St. Matthew's School
Student and Parent Handbook

2026-2027
(Updated 8.1.26)

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

PHONE: (757) 420-2455
AFTERSCHOOL PHONE: (757) 717-4884
FAX: (757) 420-4880
www.smsvb.net
office@smsvb.net

Mr. Louis Goldberg, Principal
lgoldberg@smsvb.net
Dr. Lei Ann Galvez, Assistant Principal
lgalvez@smsvb.net
Mrs. Katherine Olivar, Vice Principal
kolivar@smsvb.net

Table of Contents

Philosophy of Learning 2
Vision and Mission Statement 2
Catholic Diocese of Richmond Core Values and Beliefs 3
Development of a Faith Community 3
Spiritual Life of the School 3
Liturgy 3
School Hours 4
General Information 4
Admissions 6
Communication 7
Attendance and Academic Policies 7
Health Information 10
Cafeteria Information 14
Discipline Policies 15
School Rights Prior to Parent Notification 15
Disciplinary Actions 16
Threats of Violence 18
Bullying Policy 19
Dress Code 19
- St. Matthew's School Uniform Options 20
- P.E. Uniforms 23
- Dress Up Days 23
- Dress Down Days 24

Student Activities 25
Parent Participation 27
Other Information 29
For Parents/Guardians Only 33
- Other Services 35

Social Networking Guidelines 36
Technology and Internet Acceptable Use Policy 38
Bring Your Own Device Policy 40
Artificial Intelligence Guidelines 41

Administrative Team

Principal: Mr. Louis Goldberg
Assistant Principal: Dr. Lei Ann Galvez
Vice Principal: Mrs. Katherine Olivar
Office Manager: Mrs. Barbara Hawthorne
Director of Business: Mrs. Sara Bailey

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”

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 is committed to the traditions of our Catholic faith and provides a Christ-centered foundation of learning for all through spiritual and academic formation, fine arts, and physical development.

Catholic Diocese of Richmond Core Values and Beliefs

The Catholic Schools of the Diocese of Richmond, rooted in the richness of the Catholic tradition, and addressing the challenge of the present, are enthusiastically creating a future based on the person and teaching of Jesus Christ. Catholic schools proclaim their identity as formative communities where prayer and worship, justice and peace, as reconciliation and evangelization, become lived experiences. Catholic schools know themselves as integral to the mission of the church and as the responsibility of the entire church. Catholic schools are positioned as the heart of the church's life, and, as such, share in the responsibility of being church in the world. Catholic schools nurture personal growth, scholarship, life-long learning, service, and responsible stewardship through a faith-centered way of life. Catholic schools are committed, as responsible stewards, to collaborative planning to remain the educational choice for the future.

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 Theology 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 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 757-420-6310.

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
Theology 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.

School Hours

7:30 a.m. Doors open. There is no charge for this convenience.
8:00 a.m.(K-3rd) /8:05 a.m. Prayers, Pledge of Allegiance and Leadership Pledge
8:15 a.m. Tardy bell rings.

		Lunch Times	
8:15 a.m. – 8:25 a.m.	Homeroom	PK	11:00 a.m.
8:30 a.m. – 9:15 a.m.	1st Bell	K	11:20 a.m.
9:20 a.m. – 10:05 a.m.	2nd Bell	1st	11:25 a.m.
10:10 a.m. – 10:55 a.m.	3rd Bell	2nd	11:30 a.m.
11:00 a.m. – 11:45 a.m.	4th Bell	3rd	11:35 a.m.
11:45 a.m. – 12:35 p.m.	Recess and Lunch – Middle School	4th	11:45 a.m.
12:40 p.m. – 1:25 p.m.	5th Bell	5th	11:50 a.m.
1:30 p.m. – 2:15 p.m.	6th Bell	6th	12:10 p.m.
2:20 p.m. – 3:03 p.m.	7th Bell	7th	12:10 p.m.
3:03 p.m. – 3:15 p.m.	Homeroom	8th	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 parent/guardian at the main office.

General Information

Arrivals and Departures
Car riders are to be dropped off at the front office doors in the morning. Please discharge students to 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 can not 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 3:15 PM 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 3:15 PM. **If you are picking your child up before the end of the school day, you must pick them up no later than 2:00pm.**

Before School Care
Available from 6:30 AM until 7:30 AM. For those parents who need to bring their children to school before the 7:30 AM opening, we have child care available for $4.00 per ½ hour per child in the small cafeteria.

Afterschool Care
Available from 3:30 PM until 5:30 PM. The Afterschool telephone number is 757-717-4884. The rate for Afterschool care is $7.50 per hour per child. **The fee is the same whether the program is used for 5 minutes or 55 minutes of each hour (reason-must have state required number of supervisors per number of children).** After 5:30 PM, the rate changes to $.00 per minute per child. The Afterschool Program is state licensed and run by 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 3:30 PM. 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 by rooms 108 and 110. 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 Middle School student 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 PM to 4:30 PM. The Homework Room is part of Afterschool and included in the Afterschool fee.

