

**St. Matthew's School**  
**Student and Parent Handbook**

**2018-2019**

**St. Matthew's School**  
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## **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 a 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 weekly 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.

**Reconciliation**

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**  
**Vice Principal: Mrs. Amy Rubino**  
**Office Manager: Mrs. Barbara Hawthorne**  
**Business Manager: Ms. Dawn Donaldson**

Telephone Number: 420-2455  
Fax Number: 420-4880  
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.  
**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.** 2<sup>nd</sup> Bell  
**10:10 a.m. – 10:55 a.m.** 3<sup>rd</sup> Bell  
**11:00 a.m. – 11:45 a.m.** 4<sup>th</sup> Bell  
Recess and Lunch – Middle School  
**12:40 p.m. – 1:25 p.m.** 5<sup>th</sup> Bell  
**1:30 p.m. – 2:15 p.m.** 6<sup>th</sup> Bell  
**2:20 p.m. – 3:03 p.m.** 7<sup>th</sup> 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.  
2<sup>nd</sup> 11:30 a.m.  
3<sup>rd</sup> 11:35 a.m.  
4<sup>th</sup> 11:45 a.m.  
5<sup>th</sup> 11:50 a.m.  
6<sup>th</sup> 12:10 p.m.  
7<sup>th</sup> 12:10 p.m.  
8<sup>th</sup> 12:10 p.m.

**If your child arrives at school after 8:15 a.m., he/she must be escorted into the building and signed in by a parent/guardian, and report to the office for a tardy slip.**

**Tardiness is disruptive to the morning routine for the whole classroom. Attending school regularly helps children feel better about school - and themselves. Good attendance will help children do well in high school, college, and at work. Ten tardies in a year will make a student ineligible for Perfect Attendance. Please make every effort to arrive on time. Missing 10 percent (or 18 days) can make it hard to learn. Good attendance is 9 or fewer absences per year. Missing 18 or more days is chronic.**

## 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 sidewalk to avoid accidents. This is the “fast lane.” 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. Regardless of the age of your student(s), you cannot allow them to walk through the cafeteria lot without an adult.

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. Parents waiting here will be asked to move to the cafeteria. 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 small cafeteria.

### **Afterschool Care**

Available from 3:30p.m. until 5:30p.m. The Afterschool telephone number is 652-3592. The rate for Afterschool care is \$4.00 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 Afterschool Program is state licensed and run by Mrs. Cindy Fencil, the Afterschool Program Director. The program may be used daily or on an occasional basis. Students are automatically placed in Afterschool if they have not been picked up by 3:30p.m. Each family will be billed monthly through FACTS. **The bill must be paid by the date indicated or the student will not be permitted to be part of the Afterschool program.**

### **After School Activity Release**

Students participating in non-athletic after school activities will be released by the facilitator at the door by the grotto, next to the church and kindergarten and first grade classrooms. Parents will not enter the building to wait for students.

### **Homework Room**

The homework room is a part of the Afterschool Program. Tutors include adults and 7<sup>th</sup> and 8<sup>th</sup> 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 addresses you have listed with school/in ParentsWeb, as long as you have selected to receive correspondence. It is also posted in ParentsWeb (in full) and on the school website (edited version).

### **Admissions**

Catholic and non-Catholic students are welcome at St. Matthew’s School. 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)
- e) 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 RenWeb/ParentsWeb, conferences, phone calls, notes, etc. Dress Code Violation Notices, Academic Progress Reports, Check Notifications, Conduct Notices and Notices of Absence 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](mailto: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 in the cafeteria after 3:30pm.** When returning to school, a student is to give a written excuse to the homeroom teacher. We follow this 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, the student 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: [office@smsvb.net](mailto:office@smsvb.net)) 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 8:15a.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. **If a student accumulates 10 or more tardies during the year, the student will not be awarded perfect attendance.**

### 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. High school classes may require additional time. 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.

**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

#### Grades 1-2

Students will receive a 1, 2, or 3 on the report card in each subject.

#### Grades 3-8

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 mathematics 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 ParentsWeb. These reports help parents track the progress of their children during a marking period between report cards, which are issued quarterly.

## **Academic Notices**

Academic Notices 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.

## **ParentsWeb/RenWeb**

Both parents and students (4<sup>th</sup> grade and above) have ParentsWeb accounts. Student accounts are created at school. Please check your ParentsWeb accounts regularly for updated grades, homework assignments, projects and upcoming events. ParentsWeb 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 ParentsWeb. Grades are updated weekly.

