background check to go on any field trip.** After you have registered, you will get your “Volunteer” tag to wear each time you volunteer at Apex Elementary. Registration is required every school year. It does not carry over from one year to the next.

