

St. Matthew's School

Student and Parent Handbook

2016-2017

**St. Matthew's School
3316 Sandra Lane
Virginia Beach, VA 23464**

**PHONE: (757)420-2455
AFTER SCHOOL PHONE: (757) 652-3592
FAX: (757)420-4880
Website: www.smsvb.net
Office Email: office@smsvb.net**

**Mr. Louis Goldberg, Principal
Email: lgoldberg@smsvb.net
Dr. Lei Ann Galvez, Assistant Principal
Email: lgalvez@smsvb.net
Mrs. Amy Rubino, Vice Principal
Email: arubino@smsvb.net**

Table of Contents

Page 2

Philosophy of Learning
Vision and Mission Statement
Spiritual Life of the School

Page 3

Administrative Information

Page 4

General Information

Page 5

Attendance and Academic Policies

Page 6

Health Information

Page 8

Cafeteria Information

Page 9

Discipline Policies
Disciplinary Actions
Conduct Notices

Page 11

No Tolerance Bullying Policy
Dress Code

Page 15

Student Activities

Page 16

Parent Participation

Page 17

Other Information

Page 18

Parent/Guardians Only

Page 20

Other Services

Page 21

Social Networking Guidelines for Students in Catholic Schools

Page 22

Internet Acceptable Use Policy

Philosophy of Learning

We, the faculty and staff of St. Matthew's School, believe that the purpose of the school is to provide a Christ-centered environment in unison with the family and community, which encourages a life-long pursuit of learning through spiritual, academic, and physical education. We therefore commit to the following goals:

- ◆ To create a community environment based on respect and the teachings of the Gospel
- ◆ To develop faith community by encouraging our students to grow in moral character, responsibility, and self-discipline
- ◆ To provide a challenging, multifaceted, and integrated curriculum
- ◆ To relate educational experiences to life experiences
- ◆ To encourage students to maximize their learning potential now and in the future
- ◆ To empower students with the necessary skills to become vital and contributing members of the faith community

Therefore, St. Matthew's School pledges itself, in partnership with the family and community, to the pursuit of educational excellence in an atmosphere of Gospel values.

Vision and Mission Statement

St. Matthew's Catholic School Vision: Empowering leaders one faith-filled day at a time.

St. Matthew's Catholic School Mission: St. Matthew's Catholic School provides a Christ-centered environment that forms a foundation of learning for all through spiritual, academic and physical education.

Development of a Faith Community

Believing that the development of a faith-filled people is the priority of a Catholic school, St. Matthew's School places the highest value on its religion program. In addition to the regular classroom teaching and a sensitive awareness to other faiths, special programs highlight holy days, feast days and seasons of the church year. Prayers are said at the beginning and end of each day.

Parents are the first teachers of their children and have the ultimate responsibility for their children's faith development. Full participation in sacramental life is paramount to this development and includes attending mass.

Spiritual Life of the School

Sacramental Preparation

Sacramental preparation is provided through each student's individual parish.

Students who belong to St. Matthew's Church must register for the sacramental preparation through the parish office. At St. Matthew's parish, First Reconciliation classes must be attended before First Eucharist classes. Information concerning times for these classes may be obtained by calling the parish office at 420-6310.

Liturgy

Throughout the school year, students come together weekly, on Tuesdays, to celebrate the Liturgy. Parents are invited to attend and pray with us.

Religious Instruction

Religion is taught as a formal subject in all grades, Kindergarten through 8th. St. Matthew's School encourages our students to grow as Christians. Remember, it takes parents' involvement to shape children's spiritual life.

Prayer

Before classes begin each morning, grades K through 3 gather for prayers in the cafeteria, Grades 4 through 8 gather for prayers in the gym, and Pre-K has prayers in their classrooms. The Pledge of Allegiance follows Morning Prayer. Children pray in their classrooms before lunch. Prayer also concludes our day.

Penance

Students will be given opportunities to receive the sacrament of Reconciliation as scheduled by the individual parishes.

Perpetual Adoration

Opportunity for adoration of the Blessed Sacrament is available 24 hours a day in the chapel adjacent to the Parish Office.

Prayer Garden

A grotto in honor of Our Lady may be found in a garden setting between the school and the church.

Administrative Team

Principal: Mr. Louis Goldberg
Assistant Principal: Dr. Lei Ann Galvez
Educational Resource Administrator/Vice Principal: Mrs. Amy Rubino
Office Manager: Mrs. Barbara Hawthorne
Business Manager: Mrs. Dawn Donaldson

Telephone Number: 420-2455
Fax Number: 420-4880
Web Site: www.smsvb.net

School Song: "On Eagles' Wings"
School Colors: Blue and White
School Team Name: St. Matthew's Eagles
School Motto: "Soaring to New Heights"

School Hours

7:30 a.m. Doors open. There is no charge for this convenience. Please do not bring your child before 7:45 a.m. unless absolutely necessary.

8:05 a.m. Prayers, Pledge of Allegiance and Leadership Pledge
8:15 a.m. Tardy bell rings and classes begin.
8:15 a.m. – 8:25 a.m. Homeroom
8:30 a.m. – 9:15 a.m. 1st Bell
9:20 a.m. – 10:05 a.m. 2nd Bell
10:10 a.m. – 10:55 a.m. 3rd Bell
11:00 a.m. – 11:45 a.m. 4th Bell
Recess and Lunch – Middle School
12:40 p.m. – 1:25 p.m. 5th Bell
1:30 p.m. – 2:15 p.m. 6th Bell
2:20 p.m. – 3:03 p.m. 7th Bell
3:03 p.m. – 3:15 p.m. Homeroom

Lunch Times
PK 11:00 a.m.
K 11:20 a.m.
1st 11:25 a.m.
2nd 11:30 a.m.
3rd 11:35 a.m.
4th 11:45 a.m.
5th 11:50 a.m.
6th 12:10 p.m.
7th 12:10 p.m.
8th 12:10 p.m.

If your child arrives at school after 8:20 a.m., he/she must report to the office for a tardy slip. Consistent tardiness is disruptive to the morning routine. Please make every effort to arrive on time.

General Information

Arrivals and Departures

Car riders are to be dropped off at the front office doors in the morning. Please discharge students at the curb to avoid accidents. This is the “fast line.” Parents are not to get out of the car. Students must have supplies with them, not in the trunk. If you do not use the “fast lane,” you must park your car in the lot in front of the cafeteria and **WALK** your student into the building.

In the afternoon, parents may come into the cafeteria through the cafeteria doors at 3:00p.m. At 3:15p.m. the bell will ring and parents will proceed to the classrooms to pick up their children. Please do not come through the main office doors and congregate outside the main office. All parents should remain in the cafeteria until 3:15p.m.

Before School Care

Available from 6:30a.m. until 7:30a.m. For those parents who need to bring their children to school before the 7:30a.m. opening, we have child care available for \$2.00 per ½ hour per child in the pre-school building.