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 is emailed to the addresses listed in FACTS Family Portal, as long as you have selected to receive correspondence. It is also posted in FACTS Family Portal (in full) and on the school website (edited version). It is the parent's responsibility to be aware of events, including early dismissals and holidays, that have been advertised in the Friday Flash and the online school calendar.

Leader In Me
St. Matthew's Catholic School is proud to be a Leader In Me Lighthouse School. Leadership skills such as being proactive and synergizing are taught to all students age 2 through 8th grade. Leader In Me resources are used to help all students implement the 7 Habits of Highly Effective People. Leadership at SMS is taught through a Catholic lens, empowering students to be strong leaders in

their faith. Several leadership opportunities are presented to students throughout the school year. Opportunities include leading:
Mass
Prayers
Afternoon Announcements
Student Council Association
National Junior Honor Society and more!

Admissions

Catholic and non-Catholic students are welcome at St. Matthew's School. First grade students must be 6, Kindergarten students must be 5, Junior Kindergarten 4 students must be 4, Early Learner 3 students must be 3, and PK 2 students must be 2 by September 30th. All preschoolers, except PK2 students, must be toilet trained before entering the program.

All new students will be given a trial period of no less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Matthew's Catholic School. St. Matthew's Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Matthew's Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Matthew's Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Matthew's Catholic School is made by the school, the student's tuition due would be prorated.

Testing in some academic areas will be held for new incoming students.

Requirements for PK2 - 1st Grade School Admission

a) Birth certificate
b) Baptismal certificate for Catholic students - **must be on file to receive the Catholic rate**
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)
f) Report Card from previous school year (1st Grade)

Requirements for Admission to Other Grades

a) Birth certificate
b) Baptismal certificate for Catholic students - **must be on file to receive the Catholic rate**
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)
g) Report Card from previous school year
h) Teacher evaluations recommendations from previous school

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 FACTS Family Portal, 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 757-420-2455 or email (attendance@smsvb.net) between 8:30 AM and 9:00 AM to report your child's absence. Homework requests should be made at that time, and the requested work will be available on the homework table by the office after 3:30pm.

When returning to school, a written excuse (or email to the homeroom teacher), explaining the reason for absence and signed by the parent, must be presented upon return to school. 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 five absences and every five absences thereafter. If a student misses more than 20 days of school (or 20 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.

Attendance Notice Sequence:

- 5 Absences - Send Attendance Notice
- 10 Absences - Parent conference with administrator
- 15 Absences - Student may be removed from all Specials Classes and/or recess until all missed assignments are completed
- 20 Absences - May impact promotion to the next grade/course

Absences incurred in individual classes due to tardiness will be subject to the guidelines above.

Immediately upon returning to school from an absence, the student shall coordinate with his/her teacher(s) to complete all missed work including missed tests.

Generally (with individual teacher discretion), a student has three 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.

Students should coordinate with teachers in anticipation of a vacation. Teachers are not required to provide assignments in anticipation of the vacation.

If a student must leave school early, a note (or an email-please cc: attendance@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 **2:00 PM – 3:15 PM**.

Tardiness
When a student is late for school (i.e. after 8:15 AM), 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. 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. Five tardies in a year will make a student ineligible for Perfect Attendance. Please make every effort to arrive on time.

Homework
Homework assignments are given to reinforce and/or supplement concepts covered during the day. Generally, elementary students should spend approximately ten to twenty minutes on any one subject area each night.

Middle School and 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 requires too much help, this could mean the student needs additional assistance from the teacher. Do not allow your child to become frustrated or confused. Communicate these challenges to the teacher.

Absence from school does not exempt a student from having all class work and homework assignments completed. Students should be prepared to complete all assignments that were scheduled prior to the absence upon their return. This includes tests/quizzes, projects, classwork, homework, etc..

Classwork and/or homework assignments which are late are subject to reduction of points 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	

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

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.
Middle school mathematics classes that are two grade levels above are weighted for honor roll purposes only.

Progress Reports/Report Cards
Progress reports are available on FACTS Family Portal. These reports help parents track the progress of their children during a marking period between report cards, which are issued quarterly. Grades are live when posted.

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.

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

NWEA Map Growth Testing
Per Diocesan Guidelines, testing will be administered three times during the school year, and results will be shared with parents.

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 school students are automatically put on a one semester 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/Conduct: 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 Information

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.

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 7th grade.**

b. Meningococcal Conjugate - first shot before entering 7th Grade.

c. Kindergartners need to have completed Hepatitis A-2 shot series.

d. Polio Vaccine – A minimum of four doses, with one dose administered after the student's fourth birthday.

e. 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.

f. Human Papillomavirus Vaccine (HPV) – Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females and males. 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.

g. 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.

h. 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.

i. 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.

Immunization is not required under the following conditions:

a. The parent/legal guardian or adult student submits a request 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. For Catholic students, a written request to the principal must be submitted and then forwarded to the family's Parish Priest to discuss exemption.

