

Family handbook

Please review these school policies together and keep them available for reference throughout the school year.

Welcome

Dear Parents and Students: This handbook explains school policies and procedures. Review it together and keep it available to refer to throughout the year.

Mission

The school's vision and purpose is to demonstrate student learning at high levels through an academically rigorous and innovative curriculum that develops good character. Academic objectives include a well-rounded education and mastery in mathematics, reading and science.

Nondiscrimination

The school's policy is that no person shall, on the basis of race, color, national origin, marital status or handicap, be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving state financial assistance, or be treated on the basis of sex under educational programs or activities receiving state assistance.

Behavior expectations

Students are expected to develop self-discipline and be good citizens. Families should discuss appropriate behavior and a good attitude toward school. Fighting, disrespect, obscene language and destruction of school property break the rules. Students who break rules will be sent to the office and may be held academically accountable. Parents will be called to a conference when appropriate. Failure to follow rules or honor commitments may result in reassignment to the student's home zoned school.

School hours and meals

The school opens at 7:15 a.m. Children report to the cafeteria, and the school day runs from 7:15 a.m. to 3:30 p.m. Students are late after 7:45 a.m. Pickup is due by 3:45 p.m. Saint Peter's Academy follows its own school calendar, which can be found on the school website.

Breakfast: 7:15-8:30 a.m. **Lunch:** 11:30 a.m.-1:00 p.m. Any food from the cafeteria must be eaten there. Parents may eat lunch with their child; this does not count as volunteer time. Students should converse at their tables in a conversational tone.

Family handbook continued

Review the attendance, transportation, pickup and campus procedures below.

Enrollment agreement

Parents and students share a contractual agreement upon enrollment. A violation by either parent or student may result in dismissal and reassignment to the home zoned school.

Tardiness and attendance

Students arriving after 7:45 a.m. are late and must report to the office with a written explanation. If a child is absent, call the school and notify staff of the reason. Without a call, the absence will be marked unexcused. Children should attend each day unless ill or there is a family emergency. Send a written explanation when the child returns. Ball games, circuses and shopping trips are considered unexcused. Please schedule appointments after 3:30 p.m. when possible.

Signing out and dismissal

Any change to your child's transportation arrangements must be submitted to the school office, or communicated by calling the office, before 2:45 p.m. The school cannot guarantee transportation changes received after 2:45 p.m.

Parents must report to the office to sign out a child. Staff will collect the child from the classroom or call the classroom to send the child to the office. Dismissal is at 3:30 p.m. All students must be picked up by 3:45 p.m.

Visitors and volunteer time

All visitors must report to the office. To volunteer, visit a classroom or attend a child's appointment, sign in first. Parents must not go directly to the classroom to collect a child. Classroom visitors receive a pass and must sign out at the end of the visit to receive credit for volunteer time.

Leaving campus

Early dismissal is discouraged. When unavoidable, sign your child out through the office. Staff may request identification. Unless the school is notified differently, a child will be released only to people listed on the emergency card. All students must be picked up by 3:45 p.m.

Fire and tornado drills

Drills help protect students and staff. Everyone should know the exit routes. Fire drills occur at least monthly, and students are taught to report to the exit routes.