## **Scantron Performance Series Assessment**

Per Diocesan Guidelines, Scantron Performance Series Assessments 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 Principal 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. Afterschool care, lunch, 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.
  - g. 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. 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.

Occasional over-the-counter medication requires the same form. Permission for cough drops can be given by making the appropriate selection in ParentsWeb online.

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/guardians 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** without the intervention of medication.

\*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.

### Concussion Protocol

Due to the increasing number of head injuries and diagnosed concussions, SMS will be implementing the following procedures:

1. If/when your child is diagnosed with a concussion, please notify the school nurse.
2. It is crucial that you provide the nurse with a copy of the diagnosed concussion form with the specific accommodations to be followed here at school. **(Please note that discharge papers are not proper documentation and cannot be used to provide the student with accommodations.)**
3. The school nurse will provide copies of the diagnosed concussion form along with the recommended accommodations to the administrators, Mr. Goldberg, Dr. Galvez, and Mrs. Rubino.
4. Administration will then send the information to the proper faculty and staff. This will ensure that they have a clear understanding of the instructions by the MD. Parents should not email teachers separately.
5. Parents must provide the nurse with a follow up date with their MD and any change in accommodations. (Please make sure your MD fills out a new concussion form for each visit.)
6. All diagnosed concussions will need to be cleared by an MD.

### Emergency Information Form

This information should be entered online in ParentsWeb. This includes emergency contact information, permission to pick up information and permission to treat. State law requires two local emergency contacts other than parents. While parents are always called first, it is imperative we have additional options. You will be able to enter/edit this information online the first week of school.

### Clinic

The clinic is run by a staff nurse. 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. A Meal 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. Lunch should be ordered online through ParentsWeb but can be ordered with the homeroom teacher in the morning. **If you have placed an order for your student online and your student will not attend school that day**, you MUST cancel the lunch in ParentsWeb by 8:00am or email the homeroom teacher before that time, asking that the order be canceled. Lunch orders not canceled in a timely manner will still be billed. We do not cancel lunch orders for absent students as those students may come to school late, expecting their meal. Lunch orders will be billed through FACTS. Payments for lunch will no longer be accepted by check or cash at school; however, you may send in cash for milk, water, snacks, ice cream and breakfast items. **For those students who desire an extra helping of the main entrée, a Super Meal may be purchased for an additional \$1.75. Please note: There is no cafeteria service available on NOON dismissal days.**

#### Order Online or with Teacher

Meal	\$4.00
Super Meal	5.75
Salad Meal	4.00
PB & J Meal	4.00
Hot Pretzel	1.00

#### Purchase in Cafeteria

Milk/Water	\$.50
Salad	\$2.00
Hot Pretzel	1.00
Snacks	.50/1.00/1.50
Ice Cream	1.00-1.50
Milk/Water/Juice Box	.50

#### Breakfast

Bagel-w choice of butter, peanut butter, crème cheese	\$1.00
Asst. Muffins	1.00
Pancakes	1.50
Milk	.50
Fruit	.75
Juice	.50/1.50

## **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; 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**

Middle school teachers set up a behavioral management system in their classrooms. 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 to class  
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. When a student receives a 3rd check within a week, a conduct notice will be issued, and the teacher will notify the parents.

#### **Middle School Conduct grade is determined as follows:**

Each student begins the grading period with a 100% grade 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. Teachers will notify the parents. *These are to be signed and returned to the school the next school day.*

- After the *third* conduct notice in a semester, 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 in a semester, 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 5<sup>th</sup> conduct notice.
- After the *seventh* conduct notice in a semester, the student will receive an Out of School Suspension (OSS).
- Accumulated conduct notices are reset 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 negative academic notices in same subject have been issued in a semester
- unauthorized use of cell phones or electronic devices (may result in loss of privilege)
- after 3 dress code violation slips have been issued in a semester
- 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 bullying policy)
- stealing
- cheating (which includes giving as well as receiving information)
- profanity/obscenity
- forgery
- threats of any kind (to include online threats) (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, including online behavior
- 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 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.
- Students must wear school uniform.
- Students must bring lunch.
- Students 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 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 in core subjects, 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.

### **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 imbalance 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 ParentsWeb (Silence Hurts form).