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, which can be found on FACTS Family Portal. 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. The 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 your enrollment packet or in FACTS Family Portal during the first week of school. Daily medications to be dispensed on a regular basis at school, must be counted and logged with clinic personnel. A parent signature is required for medication drop off. If you wish to drop off a daily prescription medication to be dispensed, please make arrangements with the clinic to do so between the hours of 7:30- 8:00 am or 3:00-3:15 pm

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

School Based Screening

Vision and hearing screening shall be conducted by schools annually for all students in grades 3, 7, and 10, as well as newly enrolled students, except for pre-K and kindergarten, who must have been screened prior to school enrollment.

Speech and motor screening shall be for all newly enrolled students in K–3, not previously screened through Early Prevention of School Failure (EPSF) or by a comparable tool. Early education staff with EPSF or comparable training can conduct the screening.

Illness at School
Children who are ill must always report to the clinic. **Students are not permitted to use their cell phone to contact parents directly to pick them up**. 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 **(Tylenol or Motrin)**
- **If a student exhibits symptoms of vomiting or diarrhea, they are to remain at home for 24 hours from their last episode**

In case of an 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 has implemented 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 administration.
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 FACTS Family Portal. 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 week before school starts,, otherwise, please email factsfp@smsvb.net for changes throughout the year.

Clinic
The clinic is run by a registered nurse. Any serious injuries will be reported to you by the clinic.

Allergy Policy
St. Matthew's School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and staff are made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually.

At the beginning of each school year, or when a child joins St. Matthew's School, parents are required to submit a child's medical Emergency Action Plan. If anything changes the parents are required to inform the school. It is the parent's responsibility to update medical information in a timely manner.

Asthma/Allergy Medication
Immediate access to reliever inhalers and Epi-Pens® is vital. Parents are required to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired. Parents of students with asthma/allergy medication are required to submit an Emergency Action Plan.

Food Allergies
St. Matthew's School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Matthew's School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Allergy Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Matthew's School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's

presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip or chaperone the field trip with their child.

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. All girls MUST have their hair pulled back into a pony tail or a bun for P.E class. This is a safety issue. 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 Information

We offer a nutritionally-balanced daily hot lunch program at St. Matthew's. A Meal includes entree, side dish, dessert and milk/water/juice box. Milk, water, juice box, 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 & jelly, or peanut butter sandwich, or a salad. Lunch should be ordered online through FACTS Family Portal 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 FACTS Family Portal by 8:00 AM 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 meals. Lunch orders will be billed through FACTS Family Portal. Payments for lunch are not accepted by check or cash at school; however, you may send in cash for milk, water, juice box, snacks, ice cream and breakfast items.
You may preorder a beverage or ice cream online when ordering lunch. You will be billed. Details are under Announcements in FACTS Family Portal. **For those students who desire an extra helping of the main entrée, a Super Meal may be purchased for an additional $2.00. Please note: There is no cafeteria service available on NOON dismissal days.**

Cafeteria charges will be billed once per month through FACTS. Accounts in arrears may be subject to suspension of privilege to order lunch from the cafeteria.

Students may not bring glass bottles, soft drinks, energy drinks, or excessive amounts of candy. Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a lunch from home will be provided a lunch and billed through FACTS.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Order Online or with Teacher	
Meal	$7.00
Super Meal	$9.00
Salad Meal	$6.00
PB & J Meal	$5.50

Purchase in Cafeteria	
Milk/Water/Juice Box	$.60
Snacks	.60/1.25/1.75
Ice Cream	$1.00-2.00
Hot Pretzel	$1.25

***We will no longer allow food deliveries to students from Grubhub, UberEats etc.** Children have the option of bringing lunch or buying from the school cafeteria. Lunch must be preordered by 8:00 AM for the same day. If you have not provided lunch for your child that day, you need to call the office by 8:30 AM and we will work out a solution. It is important that children eat lunch during the day. Thank you for your cooperation.

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 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 damage caused by their actions. 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 repeated 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.

Off-Campus Conduct
The administration of St. Matthew's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

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.

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. (For 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).

Discipline (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 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 5th 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.

Discipline (Conduct) Notices or harsher consequences may be 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
- using racially offensive language or gestures
- 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
- possession of sexually explicit material
- possession and/or use of dangerous or unsafe materials
- vandalism/destruction of property
- chewing gum or having chewing gum in one's mouth is not permitted on school property
- Energy drinks, coffee, and soda are not permitted
- leaving class without permission
- Violation of technology policies

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, extracurricular activities, competitions, dances, socials, and games for seven calendar 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 a 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 predetermined amount of time.
- The student is restricted from participating in any school activities, including athletic practices, extracurricular activities, competitions, dances, socials, and games for fourteen calendar 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/Extracurricular Activity Suspension

Students must maintain a grade point average of 70 in order to participate in extracurricular 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 from 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.