After School Care

Available from 3:30p.m. until 5:30p.m. The after school telephone number is 652-3592. The rate for after school care is \$3.50 per hour per child. **The fee is the same whether the program is used for 5 minutes or 55 minutes of each hour.** After 5:30p.m., the rate changes to \$1.00 per minute per child. The After School Program is state licensed and run by Mrs. Cindy Fencil. The program may be used daily or on an occasional basis. Students are automatically placed in after school if they have not been picked up by 3:30p.m. Each family will be sent a monthly bill. **The bill must be paid by the date indicated or the student will not be permitted to be part of the after school program.**

Homework Room

The homework room is a part of the After-School Program. Tutors include adults and 7th and 8th grade volunteers who help students from kindergarten through eighth grade with homework, studying, and any other area in which they need assistance. It is offered Monday through Thursday from 3:30 p.m. to 4:30p.m and is part of the after-school care program.

Friday Flash

The Friday Flash is issued each Friday of the school year. It lists upcoming events, information updates, and changes in the calendar. A copy will be emailed to you at the address you have listed with schoolreach. It is also posted on the school website.

Admissions

Catholic and non-Catholic students are welcome at St. Matthew’s. First grade students must be 6, Kindergarten students must be 5, PK 4 students must be 4, and PK 3 students must be 3 by September 30th. All preschoolers must be toilet trained before entering the program.

Requirements for PK - 1st Grade School Admission

- a) Birth certificate
- b) Baptismal certificate for Catholic students
- c) Proof of adequate immunizations as required by the Code of Virginia.
- d) Physical examinations 12 months prior to entry into school.
- e) Proof of custody (where applicable)

Requirements for Admission to Other Grades

- a) Birth certificate
- b) Baptismal certificate for Catholic students
- c) Proof of adequate immunizations as required by the Code of Virginia
- d) Physical examination (Commonwealth of Virginia School Entrance Health Form)
- d) Records from previous school
- e) Proof of custody (where applicable)
- f) Placement testing (if applicable)

Communication

Communication between parents and teachers is vital to the education of all students. Parents and teachers may communicate through a variety of methods, including Edline, conferences, phone calls, notes, etc. Dress Code Violation Notices, Academic Progress Reports, Check Notifications, Conduct Notices and Notice of Absences are a more formal form of communication.

Attendance and Academic Policies

Absence

To ensure the safety of all students, parents are asked either to call or email (office@smsvb.net) between 8:30a.m. and 9:00a.m. to report your child's absence. Homework requests should be made at that time, and the requested work will be available outside the office after 3:30pm. When returning to school, a student is to give a written excuse to the homeroom teacher. We follow the mandate of the Commonwealth of Virginia. Absence from school does not exempt a student from having all class work and homework assignments completed. A Notice of Absences will be issued when students accumulate 10 absences and every 5 absences thereafter. If a student misses more than 30 days of school (or 30 meetings in a same subject area class), he/she may not be eligible for promotion.

Too many absences can cause children to fall behind in school. Missing 10% (about 18 days) can make it harder to learn to read. Attending school regularly helps children feel better about school-and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day, is important. Good attendance will help children do well in high school, college, and at work.

Immediately upon returning to school from an absence, he/she should coordinate with his/her teacher(s) to complete all missed work including missed tests. Generally, a student has 3 days to make up missed classwork and homework after an absence. In coordination with the teacher, a student may use recess time to make up work.

If a student must leave school early, a note (or an email-please cc the office) must be given/sent to the homeroom teacher when the student comes to school. The student is to be picked up at the school office by the person designated in the note. Students will not be dismissed early between 3:00p.m. – 3:15p.m.

Tardiness

When a student is late for school (i.e. after 8:20a.m.), he/she will report to the office to receive a pass before proceeding to the classroom. Please make every effort to have your child at school on time. Tardies cause a disruption in the classroom. Excessive tardies will be addressed by the principal with a student's parents.

Homework

Homework assignments are given to reinforce and/or supplement concepts covered during the day. Generally, students should spend approximately twenty (20) minutes on any one subject area each night. Homework should be done independently without assistance from parents. If a child is spending too much time or is requiring too much help, this could mean the student needs additional assistance from the teacher. Do not allow your child to become frustrated or confused. Simply stop him/her and write a note to the teacher explaining the situation.

When no formal homework assignments are given, all students should spend at least fifteen (15) minutes each evening on some type of reading and math activity or practice. Students should also review class notes nightly. **Absence from school does not exempt a student from having all class work and homework assignments completed.**

Classwork and/or homework assignments which are late are subject to a point reduction in grade per day. After 2 days, a grade of 0 may be recorded. Teachers establish individual policies regarding homework and classwork.

Grading Scale

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 & below		
I = Incomplete		

Honor Roll

Principal's List "A" level work in all subjects, including conduct and effort.

First Honors "A" level work in most areas, allowing for a maximum of two "B" level grades.

Second Honors No grade lower than "B" in any area.

Above grade level academic classes are weighted so that they are considered one level higher for honor roll purposes only.

Progress Reports/Report Cards

Progress reports are available on Edline. These reports help parents track the progress of their children during a marking period between report cards, which are issued quarterly. Report cards are to be signed and returned the following school day.

Academic Progress Reports

Academic Progress Reports are issued to inform parents of their student's present status in a given subject. Academic Progress Reports may be issued for very good, satisfactory, and needs improvement work.

Edline

Both parents and students have Edline accounts. Please check your Edline accounts regularly for updated grades, homework assignments, projects and upcoming events. Edline helps to ensure open and regular communication. If you have a question regarding grades or assignments that your child cannot answer, please contact the teacher as soon as possible. Homework, tests, and projects are posted on Edline. Grades are updated weekly.

Scantron Performance Series Testing

Per Diocesan Guidelines, Scantron Performance Series Testing will be administered three times during the school year, and results will be shared with parents at the end of the school year.

Promotion

Promotion is based on progress in all major subjects. Parents are informed in a timely fashion if it is likely or beneficial for their child to be retained.

Probation

When deemed necessary by the principal, a student may be placed on academic and/or disciplinary probation. All new middle school students are automatically put on a 9-week probation. In order to remain a student at St. Matthew's, those on probation must meet these minimum requirements:

Academic: Students must maintain a minimum overall average of "C", receiving no grade of "F" in any academic subject.

Disciplinary: Students must maintain a minimum grade of "C" in conduct.

Withdrawal from School

If you are withdrawing your child from St. Matthew's school, please do the following:

1. Notify the office in writing as soon as possible.
2. Make sure that all classroom books and library books have been returned.
3. Make sure all tuition payments and other fees (i.e. after school care, lunch money, bus, Discovery, etc.) have been paid.
4. **Reminder - The Contract is a binding financial obligation, and you are obligated for the full tuition for the entire year unless your family moves outside of the Tidewater area, or if your child/children are dismissed for disciplinary or academic reasons.** Records will be forwarded by mail to the receiving school upon request as long as there are no outstanding financial responsibilities or books owed.

Health

All students must meet requirements of state law as enacted by the General Assembly of Virginia to cover the following conditions:

Basic Immunization

A certificate from a licensed physician must be presented to the school prior to admission stating that the child has completed his/her immunization against communicable disease:

Physical Examinations

All children entering a school for the first time must present evidence of a physical examination no earlier than twelve months prior to the date of entry. The Commonwealth of Virginia School Entrance Health form must be used. Find it at <http://www.vahealth.org/childadolescenthealth/schoolhealth/forms.htm>.