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 principal referral

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 educations. 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 tucked in properly. Only necklaces (one) 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.**

**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 (long sleeves or short 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. Crew 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. Crew 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 embellishments on 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 embellishments on belts.
Skort	Navy blue, no more than 3 inches above the knee, worn with white short sleeve St. Matthew's logo shirt. Crew Socks and solid white or navy sneakers, canvas or leather. Or may wear navy blue knee socks and uniform dress shoes.	Khaki, no more than 3 inches above the knee, worn with navy blue short sleeve St. Matthew's logo shirt. Crew Socks and plain white or navy sneakers, canvas or leather. Or may wear navy blue knee socks and dress shoes.	N/A	N/A
Items over School Uniform	Navy blue cardigan, St. Matthew's pullover fleece, or any navy blue SMS spirit sweatshirt or hoodie.	Navy blue cardigan, St. Matthew's pullover fleece, or any navy blue SMS spirit sweatshirt or hoodie.	Navy blue cardigan, St. Matthew's pullover fleece, or any navy blue SMS spirit sweatshirt or hoodie.	Navy blue cardigan, St. Matthew's pullover fleece, or any navy blue SMS spirit sweatshirt or hoodie.

**Additional Notes (Girls):****Hair:** Must be neat and stay out of eyes. No distracting styles. No altering natural hair color.**Nail polish:** Clear only.**Make up:** The only authorized makeup is for girls in grades 6-8 who 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 one necklace 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 spirit hoodies:** A navy blue cardigan, navy blue spirit hoodie or sweatshirt, 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 should not touch the shirt collar or cover the ears (no longer than half way down the ear). Bangs must be cut above the eyebrows. Do not alter natural hair color. Hair fads of any kind are not permitted. Plaits and man-buns are not allowed.**Earrings:** Not permitted.**Necklaces:** Only one necklace 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 spirit hoodies:** A navy blue cardigan, navy blue hoodie or sweatshirt, 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 uniform type, free from any brand names, with a belt (plain blue, black or brown-no embellishments).

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

All Grades: Please do not buy Docker, 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 shoes required when wearing slacks. No high tops, hiking boots, or black leather tennis 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.**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. **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. 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; middle school students will change for PE in the locker rooms. 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)

**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.) no higher than mid-thigh (Sneakers or tennis shoes may be worn with dress shorts)

All dresses (**whether worn with leggings or not**) must not be shorter than mid thigh

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 inch.

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 and all pants must be worn up around the waist.

**Girls – No bathing suits or board shorts**

All dresses (whether worn with leggings or not) must not be shorter than mid thigh

Slacks or jeans must not be tight. If wearing leggings or yoga pants, a tunic or shirt that goes down to mid-thigh must be worn.

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 crop tops, No cold-shoulder shirts, and no distressed jeans or shorts.

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/Student Lighthouse Team**

Grades 5 through 8 select two classroom representatives to serve on the Student Council Association/Student Lighthouse Team. Officers must be 6th, 7th, or 8th graders who are elected by the student body. Representatives and officers must maintain a minimum overall grade average of 80. The role of the Student Council Association is to communicate ideas to the teachers and the administration. The 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 once per week at 2:15 p.m. They perform at special events throughout the year.

**Middle School Chorus:** Grades 6 through 8 choir meets once per week 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 beginning in October and lasting until February. 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 1 through 8, during the basketball season. Track, cross country and golf are offered to children in grades 4 to 8. Field hockey is offered to girls in grades 2 – 8 and to boys in grades 2-5. Volleyball and baseball are offered to boys and girls in middle school grades.

### **Clubs**

St. Matthew's offers a variety of after school clubs including Forensics, God's Helpers, Chess, Scouting, Tutoring Club, 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 a Spring Musicale. Participation in these events is **mandatory** and a written excuse needs to be given to the principal 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 8<sup>th</sup> graders design and develop in conjunction with the P.E. teacher. The children compete in athletic and skills contests designed by our 8<sup>th</sup> graders. The day culminates in an 8<sup>th</sup> 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.



**\*\*If a student is absent from school, he/she is 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**

The Development Office provides **major financial support** to St. Matthew's Catholic School through numerous events with the help and support of our SMS families, volunteers, and the business community. Fundraisers include our Annual Auction & Gala, Carnival, Eagle Open Golf Outing, Matthew's Money, School/Business Partnerships, Grants, Public Relations, Marketing, Annual Appeal, Tax Credits, Fundraising Campaigns, Company Match, & Combined Federal Campaign. 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 worked 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 "win-win" for all parties 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 our Santa Shop, Field Day, Carnival, Catholic Schools Week, Eagle Open Golf Outing and the Annual Auction & Gala. **Families will be charged for any hours not fulfilled, at a rate of \$15.00 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 meeting details many more opportunities. The Friday Flash posts volunteer opportunities when they arise. You can also fill out an interest form either from the announcements section of ParentsWeb or on the volunteer page of our website, and someone will be in contact with you.