Threats of Violence

Threats of violence at school will be taken seriously, regardless of the age of the student involved. To that end, if a school becomes aware that a student has threatened violence at the school, or toward other students or staff, the school principal or designated school official will contact law enforcement, the Office of Catholic Schools, and the parents of the student making the threat. The student will be immediately suspended. The student will not be allowed to return to school until the school is satisfied with the assessment by law enforcement and the student has undergone a threat assessment by a licensed mental health professional which confirms the student does not pose a threat to school safety or to themselves. The school principal, or designated official, has the right to inspect and search a student’s person, the student’s locker(s) or desk(s), electronic devices (including cell

phones) and/or the student's personal property located on school property or at school activities if the school has reason to suspect the student poses a threat to the health, welfare and safety of students and staff. Unless the safety of other students requires prompt removal of dangerous items, law enforcement should be advised so they can arrange for removal.

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, drama, 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 FACTS Family Portal - StopIt form. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) may be in violation of the bullying policy.

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.

Harassment
Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face consequences.

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 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.**

Children in grades K-2 will wear gray uniform shirts with navy pants, shorts or skorts. Children in grades 3-5 will wear light blue uniform shirts with navy pants, shorts or skorts. Middle School students will still be in navy blue shirts with khaki shorts, pants or skorts. Their shirts must have the updated logo.

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. Solid navy or white sneakers may be worn with school uniform shorts, skorts or pants. Dress shoes may be worn with uniform pants and skorts.

Fingertip length - a student should be able to stand straight, arms by their side, and not have their fingertips reach past their hemline.

	Grade K – 2 Girls	Grade K – 2 Boys
Jumper/Pants/Slacks	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. No embellishments on belts.	Navy blue pants, worn with gray 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 embellishments on belts.
Shorts	Navy blue, at least finger-tip length, worn with gray short-sleeve St. Matthew's logo shirt and a black, brown or navy blue belt. Belts should be black, brown or navy blue with no embellishments on them. Crew socks, navy blue knee high socks, or navy blue tights with dress shoes.	Navy blue, at least finger-tip length, worn with a belt, gray short-sleeved 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, at least finger-tip length, worn with gray St. Matthew's logo shirt. Crew socks, navy blue knee high socks, or navy blue tights with dress shoes.	N/A
Items over School Uniform	Navy blue cardigan or St. Matthew's pullover fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.	Navy blue cardigan or St. Matthew's pullover fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.

	Grade 3 – 5 Girls	Grade 3 – 5 Boys
Jumper/Pants/Slacks	Jumper – 2 types: attached or unattached belt. At least finger-tip length. Worn with white blouse with round collar (long sleeves or short sleeves), navy blue knee socks or navy blue tights. No embellishments on belts. Dress shoes.	Navy blue pants, worn with light blue 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 embellishments on belts. Dress shoes.
Shorts	Navy blue, at least finger-tip length, worn with light blue short-sleeved 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.	Navy blue, worn with a belt, light blue short-sleeved 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, at least finger-tip length, worn with light blue short-sleeved St. Matthew's logo shirt. Crew socks or navy blue knee socks.	N/A
Items over School Uniform	Navy blue cardigan or St. Matthew's fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.	Navy blue cardigan or St. Matthew's fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.

	Grade 6 – 8 Girls	Grade 6 – 8 Boys
Pants/Slacks	Khaki pants, worn with navy St. Matthew's new logo shirt, long or short sleeves, belt, and uniform school shoes. Belts should be black, brown or navy blue and complement the uniform. No embellishments on belts.	Khaki pants, worn with navy St. Matthew's new logo shirt, long or short sleeves, belt, and uniform school shoes. Belts should be black, brown or navy blue and complement the uniform. No embellishments on belts.
Shorts	Khaki, at least finger-tip length, worn with navy short sleeve St. Matthew's new logo shirt, white crew socks, and solid navy or white sneakers, canvas or leather.	Khaki, at least finger-tip length, worn with navy short sleeve St. Matthew's new logo shirt, white crew socks, and solid navy or white sneakers, canvas or leather. Belts should be

	Belts should be black, brown or navy blue and complement the uniform. No embellishments on belts.	black, brown or navy blue and complement the uniform. No embellishments on belts.
Skort	Khaki, at least finger-tip length, worn with navy blue short sleeve St. Matthew's logo shirt. Crew socks with tennis shoes or navy blue knee socks with dress shoes.	N/A
Items over School Uniform	Navy blue cardigan or St. Matthew's pullover fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.	Navy blue cardigan or St. Matthew's pullover fleece. On Fridays, a navy blue SMS spirit sweatshirt or hoodie may be worn.

Additional Notes (Girls):
Hair: Must be neat and stay out of eyes. No distracting styles. No altering natural hair color. Natural occurring hair color for braids, extensions, etc. is required.
Nail polish: Must be tasteful and non-distracting. Pastel, nude or neutral tones with no designs or embellishments are permitted. (ex: no bright colors, black, glitter, multicolor, etc.)
Make up: The only authorized makeup is for girls in grades 6-8 who may wear a foundation or cover-up for blemishes. No mascara, eyeliner, lipstick, blush, or eye shadow.
Earrings: Small in size and limited to one pair only. No longer than pinky width. No cartilage piercings.
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 or fleece are the only permissible items to be worn over the school uniform. Spirit sweatshirts or hoodies may be worn on Fridays.