1. Each student enrolling in grades K-12 for the first time must show documentation of immunizations signed by a physician or a designee or an official of the local health department, indicating the student has received the appropriate immunizations.
 - a. Diphtheria, Tetanus & Pertussis Vaccine (DTaP, DTP, or Tdap) – A minimum of four doses, with one dose administered after the student's fourth birthday. **A booster dose of Tdap vaccine is required for all students entering the 6th grade.**
 - b. Polio Vaccine – A minimum of four doses, with one dose administered after the student's fourth birthday.
 - c. Measles, Mumps, & Rubella (MMR) Vaccine – A minimum of 2 measles, 2 mumps, and 1 rubella (usually administered in the combination vaccine MMR). The first dose must be administered at age 12 months or older and the second dose prior to entering kindergarten.
 - d. Human Papillomavirus Vaccine (HPV) – Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the

6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at their discretion, may elect for the student not to receive the HPV vaccine.

- e. Hepatitis B – A series of three vaccines is required of all students born on or after January 1, 1994. The two dose series Recombivax adult type Hepatitis B vaccine that can be administered to adolescents ages 11-15 is acceptable.
- f. Varicella (Chicken Pox) – This vaccine is required of all students born on or after January 1, 1997, and must have been administered on or after the twelve-month birthday unless the medical history and lab tests officially document this student having had the disease. A second Varicella dose must be administered prior to entering kindergarten.

A student whose immunizations are incomplete may be admitted conditionally if the student provides documentary proof at the time of enrollment of having received at least one dose of the required immunization(s) accompanied by a schedule for completion of the remaining required dosage(s). At the time of enrollment, ALL immunizations must be as current and as up-to-date as possible. Enrollment and attendance can be delayed if compliance with this requirement is not met.

2. Immunization is not required under the following conditions:

- a. The parent/legal guardian or adult student submits a School Division certificate of religious exemption, a written statement that the requirements are contrary to religious tenants or practices, unless an emergency or epidemic of disease has been declared.
- b. A written statement is provided from a physician or licensed nurse practitioner that, in his/her professional judgment, all or part of the immunization requirements are contraindicated.

Dispensing Medication at School

Dispensing of prescriptions requires a physician's Request for Administration of Medication form. An occasional over-the-counter medication, including cough drops, needs the same form with only a parent signature. If the medication is needed for more than three consecutive days a doctor's order is needed. Medications must be given to the office or to the clinic to be kept in an appropriate place until time for dispensing. Students may not have medication of any kind in their possession. Consequence for violation of this rule will be at the principal's discretion.

All medicine must be in its original bottle. Prescription medicine must have the physician's name, address, and times for administering medication. Name and dose of medication must be clear.

The health service extended to students throughout the year includes vision and hearing tests as well as weight and height measurements.

Illness At School

*Children who are ill must always report to the clinic. A call will be made to the parents or guardians if necessary for the child to leave school. Parents must make arrangements to pick up their children immediately.

*Parents/guardians are expected to inform the school of any physical limitation the student might have.

*Parents should contact the school if a student or a family member contracts a contagious disease. This is mandated by Social Services.

*Parents/guardians should request that reports of any psychological testing be sent to the school.

*If a student has a temperature over 100 degrees, he/she may not return to school until he/she has been **fever free for 24-hours.**

*In case of emergency at school, the principal will have the child transported to the nearest emergency care or emergency room facility by ambulance, if necessary.

Emergency Information Form

These forms will be brought home by each student in each family. We ask that you type or print all information requested and have your child return the form to his/her homeroom teacher. Be sure to sign the form. This information is important for us to have on file in case of an emergency.

Please keep the school informed of any changes in home or work phone numbers and addresses.

Clinic

The clinic is run by staff nurses. Any serious injuries will be reported to you by the clinic.

Physical Education

Physical Education is a required class. A note signed by a parent or doctor must be presented to the P.E. teacher to excuse a student from participation for reasons of health. P.E. uniforms (as outlined in the Dress Code) are required. P.E. uniforms are necessary even on out-of-uniform days. Students who do not participate in P.E. due to health reasons may not participate in physical activities during recess. Additionally, if a student cannot participate in P.E., he/she is not to participate in any school athletics until cleared.

Cafeteria

We offer a nutritionally-balanced daily hot lunch program at St. Matthew's. Lunch includes entree, side dish, dessert and milk/water. Milk, fruit, and salads are also sold separately. Fruit is always available as an optional dessert. In lieu of the main dish, students may opt for a peanut butter sandwich or a salad. Tickets are purchased through the homeroom teachers. Prepaid multiple tickets may be purchased also. (For example, 10 lunches for \$37.50) **For those students who desire an extra helping of the main entrée, an add-on ticket may be purchased for \$1.75...these cannot be included in prepaid tickets.**

We also offer a limited breakfast menu.

Lunch	\$3.75	Bagels	1.00
Add On	1.75	English Muffins	.75
Salad	1.50	Milk	.50
Milk	.50	Fruit	.75
Hot Pretzels	.75	Juice	.50/1.00
Snacks	.50/1.00/1.50	Asst. Muffins	1.00
Ice Cream	1.00 – 1.50		

Please note: There is no cafeteria service available on early dismissal days.

Discipline Policies

Discipline

Christian education can only exist in an atmosphere of respect and obedience. Parents, teachers, and administration must support each other in this endeavor. Parents will be notified immediately whenever there is a serious infraction, and suitable disciplinary measures will be taken.

Types of disciplinary actions which may be taken when rules are broken are shown on the following pages. The principal determines the type of action to take, depending on the seriousness of the violation. In most cases, steps such as letters, telephone calls, and conferences involving teachers, principal, students and parents or guardians have been taken beforehand to correct the student's behavior. (Exception: Any child who intentionally bites another student or a staff member will be sent home for the remainder of the day.)

In addition to the official disciplinary actions outlined here, a student may be required to repair, clean up, or paint any area damaged by him/her. A student may lose the privilege of participation in school activities. Court action may be taken when local, state or federal laws have been broken. *Please note that an accumulation of conduct notices and/or suspensions, especially for repeat offenses, may result in expulsion.* Conduct by students or parents, including social media posts, which is disruptive to the learning atmosphere, contrary to Catholic principles, or detrimental to the welfare of the school is justification for dismissal.

School Rights Prior to Parent Notification

Discipline is an educational service to which all children are legally entitled.

Parents will be notified of serious disciplinary problems however the school maintains the following rights prior to parent notification to include: Observe, Discipline, Detain, Advise/Warn, Question, Search, Seize, Restrain, and Educate.

Disciplinary Actions

Elementary School: Individual classroom teachers set behavioral policies in the classroom.

Middle School

Checks are issued by the middle school teachers as a consequence for student behavior. Checks accumulate over the course of a week, however, each new week brings a clean slate. Checks are issued for the following infractions, but are not limited to:

Not having necessary supplies
Disruptive or inappropriate behavior
Tardiness/Attendance
Not following directions
Leaving designated area

When a check is issued, the student will be given a check notification slip to fill out with his/her name, the date, and the infraction. The teacher will sign the slip and take the duplicate copy, sending the original home with the student. It is the student's responsibility to notify his/her parents when he/she receives a check. If a student receives a second check within the week, parents will be notified via email. When a student receives a 3rd check within a week, a conduct notice will be issued.