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 online through ParentsWeb using the categories available. Single parent and deployed parent families are required to perform 12.5 hours. Instructions for entering hours can be found in the Announcement section of ParentsWeb.

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](http://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 (available online at the volunteer section of our website, under Parents).

### **Room Ambassadors**

Parents/guardians assist the teachers with various activities throughout the year, in and out of the classroom. Each homeroom has one head room ambassador. The ambassadors coordinate volunteers to assist with parties, field trips, 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 best 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 at 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. St. Matthew's also has two chromebook carts that teachers "check out" to help enhance classroom lessons.

### **Bring Your Own Device**

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

Students in fifth grade and above may bring an approved device to school, to be used in class with the teacher's permission. Students choosing to take advantage of this privilege must sign (along with the parent) and return the Electronic Agreement form sent home the first week of school.

### **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, via email 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 and placed in backpacks 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 backpack 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 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.

### **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.
3. When picking up children early from school, parents must notify the office so they can be removed from the bus list.
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 Riverwalk Community Center and Orchard Square Shopping Center stops.  
St. Matthew's Bus #2 will service the St. Stephen Martyr and Prince of Peace Church stops.

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 10<sup>th</sup>, 2018 (2% discount) or paid through FACTS in 10, 11 or 12 automated tuition payments beginning in August or July, 2018. Any delinquent accounts (including Before-school & Afterschool, 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 telephone message will also be made no earlier than 6:00am through ParentAlert. The phone numbers and email addresses will be those entered into RenWeb's ParentsWeb. A text message may also be sent. Parents are able to update these as necessary online at the beginning of the year. Please email contact information changes to [renweb@smsvb.net](mailto:renweb@smsvb.net) if the online form is not available.
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 at all times.

#### **Asbestos Inspection**

Asbestos inspections are conducted every 6 months throughout 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 telephone and/or email 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. Do not come to school unless requested to do so. Tornado drills are performed annually. Evacuation drills are performed monthly. Lock down drills are performed four times per year. 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.

## **Privacy Policy**

St. Matthew's collects information about students and families via ParentsWeb for the purpose of conducting the day to day operations of our school. That information is available to various employees at the Diocese of Richmond. RenWeb's privacy policy is available to view here: <https://www.renweb.com/privacy-policy/>. St. Matthew's is committed to protecting your privacy and does not sell or provide your information to any other third parties without your permission (request for records, request for medical information, etc.)

## **Other Services**

### **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**

Reading 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.

### **Counselor**

Catholic Charities provides a 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, Pinterest, Reddit, MySpace, Instagram, Snapchat, Vine, Twitter, LinkedIn and other posting technologies such as YouTube, Tumblr, 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 that 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. Do not 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.

# Technology Acceptable Use Policy

## Catholic Diocese of Richmond

### St. Matthew's School

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

*To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.*

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to “make disciples of all nations.” Matthew 28:19

Part I: *The school, parents/guardians, and students agree to:*

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

Specific agreements of St. Matthew's School

- 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 each year.

Part II: *All schools within the Catholic Diocese of Richmond agree to:*

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Specific agreements of St. Matthew's School:

- Offer the privilege of computer use to all students.
- Provide help and guidance, as needed and as requested.

Part III: *All students within the Catholic Diocese of Richmond agree to:*

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. *(This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student.)*
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student.
- Use the school-provided internet connection and filter while at school.
- Log in with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Specific agreements of St. Matthew's School students:

- Understand that when using personal devices at St. Matthew's, students 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 other networks will be found in violation.
- Understand that attempting to log in to the school network or internet with a user ID/password, other than his/her own, will be found in violation, as will trespassing into another's folders, work or files.
- Understand that damaging/vandalizing any component, attempting to circumvent security and/or authority, and/or changing a computer's configuration system files, or application settings is a violation. This includes limiting or disrupting the network, using removable storage without authorization or wastefully using resources.
- Understand that 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.

Part IV: *Parents/Guardians of students within the Catholic Diocese of Richmond agree to:*

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior.

Specific agreements of St. Matthew's School parents/guardians:

Understand that the school may not be held responsible for users' intentional misuse of internet or equipment.

Understand that inappropriate use may result in cancellation of privileges and that based on this AUP, the principal will deem what is inappropriate use and his/her decision is final.

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family.