Additional Notes (Boys):
Hair: Must remain short and combed. It must stay out of the eyes. It may not be able to touch the collar of the shirt and cannot be more than the length of the ears. Bangs must be **cut** above the eyebrows. Do not alter natural hair color. Hair fads of any kind are not permitted. Haircuts shall be of a modest style. Distracting haircuts/styles (mullets, mohawks, faux hawk, disconnected, line up, pompadour, flat tops, broccoli, middle part/e-boy) are not permitted. Plaits and man-buns are not allowed.
Earrings, Nail Polish, and Make Up: 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 or fleece are the only permissible items to be worn over the school uniform. Spirit sweatshirts or hoodies may be worn on Fridays.
Facial Hair: Not permitted. Boys are expected 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, 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: We want the students to wear comfortable shoes. Sneaker or dress shoes may be worn with the following guidelines:

- No hiking boots
- Dress shoe coloring should complement the uniform (black, brown, navy, saddle shoes, etc.)
- Sneaker coloring shall be white, grey, or navy blue. Any logo should be of the same color as the shoe.
- Shoe heels shall be no higher than 1 inch.
- Shoe laces shall complement the shoe (blue/black/brown, white).
- No "bling," shoe charms or added shoe accessories.
- Sole color complements the shoe (no bright, distracting colors)
- No shoes with wheels
- No high-tops
- No crocs, sandals, slides, hey dues, slippers, shoes with no backs, or other non-protective shoes.

Please note: All parts of student's uniforms are to be marked with your child's name.

All Preschool students should wear sneaker type shoes every day. Kindergarten students may wear sneakers or shoes appropriate with the school uniform.

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, etc.) or polo shirts with uniform bottoms on Fridays during the school year, unless otherwise directed.

P.E. Uniforms
Boys and Girls, grades K-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 with the school logo and sweatpants will be required.

Girls' hair must be pulled away from the face.

Students in grades K 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 dressed in their "Sunday Best".
Boys -

- No Jeans

- No Sweatshirts
- No skate shoes, tennis socks, or “no show” socks
- No Flip-flops, sport sandals, or sandals designed with a divider between the toes, slides, or other non-protective shoes.
- Shorts must be “dress” shorts (i.e, khaki, plaid, etc.) and at least fingertip length (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, no tennis socks, or “no show” socks
- No Flip-flops, sport sandals, slides, or other non-protective shoes.
- Sandals must be secured around the ankle
- Shorts must be “dress” shorts (i.e, khaki, plaid, etc.) at least fingertip length (sneakers or tennis shoes may be worn with dress shorts)
- All dresses (**whether worn with tights or not**) must be at least fingertip length
- Slacks /shorts must fit appropriately
- 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, must adhere to the following guidelines:

All Students
- No sleeveless t-shirts
- Shorts must be at least fingertip length
- Slacks or jeans must not be tight fit appropriately.
- 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
- 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
- Jeans, pants, and shorts must be worn up around the waist.
- Leggings or yoga pants are prohibited.

Girls –
- All dresses (whether worn with tights or not) must be at least fingertip length.
- A sweater must be worn at all times over a “Spaghetti Strap” or sleeveless blouse or dress

- Tasteful colored nail polish is permissible on dress down days (Gel, acrylic, dip polish, and other long lasting types of polish shall be removed following the dress down day)
- 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, including dress up and dress down days. Three dress code violations within a grading period will result in a conduct notice.

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

Student Activities

Student Council Association/Student Lighthouse Team
Grades 3 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 in a core subject. 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, 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 PM. 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. It is an elective in Middle School (Grades 6-8).

Athletic Association
The Athletic Association offers basketball to boys and girls in grades 3 through 8 beginning in October and lasting until February. There are also junior and senior cheerleading squads for grades 1 through 8, during the basketball season. Soccer is offered during the spring and the fall to children in grades PK through 8. Track, cross country and golf are offered to children in grades 4 to 8. Volleyball is offered in the fall to girls in middle school grades.

Clubs
St. Matthew's offers a variety of after school clubs including Martial Arts, God's Helpers, Scouting, and Tutoring Club. (Club offerings may vary from year to year depending on facilitator availability.)

National Junior Honor Society
The National Junior Honor Society (NJHS) is more than just honor roll. Rules for membership are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership,

Character, and Citizenship. These criteria for selection form the foundation upon which the organization and its activities are built.

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 highly encouraged.

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. Emphasis is placed on having fun.

School Socials – Sponsored by the SCA/Student Lighthouse Team
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 (including practices, games, meetings, etc.) on that day without permission from the Principal.

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.

Advancement
The Advancement 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, and Company Match programs. The funds raised through the Advancement 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. Auction Leads for grade level classes provide fabulous Live Auction theme packages that are included in the Live Auction items 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.