Middle School Conduct grade is determined as follows:

Each student starts off with a 100% in conduct. Each check that a student receives will result in a loss of 4 points from the conduct grade. A conduct notice (except for excessive checks) results in 12 points deducted from the conduct grade. During a quarter, the conduct grade will be reset at the mid-way point and the grades averaged to determine the grade for the quarter. (Example... During the first 4 ½ weeks of a quarter, the student receives 4 checks which results in a grade of 84. During the second 4 ½ weeks of a quarter, the student receives 1 check which results in a grade of 96. The 84 and the 96 are averaged together giving a grade of 90 for the quarter).

Conduct Notices (Both Elementary and Middle School)

To inform parents/guardians about behavioral concerns or problems, teachers will send home a conduct notice. These are issued for more severe infractions of the conduct code and for accumulation of minor infractions (Dress Code Violation Notices, Academic Progress Reports, or Check Notifications). Copies of conduct notices will be retained in the main office and the original will be issued to the student to take home to his/her parent/guardian. *These are to be signed and returned to the school the next school day.*

- After the *third* conduct notice, the student will meet with Administration to create a positive action plan.
- Parental notification letters are sent home after the *third* conduct notice describing the student's positive action plan.

- After the *fifth* conduct notice, Administration will conference with both student and parent to reassess and reevaluate the positive action plan. Students will receive an In School Suspension (ISS) after the 5th conduct notice.
- After the *seventh* conduct notice, the student will receive an Out of School Suspension (OSS). If a student receives more than seven conduct notices in one semester, consequences will be determined by Administration.
- Accumulated conduct notices are erased at the beginning of each semester.
- Repeated OSS may result in expulsion.

Conduct Notices are issued for violations including, but not limited to:

- three checks within a week (middle school)
- after 3 academic notices have been issued
- unauthorized use of cell phones or electronic devices (may result in loss of privilege)
- after 3 dress code violation slips have been issued
- possession or consumption of unauthorized food/beverages
- misbehavior or disruptions
- disrespect towards staff/students
- fighting
- rough housing (rough, boisterous, or rowdy play, play-fighting, etc.)
- possession or consumption of prescription or over the counter medications
- bullying (see policy on page 11)
- stealing
- cheating (which includes giving as well as receiving information)
- profanity/obscenity
- forgery
- threats of any kind (verbal, non-verbal, written, etc.)
- physical or psychological harassment of others
- behavior that brings discredit to St. Matthew's School on or off the premises
- vandalism
- possession of sexually explicit material
- possession and/or use of dangerous or unsafe materials

Depending on the nature of the conduct notice, a Principal referral may be issued as well. Consequences will be determined by the Principal.

Dismissal from School

Per Diocesan policy, "Conduct by a student or parent which is disruptive to the learning atmosphere and/or contrary to Catholic principles is justification for the Principal to dismiss a student at any time."

Expulsion

Expulsion may be considered if a grave infraction of school rules occurs, a student demonstrates continuing disregard for school policies, or a student's continued presence in school has the probability of being a serious hindrance to the safety or welfare of the school community.

****THE PRINCIPAL RESERVES THE RIGHT TO AUTOMATICALLY SUSPEND/EXPEL STUDENTS AS DEEMED APPROPRIATE AT ANY TIME DURING THE SCHOOL YEAR.**

In-School Suspension:

- **In-school suspension (ISS) removes a student from his/her regular class schedule for an entire day.**
- **The student is restricted from participating in any school activities, including athletic practices and games for seven days.**
- **Students will spend their ISS in a supervised area of the school.**
- **Students will complete class work assigned by teachers and any additional tasks deemed appropriate if time permits**
- **Must wear school uniform**
- **Must bring lunch**

- May not be tardy
- A grade in conduct no higher than a “C” will be recorded in any quarter in which an in-school suspension has been served.
- After 3 In-School Suspensions, an Out of School Suspension (OSS) may be issued.

Out Of School Suspension:

- Out of school suspension (OSS) removes a student from school for a pre-determined amount of time.
- The student is restricted from participating in any school activities, including athletic practices, dances, socials and games for fourteen days.
- Students are not permitted in school or on the school grounds.
- Before normal student activities may resume, parents/guardians must meet with the Administration and teacher(s) on the day following the end of the suspension period.
- A conduct grade of “F” will be recorded in any quarter in which an out-of-school suspension has been served.
- Court actions may be taken when local, state, or federal laws have been broken.

Athletic/Extra-Curricular Activity Suspension – Students must maintain a grade point average of 70 in order to participate in extra-curricular activities, including athletics. At the end of a quarter, if a student’s grade point average falls below a 70, he/she will be suspended for the next quarter for all extra-curricular activities. A student may be suspended from extra-curricular activities at the principal’s discretion for behavioral or academic problems. Parents are highly encouraged to enforce their own activity suspension policy in addition to the St. Matthew’s School policy.

No Tolerance Bullying Policy

St. Matthew’s School is committed to the well-being and safety of all our students. As a result, we take bullying behavior very seriously because it undermines our community as a whole. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power balance between the aggressor and victim and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber-bullying. "Bullying" does not include ordinary teasing, horse play, arguing, or peer conflict.

When a bullying incident is brought to administration, a thorough investigation will be conducted immediately.

Students may report bullying incidents to any staff member or may utilize the anonymous bullying report form through Edline.

If a student is found to be in violation of the bullying policy, a letter from the Principal will be sent to the parents documenting the incident, along with a conduct notice.

If a student is found to be in violation of the bullying policy for a second time, the student will be expelled from St. Matthew’s School.

Dress Code

Uniform

The purpose of the school uniform is to minimize distractions and direct students’ efforts toward who they are and the important business of their education. Wrinkled or soiled uniforms, or shirts with holes or missing buttons are not to be worn. Proper hem length must be maintained (see uniform chart). All uniforms must be sized to fit and be worn properly. They should be neither too small nor too large, too long nor too short. Uniform pants of all types are to be worn at the waist, not on the hips. Shirts and blouses must be worn tucked in properly. Only necklaces depicting Christian symbols may be worn. One modest bracelet or one band supporting a meaningful cause may be worn if it does not cause a distraction. Hairbands, bows, barrettes, etc...must be modest. No bandanas, large bows, neon colors, etc.. No tattoos, permanent or temporary, are allowed, nor is any altering of natural hair color. Makeup is not permitted except for what is outlined below. **It is the parents’ responsibility to guarantee that the dress code is enforced for uniform and dress down/up attire and hair length.**

St. Matthew's School Uniform Options
Uniforms may be purchased through Flynn and O'Hara Uniform Company
Gently used uniform items are available through the SMS Spirit Shop

