

# ADDENDUM

## PETERS COLONY HANDBOOK

### School Hours

7:45 AM – 3:00 PM

\*Doors open at 7:15 AM

<u>Lunch Schedules</u>		<u>Conference Periods</u>	
10:30-11:00am	Kindergarten	7:50-8:30am	Specials
11:05-11:35am	1st Grade	8:30-9:20am	3rd Grade
11:35am-12:05pm	2nd Grade	9:25-10:15am	2nd Grade
12:05-12:35pm	3rd Grade	10:20-11:10am	4th Grade
12:35-1:05pm	5th Grade	11:15-12:05pm	5th Grade
1:05-1:35pm	4th Grade	12:35-1:25pm	1st Grade
		1:30-2:20pm	Kindergarten
		2:25-2:45pm	All Day PreK

### ARRIVAL PROCEDURES:

#### Kinder – 5<sup>th</sup> and AM Pre-K

- Parents are required to enter the drive through at the north side of the building. Parents will circle the back of the building and students will be dropped off at the gym door on the south side of the building. Parents will then exit the parking lot onto Nash Dr.
- Students that are **car riders** will enter through the gym doors and go to their designated areas.
- **Walkers and bus riders** will enter the building through the front doors of the building by the office and go to designated areas.
- **Afternoon Pre-K** is from 11:50 AM – 2:55 PM. Parents will enter the drive through at the south entrance on John Yates. Students will be dropped off in the front of the building at the cafeteria door.

\*\*The following licensed Childcare centers, as listed by Texas Department of Family and Protective Services, will be allowed to drop off and pick up in the bus lane.

1. The Colony Child Development Center
2. Angels Christian Day Care
3. Charm Care
4. Master Juan's
5. Family Life Learning
6. Kids Count Too
7. LaPetite
8. Lakeside Montessori Academy
9. Peanut Gallery
10. SkyHigh Gymnastics
11. Legacy Day Care
12. Oakview Day Care

\*\*In-home daycare will follow the procedures for our normal car pickup and drop off.

### **BREAKFAST**

Breakfast will be served to all students in their classrooms. There is no charge to the student for breakfast. Menus will be available online.

### **CELL PHONES (PLEASE SEE TECHNOLOGY FOR OTHER ELECTRONIC DEVICES)**

Parents will not be allowed to use cameras or cell phones while on campus. This includes volunteers.

### **COMMUNICATION FOLDERS**

School-wide communication folders are sent home on Thursdays. **Please read the information** being sent home, sign and return the necessary items to school in the folder the next school day.

### **DISMISSAL**

Morning Pre-K students are dismissed at 10:50 AM from the front of the building (cafeteria door).

Afternoon Pre-K and all other students are dismissed at 2:55 PM from the following locations:

\* **Walkers who wait for a parent** are dismissed from the cafeteria. Parents must have a paper plate with their student's name in order to receive their child. If you are in need of another plate, you may get one from the front office with your ID.

\***Car riders** are dismissed from the gym door on the south side of the building (this is the drop off point in the mornings). Parents will have paper plates visible in their front windows with the child's name and grade.

\***Walkers with friends/siblings** will meet in the gym and exit the building from the gym door. All other walkers will exit the building immediately from the gym door.

**It is the parents' responsibility to arrange for the students to be picked up promptly or instruct students to walk home. Please do not request that students be allowed to phone home or remain at school to wait for older brothers or sisters that are in tutoring or are coming from secondary schools. Personnel are not available for supervision.**

**If a change in transportation is necessary, you must call the office by 2:00p.m.**

*Students not picked up by 3:15 p.m. will be directed to wait in the front office for their parents or responsible party to come in and sign them out.*

\*Tutoring dismissal follows the same dismissal procedure. Students who are invited and return all tutoring documents signed will have tutoring from 2:55-3:30. All tutoring dismissal occurs promptly at 3:30.

#### PARKING

If you are visiting the school, please park in the parking lot in front of the school.

#### PLAYGROUND

The playground will be closed to the public until 6:30pm daily. Parents are **not allowed** on the playground during the school day.

#### **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from school for whatever reason must initiate the withdrawal process with the attendance clerk. Please give the school at least one day's notice to complete all the necessary paperwork for withdrawal.

## **Dress Code - Administrative Rules**

**The following guidelines are established as a point of reference for parents, students and administrators in regards to dress. All students must be clean and neatly groomed. The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.**

- Hair, by color or design, may not create a distraction to the learning environment. Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.
- Students may **not** wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: **drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.**
- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, mini-skirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see-through clothing, fish net tops, or running/spandex shorts.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes appropriate for the school setting.
- House shoes or slippers are not appropriate for school. Flip flops are not appropriate for elementary students.