Shrimp Fest & Carnival/Festival
Since 2017, our annual Alumni Shrimp Fest kicks off our Spring Carnival. This event welcomes back our SMS Alumni to join our current school families and the general public for a great seafood and BBQ feast!

St. Matthew's annual school Carnival/Festival is another one of our biggest fundraisers. The Spring Carnival/Festival is a long-standing SMS tradition! This event is for our students, families, and the general public as we celebrate the end of another school year. Games, music, food, and a lot of fun happens during this event. We feel a true sense of community as parents, teachers, and staff volunteer to help us raise much-needed funds. **At least two (2) hours of mandatory volunteer time must be worked at Carnival/Festival.** Smiles are everywhere as we welcome the summer break.

Eagle Open Golf Outing
FORE….Catholic education! Since September 2011, 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 Scrip 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. For single family homes or homes in which one of the parents is deployed at least half the school year, the volunteer service hour requirement is 12.5 hours. These families should submit a form for 12.5 hours with the category “other” and description “single family” or “parent deployed from date to date” to avoid any unnecessary charges. Families must fill out the Volunteer Service Hours Form to record their hours within 30 days of their fulfillment. The form link may be found in the FACTS Family Portal and the Friday Flash. Families will receive an email approving their submission after receipt. The Business Office will record the approved volunteer hours. 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/Festival, 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 $25.00 per hour.**

Those parents/guardians who are not available during school hours can earn service hours through a variety of activities such as assisting with maintenance activities at the school and working on special projects that may be sent home. Certain volunteer positions will earn you all of your volunteer hours for the year including Coaches, Room Ambassador, and PTG Officer. However, please ensure you enter your hours in the online form indicating your position. 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 from the announcements section of FACTS Family Portal 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 Volunteer Hours Form using the categories available by May 15 of each year.

For clarity, the following do not count towards the volunteer hour commitment:
Auction/Eagle Open/carnival/play/banquet sponsorships, auction or carnival raffle ticket sales, Matthew’s Money purchases, bake sale food donations, homeroom donations (monetary or Amazon wishlist) for the classroom or auction grade level packages, 8th grade fee, boosterthon pledges, dress down donations, auction purchases or Fund-A-Need donations at auction, play program donations, donations to other causes (e.g. charity groups or other non-profits), volunteering at summer camps, volunteering for athletics gate/concessions (these hours count towards athletics commitment and only count towards your total if you meet your athletics commitment), donations of food or money to SCA or PTG events, Annual Appeal donations. Non school sponsored trips.

Volunteers on Campus
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 annually *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 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/Festival and Auction. Room Ambassadors are responsible for helping create grade level Class Packages for our Live Auction if no one volunteered to be an Auction Lead for that grade. 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, 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.

Club Facilitators and Coaches
All Club Facilitators and Coaches must attend **annual** Extracurricular Safety Training before the club may meet or practice may be held. Extracurricular Safety Training is offered at the beginning of fall, winter and spring sports.

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 clear tote bags or clear backpacks 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 PK2 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. Students using removable storage without authorization or wastefully using resources will be in violation of our technology policy. More details about acceptable technology policies can be found later in this document.

Bring Your Own Device
Students in second, third and fourth grade may bring a chromebook (less than 12”) to school to be used in class with the teacher's permission. Students in fifth grade and above MUST bring a chromebook (less than 12”) to school to be used in class with the teacher's permission. The policy regarding personal devices is at the end of this handbook. Students may play age and school appropriate games on their personal devices during Afterschool.

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

Students are expected to be signed into the student wifi, SMS WiFi, any time they use a device at school.

Fundraisers
Students are not to participate in door-to-door sales or solicit sponsorship related to fundraising.

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/SmartWatches
The practice of students bringing cell phones/SmartWatches to school is strongly **discouraged**. However, if a student needs a cell phone/SmartWatch for medical purposes with doctor's orders, students may keep the cell phone/SmartWatch with them during the school day.

Phones must be turned off when students enter the building in the morning. Students shall keep their cell phones in their lockers. Phones may not be used at all during the school day.

Cell phones may be used 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, device, SmartWatch, etc. policy if they do so. Students are not allowed to access cellular data plans or Virtual Private Networks (VPN) on any device at any time to circumvent St. Matthew’s filters and policies. Students using cellphones in Afterschool are expected to follow all St. Matthew’s policies, including those concerning social media, unauthorized pictures, videos, etc.

With a parent’s permission, cell phones may be used on the school bus traveling to and from school, as there is no content filtering on the bus. Students doing so are expected to abide by the Acceptable Use Policy, as the bus is school property. This applies to students of all ages. Students on a field trip are not allowed to use their cell phones.

Any violations of the rules regarding cell phones/smartwatches may result in:
1st offense - phone/smartwatch is confiscated and sent to the office to be picked up by student and parent - cell phone/SmartWatch policy will be reviewed

2nd offense - phone/smartwatch is confiscated and sent to the office to be picked up by parent or guardian - student receives a conduct notice and lost privilege of bringing a phone to school.
3rd offense - phone/smartwatch is confiscated and sent to the office to be picked up by parent or guardian - student receives a principal referral, loss of cell phone privilege and a day of In School Suspension.
4th offense - phone/smartwatch is confiscated and sent to the office to be picked up by parent or guardian - Student and parents meet with principal to discuss further consequences.
The school is not responsible for lost or damaged phones.