These school uniforms may be worn on any school day.	Grade 1 – 5 Girls	Grade 6-8 Girls	Grade 1 – 5 Boys	Grade 6 – 8 Boys
Jumper/Pants/Slacks Kilt	Jumper – 2 types: attached or unattached belt. Knee length. Worn with white blouse with round collar, short or long sleeves. Navy blue knee socks or navy blue tights and uniform dress shoes.	Kilt – should be knee length & worn at the waist. Worn with navy blue St. Matthew's logo shirt (long sleeves or short sleeves), navy blue knee socks or navy blue tights and uniform dress shoes with heel height no higher than 1".	Navy blue pants, worn with white St. Matthew's logo shirt, long or short sleeves, belt, and uniform school shoes. Belts should be black, brown or navy blue and complement the uniform. No decorative or studded belts.	Khaki pants, worn with navy St. Matthew's logo shirt, long or short sleeves, belt, and uniform school shoes. Belts should be black, brown or navy blue and complement the uniform. No decorative or studded belts.
Shorts	Navy blue, no more than 3 inches above the knee, worn with white short sleeve St. Matthew's logo shirt and a black, brown or navy blue belt. White fold over ankle socks, and solid white or navy sneakers, canvas or leather.	Khaki, no more than 3 inches above the knee, worn with navy blue short sleeve St. Matthew's logo shirt and a plain belt. White fold over ankle socks, and solid white or navy sneakers, canvas or leather.	Navy blue, worn with a belt, white short sleeve St. Matthew's logo shirt, white crew socks, and solid navy or white sneakers, canvas or leather. Belts should be black, brown or navy blue and complement the uniform. No decorative or studded belts.	Khaki, worn with a belt, navy short sleeve St. Matthew's logo shirt, white crew socks, and solid navy or white sneakers, canvas or leather. Belts should be black, brown or navy blue and complement the uniform. No decorative or studded belts.
Skort	Navy blue, no more than 3 inches above the knee, worn with white short sleeve St. Matthew's logo shirt. Worn with white fold over ankle socks, and solid white or navy sneakers, canvas or leather.	Khaki, no more than 3 inches above the knee, worn with navy blue short sleeve St. Matthew's logo shirt. Worn with white fold over ankle socks, and plain white or navy sneakers, canvas or leather.	N/A	N/A

	May wear navy blue knee socks and uniform dress shoes.	May wear navy blue knee socks and uniform dress shoes.		
Sweaters/Fleeces	Navy blue cardigan or St. Matthew's pullover fleece required. May sew SMS Letter on fleece or cardigan.	Navy blue cardigan, navy blue v neck pullover, or St. Matthew's pullover fleece required. May sew SMS Letter on fleece or cardigan.	Navy blue cardigan or St. Matthew's pullover fleece required. May sew SMS Letter on fleece or cardigan.	Navy blue cardigan, navy blue v neck pullover, or St. Matthew's pullover fleece required. May sew SMS Letter on fleece or cardigan.

Additional Notes (Girls):

Hair: Must be neat and stay out of eyes. No distracting styles.

Nail polish: Clear only.

Make up: The only authorized make up is that girls in grades 6-8 may wear a foundation or cover-up for blemishes.

Earrings: Small in size and limited to one pair only. No longer than pinky width.

Necklaces: Only necklaces depicting Christian symbols may be worn.

Bracelets: One modest bracelet or one band supporting a meaningful cause may be worn if it does not cause a distraction.

Spirit sweatshirts and Sprit Hoodies: Can only be worn at lunch and recess. A navy blue cardigan or fleece are the only permissible items to be worn over the school uniform.

Additional Notes (Boys):

Hair: Must remain short and combed. It must stay out of the eyes. It may not be able to touch the shirt collar or cover the ears (no longer than half way down the ear). Bangs must be cut above the eyebrows. Hair fads of any kind are not permitted.

Plaits are not allowed.

Earrings: Not permitted.

Necklaces: Only necklaces depicting Christian symbols may be worn.

Bracelets: One modest bracelet or one band supporting a meaningful cause may be worn if it does not cause a distraction.

Spirit sweatshirts and Sprit Hoodies: Can only be worn at lunch and recess. A navy blue cardigan or fleece are the only permissible items to be worn over the school uniform.

Facial Hair: Not permitted. Boys may be required to shave if facial hair becomes visible.

Both Boys and Girls

Slacks: Grades 1-5: Navy blue dress type, free from any brand names, with a belt (plain blue, black or brown-no embellishments).

Grades 6-8: Khaki dress type, free from any brand names, with a belt (plain blue, black or brown-no embellishments).

All Grades: Please do not buy Dockers, Bugle Boy, or other 100% cotton slacks. They will fade too quickly to a color that is not uniform. Logos and brand names also defeat the purpose of a uniform code.

Shoes: Dress type. No high tops, hiking boots, or black leather tennis shoes, Sperrys, or boat shoes. Coloring should fit the uniform (black, brown, navy, saddle shoes, etc.) Shoe heels should be no higher than 1 inch. If in doubt, please bring shoes to the office for approval before wearing. Shoe laces should complement the shoe (blue/black/brown). No "bling," shoe charms or added shoe accessories. Sole color needs to complement shoe (no bright, distracting colors).

Sneakers: No slip on sneakers are allowed. Shoe laces should be white. No "bling," shoe charms or added shoe accessories. Sole color needs to complement shoe (no bright, distracting colors).

*Please note: All parts of student's uniforms are to be marked with your child's name. **All PreK and Kindergarten students should wear sneaker type shoes every day.***

Optional Uniforms

Scout Uniforms: May be worn on meeting days; however, dress uniform shoes must be worn.

School Spirit Fridays: To show school spirit, students may wear St. Matthew's T-shirts (Carnival, Chorus, Math-a-thon, etc.) or polo shirts with uniform bottoms on Fridays during the school year, unless otherwise directed.

P.E. UNIFORMS

Boys and Girls, grades 1-8

P.E. shorts with St. Matthew's logo, St. Matthew's P.E. T-shirt, white socks, and sneakers. **Tennis socks, ankle socks and no show socks are not allowed.** Crew-length socks (for both girls and boys) must be worn. During cold weather, St. Matthew's sweatshirt and sweatpants will be required. No skater tennis shoes, shoes with wheels, Vans, Airwalks, or Hawks, etc. are permitted. Girls' hair must be pulled away from the face.

Students in grades 1 through 5 will wear their PE uniforms to school on days they are scheduled for PE. Teachers may require a school uniform on special occasions. P.E. uniforms can be purchased at St. Matthew's School Spirit Shop.

DRESS UP DAYS

Students should come to school in their "Sunday Best".

Boys - No Jeans

No Sweatshirts

No skate shoes and no tennis socks, or "no show" socks

No Flip-flops, sport sandals or sandals designed with a divider between the toes

Shorts must be "dress" shorts (i.e, Khaki, plaid, etc.) and no higher than 3 inches above the knee (Sneakers or tennis shoes may be worn with dress shorts)

Student's shirt must have a collar (Ties are optional)

Dress sweaters (with or with out collar) are permissible

Girls - No Jeans

No skate shoes and no tennis socks, or "no show" socks

No Flip-flops or sport sandals. Sandals must be secured around the ankle

Shorts must be "dress" shorts (i.e, Khaki, plaid, etc.) and no higher than 3 inches above the knee (Sneakers or tennis shoes may be worn with dress shorts)

All dresses (**whether worn with leggings or not**) must not be more than 2 inches above the knee

Slacks /shorts must not be tight

No Sweatshirts

A cover-up must be worn at all times on top of a "Spaghetti Strap" or sleeveless blouse or dress

Sweaters (with or without collar) or cardigans are permissible

Heels on shoes must be no more than 1 ½ inches

Tasteful colored nail polish and hanging earrings, 1 pair, no longer than pinky width, are permissible on dress up days

At no time are bare shoulders, bare backs, bare midriffs, or low-cut necklines acceptable (no cleavage)

DRESS DOWN DAYS

On designated dress down days or with a dress-down pass, students are permitted to wear casual clothes; however, please adhere to the following guidelines:

Boys – No sleeveless t-shirts

Shorts must be no higher than 3 inches above the knee

Slacks or jeans must not be tight

No bathing suits or board shorts

No Flip-flops. Sandals must be secured around the ankle.

Pajama pants are not acceptable

T-Shirts must not be offensive, inappropriate, suggestive or graphic in nature

No torn jeans, pants or shorts

Girls – No bathing suits or board shorts

All dresses (whether worn with leggings or not) must not be more than 2 inches above the knee

Slacks or jeans must not be tight. If wearing leggings, top must be worn and fall no more than 3 inches above the knee.

Shorts must be no higher than 3 inches above the knee

A sweater must be worn at all times on top of a "Spaghetti Strap" or sleeveless blouse or dress

No Flip-flops. Sandals must be secured around the ankle

Pajama pants are not acceptable

Tasteful colored nail polish is permissible on dress down days

T-Shirts must not be offensive, inappropriate, suggestive or graphic in nature

At no time are bare shoulders, bare backs, bare midriffs, or low-cut necklines acceptable

No torn jeans, pants or shorts

No strapless dresses or tops – Even if worn with a sweater.

The Administration maintains the final say on what is considered proper length and proper sizing of all attire. If it is determined that something does not fit a student properly, the parents/guardians will be notified and expected to correct the problem promptly.

Please call the school office if you have any questions.

DRESS CODE VIOLATIONS – Will be issued when students are not dressed in compliance with the school’s dress code.

*Parents may be contacted to bring a change of clothes when students are dressed inappropriately.

Student Activities

Student Council Association

Grades 5 through 8 select two classroom representatives to serve on the Student Council Association. Officers must be 6th, 7th, or 8th graders who are elected by the student body. Representatives and officers must maintain no lower than an 80 grade average. The role of the Student Council Association is to communicate ideas to the teachers and the administration. Student Council Association sponsors special activities for students during the year: movies, dress-up/down days, Santa’s helpers, and school socials. Members also provide leadership examples to their fellow students and aid the teachers and administration in sharing ideas.

Extracurricular Music

Choir: Grades 3 through 5 choir meets on Wednesdays at 2:15p.m. They perform at special events throughout the year.

Middle School Chorus: Grades 6 through 8 chorus meets on Wednesdays during the elective period.

Band: Grades 4 through 8.

Athletic Association

The Athletic Association offers basketball to boys and girls in grades 3 through 8. Soccer is offered during the spring and the fall to children in grades PK through 8. There are also junior and senior cheerleading squads for grades 2 through 8. Track, Cross Country and Golf are offered to children in grades 4 to 8. Field hockey is offered to girls in grades 2 – 8. Volleyball and baseball is offered to boys and girls in grades middle school.

Clubs

St. Matthew’s offers a variety of after school clubs including Forensics, God’s Helpers, Scouting, Tutoring Club, School Newspaper, Chinese Language Class and Lego-League.

Book Fair

We sponsor two book fairs a year: one before Christmas and one in the Spring. Children and parents have the opportunity to buy books on a wide variety of subject matters. Proceeds from each book fair benefit the school library.

School Musicales

Our students present an annual Christmas Pageant and Spring Musicale. Participation in these events is **mandatory** and a written excuse needs to be given to the teacher if your child/children cannot attend.

Catholic Schools Week

The last week of January is reserved to celebrate the pride in our Catholic School heritage. Our celebrations include special liturgies, an academic fair, open house and a special grandparents’ brunch.

Field Day

St. Matthew’s has a Field Day at the end of each school year that our 8th graders design and develop in conjunction with the P.E. teacher. The children compete in athletic and skills contests designed by our 8th graders. The day culminates in an 8th grade vs staff “tug of war.” Emphasis is placed on having fun.

School Socials – Sponsored by the SCA

Periodically our students participate in school socials. Attendance at these events is a privilege and behavior and dress at these functions must reflect our Catholic/Christian principles. Anyone who, in the opinion of adult chaperones, is dressed or is acting inappropriately will be required to contact a parent or guardian and leave the school. **Socials are open to current SMS students only.**

At the end of each social, students will depart only when an adult is present to take responsibility for them.

Art Fair

Held in the spring, your child’s artwork will be framed and on display and available for you to purchase if you choose.

Graduation

Graduation from the eighth grade at St. Matthew's is a very special time for our students. The seventh grade and staff hosts and serves the reception for the graduating class. We gather for a special ceremony followed by a reception and dancing. We proudly gather in the celebration that completes the foundation for their religious and academic future.

****If a student is absent from school, they are not allowed to participate in any after school activities on that day**

Parent Participation

Parent/Teacher Guild

The Parent/Teacher Guild at St. Matthew's provides financial support for the school. Parents/guardians, students and staff members are actively involved in the school and parish community.

Development (Auction, Carnival, Golf Outing, Matthew's Money, School/Business Partnerships, Grants, Public Relations, Marketing, Annual Appeal, Tax Credits, Fundraising Campaigns, Company Match, & Combined Federal Campaign)

The Development Office provides **major financial support** to the St. Matthew's Catholic School through numerous events with the help and support of our SMS families, volunteers, and the business community. The funds raised through the Development Office are used for major capital improvements, classroom teaching aids, and tuition assistance. Our families volunteer their time and talents in addition to spreading the word about our school events to friends, family, co-workers, and employers. This "word of mouth advertising" is an important part of all of our fundraising events to increase attendance and awareness about the school. Catholic education is a great investment! Help be a part of these efforts by donating, spreading the word, and sharing your time and talents.

Annual Auction & Gala

The Auction & Gala is the adult social event of the school year! Dinner, drinks, dessert, music, dancing and a bid paddle are included in the ticket price that provides attendees with everything they need to bid on over 300 Silent Auction items. Grade level classes provide fabulous Live Auction theme packages that are included in the 30 Live Auction items also available for bidding! This event has been held every November at the school since 1990 and with the support of the business community and SMS families, it continues to be the leading fundraiser for the school each year.

Carnival

St. Matthew's annual school carnival, a two day event, is another one of our biggest fundraisers. Sponsored by Development, the carnival depends solely on the participation of all families. As we all enjoy the magic of being "carnies" for a weekend, we feel the true sense of fun and community, set a good example for our children, and raise much needed funds. At least 2 of the mandatory service hours must be used at carnival time. .