Headphones/Music
Like cell phones, headphone use will be limited to only in Afterschool. Students wishing to use their devices should not be in motion. For the safety of all students, faculty, and staff, students may only use one headphone/earbud at a time and should never use personal devices when in motion as all students should have full focus on their surroundings.

Photography
The taking of photographs and video on school grounds on personal or school-issued devices without administrative permission is prohibited. Transmitting, forwarding, sharing or posting inappropriate photos or videos using cell phones, computers, or other technology (whether on or off school premises), is forbidden.

Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

Drugs, Alcohol, Tobacco, and Vaping
Students may not possess drugs, alcohol, tobacco products, and/or vaping devices (electronic cigarettes). St. Matthew's is a smoke free campus. No one is permitted to smoke/vape **on St. Matthew's School property.**

Bus Transportation Policies and Procedures
- Bus transportation is available only to registered bus riders.
- If an emergency arises, transportation must be arranged through the principal.
- When picking up children early from school, parents must notify the office so they can be removed from the bus list.
- 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 2:00 PM
- With a parent's permission, students may use cell phones on the bus traveling to and from school, but must abide by the Acceptable Use Policy. Students riding a bus on a field trip may not use cell phones.

St. Matthew's Bus #1 will service the St. Stephen, Martyr and Prince of Peace Church stops.

St. Matthew's Bus #2 will service the Riverwalk Community Center and Orchard Square Shopping Center 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.

Invitations to personal celebrations
Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire class.

Items Brought To School
St. Matthew's School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices (including cell phones and smartwatches), trading cards, toys, etc.. St. Matthew's School reserves the right to search any items (including cell phones, devices, backpacks, etc.) brought to school.

Lockers/Cubbies
Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Students are encouraged to post their schedules and pencil holders facilitate learning on the interior of a student's locker door.

Lost and Found
Any items left in the school building or on the school grounds should be placed in the Lost and Found located in the small cafeteria. **Items placed in the Lost and Found are cleaned out on a regular basis; items that are not labeled are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are encouraged to look for their child's item in the Lost and Found.

For Parents/Guardians Only

Tuition
Tuition fees can be paid in full or paid through FACTS in 10, 11 or 12 automated tuition payments beginning in August or July, 2027. Any delinquent accounts (including before school care & Afterschool, Discovery, Enrichment, Reading Resource band, bus and lunch) will result in late fees. Late fees are calculated as 5% of the delinquent total owed or $5, whichever is higher. FACTS also charges $25 for any returned payments.
PreK2, EL3 and JK4 programs have separate fees, regulations, and some scheduling differences.

Policy on Inclement Weather
- On severe weather days please watch either TV channel 3 WTKR, or 10 WAVY for the announcement if school is closed or operating on a delayed schedule. Please do not call the school concerning these announcements.
- A telephone message will also be made no earlier than 6:00 AM through ParentAlert. The phone numbers and email addresses will be those entered into FACTS SIS, viewable to parents through FACTS Family Portal. 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 FACTSFP@smsvb.net if the online form is not available, and allow three days for the changes to be made.
- 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.
- 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 EI. 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. If available, 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.

Accessing School Building
When accessing the school building during the school day, non-staff adults must enter through the main entrance by the office and sign in. Please bring a picture ID with you. During dismissal, parents may enter through the main entrance by the office or the cafeteria. In keeping with our safety policies, never prop a door without permission from the principal. Minors visiting the school (including alumni students) must be chaperoned at all times.

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. Lockdown drills are performed at least three times per year. Other emergency drills are practiced in accordance with the Emergency Operations Plan. 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 FACTS Family Portal 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. FACTS Family Portal'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.)

Objection to Content
If a parent or guardian objects to specific content used in the classroom, contact the principal who will provide a format to formally file the objection.

Buckley Amendment
St. Matthew's School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher, staff member, or administrator is subpoenaed to testify in a child custody case, the parent may need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Child Abuse Laws
St. Matthew's School abides by the Child Abuse laws of the State of Virginia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Sex Offender Registry
Parents are invited to check the Virginia State Police website at http://sexoffender.vsp.virginia.gov/sor/index.html to learn of any sex offenders located within the same or contiguous zip code area as the school.

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 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. Enrollment is an agreement with additional tuition.

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 outside providers. Both of these services are available on the school premises. There is no fee for services through VBCPS. Therapy through outside providers 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 outside providers. These services are available on the school premises. Therapy provided through outside providers may be billed through your private health insurance plan (if approved) or through a self-pay plan.

All outside providers must complete Diocesan VIRTUS Training (Protecting God's children). Training session times and dates are available on line (www.virtusonline.org). In addition, those providers 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).