Eagle Open Golf Outing

FORE...Catholic education! Since September 2010, SMS families, faculty, and friends have been joining us for a great day of golf, friendly competition, and fun at the Eagle Open. The Eagle Open continues to grow each year with support from our families and businesses who participate by registering a team and/or a sponsorship and all of the proceeds benefit the students and school.

Matthew's Money

Matthew's Money is a Scripp program that allows St. Matthew's School to benefit from your everyday purchases. Through the purchase of gift cards or online uploads to use for groceries, gas, restaurants, etc., your everyday purchases benefit you (money back at the end of the school year based on the amount of purchases) and the school (percentage paid back to us from the retailers). It is a **great budget tool and way to protect your identity** when swiping at check out.

School Advisory Board

The purpose of the school advisory board is to propose and monitor policies in cooperation with the principal and the pastor. The school advisory board is an advisory board to the principal. Catholic school boards do not dictate policies, but rather work cooperatively with the principal and the pastor.

Mandatory Service Hours

Parents/guardians are responsible for contributing 25 service hours over the course of the school year. Opportunities include helping with cafeteria ticket/ice cream sales, tutoring, planning programs for the children, and chaperoning field trips. Special events that are planned requiring volunteers include a Santa's workshop, Field Day, Carnival, Catholic Schools Week, and the Annual Auction. **Mandatory 2 hours to be worked at Carnival. Families will be charged for any hours not fulfilled, at a rate of \$20.00 per hour.**

Those parents/guardians who are not available during school hours can earn service hours through a variety of activities such as sending in baked goods/food/party supplies, working basketball games on weekends, coaching, assisting with maintenance activities at the school and working on special projects that may be sent home. The purchase of Matthew's Money also earns service hours. Information distributed at the orientation meetings details many more opportunities. The Friday Flash posts volunteer opportunities when they arise.

While efforts are made to contact parents/guardians for service hours, it is ultimately the responsibility of the parent/guardian to ensure that the 25 hour commitment is fulfilled. Families must record their service hours in the school office. Single parent and deployed parent families are required to perform 12.5 hours.

Diocesan VIRTUS Training (Protecting God's children) is mandated for all volunteers who have contact with our students. Training session times and dates are available on line (www.virtusonline.org). In addition, those parents who volunteer with our children are required by the Diocese to complete a Screening One background check, and sign an acknowledgement form for receipt of Diocesan Safe Environment Regulations (included in initial registration packet).

Room Ambassadors

Parents/guardians assist the teachers with various activities throughout the year, in and out of the classroom. They coordinate volunteers to assist with parties, field trips, and phone trees, carnival and auction. This position automatically fulfills the 25 hour volunteer requirement.

Athletic Association

Parents/guardians are always needed as coaches and assistant coaches for soccer, cheerleading, basketball, track & field, field hockey, volleyball, baseball and golf. Parents are also needed to keep time clocks, staff the concession stand, and collect money at the door. In order to provide healthy activities for the children, parental involvement is a must.

Other Information

Books

All textbooks are rented to the students who are to keep them covered and in good condition. Torn covers must be replaced in order to maintain the good condition of the book. Contact paper or any other type of adhesive materials may NOT be used as a book cover. A book bag must be used for carrying books to and from school. Students may use tote bags to carry books, materials and supplies during the school day.

Library

St. Matthew's has a quality library. The librarian conducts planned library classes for all grades PK through 5. The Book Fair, held twice a year, raises funds to benefit the library. The library is also open other times for research or browsing.

Computers

St. Matthew's provides students access to a computer lab for instruction, research, reports and/or independent work. Computers are also available in the classrooms for reinforcement and self-paced supplemental instruction.

Fundraisers

Students are not to participate in door-to-door sales.

Yearbook

St. Matthew's School has a yearbook which is distributed as the school year closes. The yearbook contains individual pictures, group pictures, staff pictures and pictures of class and school activities.

Conferences

Parents may request a conference by contacting the teacher in advance by calling the office or sending in a note. Teachers are not available for unscheduled conferences.

Cell Phones

Cell phones may be brought to school under the following conditions. Phones must be turned off during the school day. Phones may not be used for taking pictures or text messaging during school time. Phones must be kept in the student's locker during

the school day or left in the main office. **Cell phones may not be in the student's possession at any time during the school day without express permission from the principal.** Cell phones may be used before school in the cafeteria until 8:00am and in the afterschool program. When connecting to our wireless network, students MUST connect to the open network SMS WiFi using their St. Matthew's computer credentials on the browser splash page. Students may seek help from the IT staff, if needed. Students are not allowed to connect to SMS Guest for wireless access and will be in violation of our cell phone policy if they do so. Any violations of the rules regarding cell phones will result in cell phones being confiscated and loss of the privilege of bringing them to school. The school is not responsible for lost or damaged phones.

Electronic Book Readers

Students are permitted to bring Electronic Book Readers to School. Teachers will establish policies in their classrooms for use of the book readers.

Bus Transportation Policies and Procedures

1. Bus transportation is available only to registered bus riders.
2. If an emergency arises, transportation must be arranged through the principal. Parents must contact the office in advance.
3. When picking up children early from school, parents must notify the office so they can be removed from the bus lists.
4. Bus changes should be made in a timely manner, i.e, if you decide to pick your child up instead of having him/her ride the bus, please call the office by 2:30.

St. Matthew's Bus #1 will service the St. Stephen Martyr and Riverwalk Community Center in Chesapeake.
St. Matthew's Bus #2 will pick up at Prince of Peace Church and Orchard Square Shopping Center in Chesapeake.

There is a charge for all bus use. Please contact the office for details. This is a first come-first served offer.

Please Note: Car seats are provided for those students who require one. A \$3.00 monthly fee will be added to your bill if your child requires the use of a car seat.

All bus stops are subject to change based on ridership.

Whether riding the bus to and from school or on school sponsored field trips, students must stay seated at all times, speak in a voice that will not disturb others, and maintain the same standard of behavior expected during the school day. **Students who fail to follow bus rules will NOT be permitted to ride the bus.**

Bus fees must be paid monthly. Bus riding privileges may be suspended or rescinded for unpaid bus fees or failure to follow bus rules.

Only registered bus riders may ride the bus.

For Parents/Guardians Only

Tuition

Tuition fees can be paid in full by July 10th, 2016 (2% discount) or paid through FACTS in 10 automated tuition payments beginning in August, 2016. Any delinquent accounts (including before & after school, Discovery, Enrichment, band, bus and lunch) will result in report cards being held. Late fees will be posted to past-due accounts.

PK3 and PK4 programs have separate fees, regulations, and some scheduling differences.

Policy on Inclement Weather

1. On severe weather days please listen to radio station WHRO 90.3 FM, TV channel 3 WTKR, or TV channel 10 WAVY for the announcement as to whether school is closed or operating on a delayed schedule. Please do not call school concerning these announcements.
2. A School-Reach telephone message will also be made no earlier than 6:00am.
3. On severe weather days, parents may choose to pick up their children at any time during the day. A parent driving the car pool is responsible for notifying other parents in the car pool that their child will be picked up.
4. It is the parents' responsibility to listen for weather related announcements during severe weather. If you cannot make arrangements to pick up your children at the early closing time, please call the school office.