Counselor
A counselor for students and their parents is on the school premises. No additional fee is charged for this service.

Emotional Support Animals
No emotional support animals will be permitted in school unless a student's Individualized Catholic Education Plan specifically states the need for such an extraordinary accommodation.

Online Instruction Behavior Guidelines

In the event that instruction should be online students should:

- Be respectful of the teacher and other students
- Use their correct names
- Be seated in a chair or at a desk – not in bed
- Not use cell phones during instruction
- Be dressed appropriately – no pajamas
- Understand that the session may be recorded
- Never share the log-in information
- Not be eating during instruction
- Pets should not be in the learning session
- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session.

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

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, Instagram, Snapchat, Vine, Twitter, Threads, LinkedIn and other posting technologies such as YouTube, TikTok,Tumblr, WhatsApp, etc.

Below are guidelines for social media 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 cautions noted above. Pictures or images of other students may 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 defamation 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.

Google Workspace for Education

St. Matthew's uses Google Workspace for Education. We provide and manage a Google Workspace for Education account for your student. Google Workspace for Education is a set of education productivity tools from Google including Gmail (students can only receive email from St. Matthew's accounts), Calendar, Docs, Classroom and more. Students will use their Google accounts to complete assignments, communicate with teachers, sign into chromebooks and learn 21st century digital citizenship skills. Further, we allow students to access teacher-approved third-party services with their SMS Google accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. The only personal information St. Matthew's shares with Google is the student's name. You can learn more about Google's Workspace for Education Privacy Notice here. Please bring any concerns to Mr. Goldberg (or Mrs. Katherine Olivar).

Technology and Internet Acceptable Use Policy

Catholic 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.

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 the 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 behavior. 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) (when a student is under the age of 18), must return the signed Technology and Internet Acceptable Use Contract.

System users at 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 (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email 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 School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their 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. To accomplish these goals, the School's computers may be used 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. 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 must be promptly reported to the Principal or his/her designee includes, but 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 folders, work, or files.
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, 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 websites.
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.
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, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
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:

1. Access to personal account including email, chatting, instant messaging, or discussion boards
2. Any attempt, successful or otherwise, to bypass, disable, or otherwise circumvent our security measures, filtering software, network controls, or any other school-provided technology

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.

Bring Your Own Device Policy

Our middle school and fifth grade programs incorporate technology into the classroom instruction. Students in fourth grade and up are required to bring a chromebook (less than 12 inches) from home. Students in second through fourth grade are encouraged to bring a personal device, but it is not required at that age. A school chromebook can be checked out when necessary.

Similar to other personally owned items, St. Matthew's School is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. St. Matthew's School will not provide technical support for personally owned devices. Students should bring their devices to each class throughout the day. We believe that utilizing these devices will result in numerous benefits to instruction, resources, completion of assignments and personal organization.

Parents are encouraged to provide the student with a case or protective sleeve for personal devices. Students must have a personal protective case or sleeve when borrowing school chrome devices.

Expectations:

1. Students will only use appropriate technology at the teachers' discretion.

2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions.)

3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless otherwise directed.

4. 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 will be given aid connecting to the student network. Students who use private networks (3G, 4G, hotspot, etc.) or the guest network at school to access information will be subject to disciplinary and legal action, resulting in the loss of the privilege of bringing the device to school which may have adverse effects on the learning experience.

5. Due to limited desk space and for the safety of the device, any device brought to school must have a screen size less than 12".

6. Students will not necessarily be allowed to charge their devices at school. Battery life varies by device, so please keep this in mind when choosing a device. Most devices should last a full school day. You can purchase spare batteries for some devices, as well as portable battery-powered chargers.

7. Students should label their devices with their names for easy recognition. If it is possible to name the device itself, it should include the student's first and last name.

8. Students should only use their school account at school, not a personal account, as outlined in the Acceptable Use Policy above. When using a school account at home, it is possible that St. Matthew's can still monitor the device usage.

Students will be required to install a certificate and an extension on their devices that allows teachers to instruct and visually/audibly monitor, as well as interact with their students, individually, as a pre-defined group or to the whole class. This helps to improve student engagement, provide teachers with real-time feedback, and help to ensure that all students are on the same page.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

We are excited about the educational opportunities this brings to our students and staff and understand that there are some challenges as technology constantly changes. Thank you for your understanding and reinforcement of these procedures and expectations for this initiative.

Artificial Intelligence Guidelines

Artificial Intelligence (AI) has the ability to reshape education. When used properly, AI can be used to help jumpstart a project or idea, enhance a student's skill set, and help analyze information. However, it is crucial to recognize that along with these potential benefits, there are also risks associated with AI. These risks include privacy and security issues, bias in algorithms and relying too heavily on these tools. Students may become overly dependent on AI, potentially hindering their ability to develop essential critical thinking, analytical, and problem-solving skills. Therefore, students should not use Artificial Intelligence unless specifically allowed by the teacher. We feel that using AI requires instruction and balance so as to enhance the learning experience and not replace it.