Classroom Etiquette

Neither parents nor students should be in the classroom without permission from a faculty or staff member. Parents must stop and sign in at the office and get a visitor's pass.

Asbestos Inspection

Asbestos inspections are conducted every 6 months through the school and every 3 years by the ICT (company designated by the diocese.) There is no friable asbestos in the building; however, there are areas of overspray that pose no danger, but are inspected on a regular basis.

Missing Child

If a child is missing during the school day, the police and a parent/guardian will be called immediately. A picture of the student will be made available while a search of the school property continues. Information from witnesses (if available) will be given to the police.

Emergency Plans

St. Matthew's School has a comprehensive Emergency Operations Plan that includes procedures for various contingencies. Drills are held throughout the year. In the event these procedures are activated, parents will be notified via a SchoolReach message and given information and instructions at that time. Please take care to follow those instructions to ensure that the situation is resolved in a timely manner. Tornado drills are performed annually. Evacuation drills are performed monthly. Lock down drills are performed bi-annually. In the event of an emergency, any parent/guardian or adult picking up a student must have a picture ID and be listed on the pick-up form for a student to be released.

Other Services

Teachers Assisting Teachers (T.A.T.)

The T.A.T. Team is a group of experienced teachers who are well respected and meet to develop interventions that support students who are experiencing difficulty in school or who are exceeding curricular goals. These professionals meet on a regular basis to brainstorm and exchange ideas that facilitate learning. Teachers or parents may refer a student to the T.A.T. Team.

Enrichment

Enrichment refers to the presentation of curriculum content with more depth, breadth, complexity, or abstractness than the general curriculum. Enrollment is an agreement with an additional tuition.

Reading Resource

Resource refers to re-teaching and supplementary instruction in reading and language arts. The goal is to improve comprehensive reading and written expression.

The Discovery Program

We use the methods designed by the National Institute for Learning Development. This is a program consisting of individual Educational Therapy, which allows SMS to make Catholic education possible for students with diverse learning needs and learning difficulties. These children have an average to superior intelligence, but struggle in the regular classroom due to many reasons such as: perception, processing speed, working memory, and fluency. The goal of our program is to move the student toward independence and success in the regular classroom and to realize his/her God given abilities. Enrollment is an annual agreement with an additional tuition.

Speech and Language Services

Students who qualify for Speech and Language services under the Individuals with Disabilities Act may receive services through Virginia Beach City Public Schools. Students who have a medical referral for Speech and Language Therapy may receive therapy through Southeastern Physical Therapy. Both of these services are available on the school premises. There is no fee for services through VBCPS. Therapy through Southeastern Physical Therapy may be billed through your private health insurance plan (if approved) or through a self-pay plan.

Occupational Therapy and Physical Therapy

Students who have a medical referral for Occupational Therapy and/or Physical Therapy may receive therapy through Southeastern Physical Therapy. These services are available on the school premises. Therapy provided through Southeastern Physical Therapy may be billed through your private health insurance plan (if approved) or through a self-pay plan.

Guidance Counselor

Catholic Charities provides a guidance counselor for students and their parents on the school premises. No additional fee is charged for this service.

Social Networking Guidelines

Social networking has revolutionized the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, FaceBook, Instagram, Snapchat, Vine, MySpace, Twitter, LinkedIn and other posting technologies such as YouTube, Tumblr, Picasa, Flickr, etc.

Below are guidelines for social networking. They should not be considered all-inclusive, but serve as guidance.

1. An expectation of students' conduct encompasses online activity. It extends to the use of social networking sites and covers issues such as bullying, harassing and defaming that might occur online.
2. Please be aware, words and images posted online may be available for years, even if deleted.
3. Personal profiles should not indicate personal information such as full name, address, phone number and planned personal activities.
4. Anything posted online is available to the world. Therefore, students should take care when posting online comments and information. Profiles may be viewed by future employers, high school and college admissions officials, as well as identity thieves, spammers and stalkers.
5. Don't post information about others, including all the cautions noted above. Pictures or images of other students should not be posted or tagged without their permission.
6. Be cautious when friending someone online.
7. Students should check what friends are posting. Information posted by others can still put the student at risk.
8. Be wary if a new online contact wants to meet in person. Always discuss a potential meeting with parents first.
9. Students who feel threatened by someone or uncomfortable because of something online should confide in an adult. Bullying, harassment and defaming are unacceptable and reporting this type of conduct could end up preventing someone else from becoming a victim.
10. Students should abide by age restrictions on Social Networking sites.

Bottom line: As a student, unless you are okay having your parents, grandparents, teachers, friends, principal, and neighbors read/see something, don't post it.

**Internet Acceptable Use Policy
For Students
Diocese of Richmond
St. Matthew's School**

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology. This expectation applies to all devices used on the St. Matthew's network, including internet, whether school equipment or personal devices.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of St. Matthew's School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, students and their parent(s) must return the signed Technology and Internet Acceptable Use Contract. These agreements will be completed every year.

System users at St. Matthew's School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers or on the school network. All communications and information accessible via the network is school property. Messages relating to or in support of illegal activities may be reported to authorities. The system administrator supervises the use of the network by students. He/she has access to all files and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the school network must notify an appropriate authority.

At St. Matthew's School, the faculty and staff blend thoughtful use of technology throughout the curriculum and provide guidance and instruction to students in its use. The school provides controls and filtering protection on the school's network. Outside of school, families bear responsibility for the education and monitoring of their students in internet and computer usage much as they do with television, telephones, radio, movies, and other media. The school may not be held responsible for users' intentional misuse of the internet or equipment.

Acceptable Computer and/or Internet Use

1. The school's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the school's computers may be used, with permission, for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Students using personal devices at St. Matthew's should always connect to the wireless network SMS WiFi, using SMS computer credentials, when using the internet. This applies twenty-four hours a day, seven days a week. Students connecting or attempting to connect to SMS Guest or any other wireless network will be found in violation of this policy. Students may seek help from the IT staff, if necessary.
3. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors which must be promptly reported to the Administration include, but are not limited to, the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the school network or the internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files. Failing to respect the privacy of another student, including touching the mouse, keyboard, other hardware, files or papers of another without permission.

3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, bullying, harassing, defaming derogatory remarks, confidential information or promotion of illegal or immoral behavior
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
5. Using school name or logo on personal websites. The school discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the internet, such as blogging, that brings discredit to the school (whether on or off school premises).
7. Non-school related social contacts between faculty/staff and students.
8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software or files. Attempting to use or install any software not authorized for use at that computer, or attempting to copy any programs from a computer for personal use.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, accessing a program without permission, or attempting to circumvent protective security software. Changing the configuration of the computer, its system files, or application settings. This includes toolbar and desktop settings as well as computer accessories. Failing to immediately report a malfunction during the last period in which it is noted.
10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data. Using removable storage media brought from home or anywhere else without authorization. Wastefully using resources such as printer paper and ink/toner. Using food, candy, gum, drinks or magnets around computer equipment or leaving the area in an untidy condition.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned

Prohibited unless authorized by the Administration:

Using school equipment or personal devices for other than school assignments, including access to personal email, chatting, direct messaging, discussion boards, or social networking sites is strictly prohibited.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.