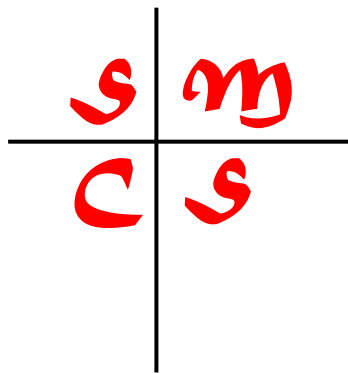


# St. Matthew's Catholic School

## Parent-Student Handbook

2011-2012



**a community where the paths of faith and knowledge come together guiding  
students through life**

1773-0010 Blanding Boulevard  
Jacksonville, FL 32210  
904.387.4401  
Fax 904.388.4404  
stmatthewsoffice@comcast.net  
[www.stmatthewscs.org](http://www.stmatthewscs.org)

## Table of Contents

3	Introduction
4	Faculty/Staff Roster
6	Mission Statement/Philosophy/History
7	Academic Fair
10	Admission Policy/Amendments/Athletic Handbook
11	Attendance
12	Bullying /Change of Address/Phone/Communication
13	Conduct
14	Dispute Resolution
15	Conference Procedure/ Corporal Punishment/Curriculum/ Ed. Line
16	Emergency Contact System/ Emergency Closings Educational Needs Policy/Electronic Devices
17	Emergency Lock Down Procedure/Extended Care Program
18	FieldTrips/ChaperoneAgreement/Fire/SevereWeather Drills/Fundraisers
19	Grading Scale/Guidance/Harassment/Threats/Violence
20	Health Issues/Clinic/Insurance/Lice Policy/Medication Self-Medication/Homework
21	Honor Roll/National Junior Honor Society/Internet Use Media Center/Lockers, Desks, and Personal Belongings
22	Lunch/Parties/ Report Cards/Retention Policy-Summer School
23	Scholarships
24	Traffic Safety /Service Hours/ Tardy Policies/Tuition
25	Uniform Dress Code-Boys Uniform Orders / P.E. Uniforms
26	Girls Uniform Code/Use of Telephone/Student Cell Phones
27	Visitors/Volunteer Hours / Voluntary Pre-Kindergarten (VPK)
28	Conclusion
29	Thank you to PTO/ VIA / and Booster members

Dear Parents and Students,

This handbook has been designed for you as a guide to the procedures and policies of St. Matthew's Catholic School and the directives of the Diocese of St. Augustine.

At the time of registration, you agreed to accept the conditions and policies of the school and to review and uphold the contents of this handbook. To utilize this handbook effectively, we recommend that you read all the material it contains. This will provide vital information throughout the school year.

God bless you and thank you for your confidence in St. Matthew's Catholic School. The pastor, principal, faculty, and staff accept the privilege and duty of educating your children. We recognize the relationship of our partnership with parents in nurturing the development of each child's spiritual, intellectual, social, emotional, and physical growth. We ask for your support, assistance, prayers and participation through the school year.

Respectfully,

Principal: Mrs. Kathy Tuerk

Pastor : Father Jose Kulathinal

School Board Chair: Mr. Michael Cascone

## Faculty and Staff 2011 - 2012

Principal  
Administrative Assistant.  
Office Manager/Bookkeeper

Maintenance  
Maintenance  
Cafeteria

Pre K3 and 4  
Pre K4  
Kindergarten

Homeroom Teachers:

1  
2  
3  
4  
5  
6  
7  
8

Additional Teachers:  
Middle School

**Enrichment teachers:**

Art  
Computers  
Media Specialist  
Music  
Physical Education  
Spanish

**Guidance:**

**Teacher Aides:**

**Extended Day Director:**

**Athletic Director:**

**Committees:**

Finance:

School Advisory Board:

### ADMINISTRATIVE STAFF

Kathy Tuerk  
Kelly Gonzalez  
Robin Taylor

### MAINTENANCE STAFF

Jerry Lowe  
Nancy Fussell  
Robin Pancher

### FACULTY

Amber Kanobroski  
Dolly Deihl  
Kathy Marshman -Early Learning Team Leader  
Helen McClernon

Kelly Rom  
Cheryl Herrington  
Jeanne Shober-Lower School Team Leader  
Sharon Lennon  
Diana DeLuca  
TBA  
Kristin Kata  
Adam Jackson

Faryn Bouse- Social Studies/ Media Specialist

Helen McClernon  
Mary Acosta  
Faryn Bouse  
David Emery  
Meghan Cash  
Tammy Boree-grades preK-3  
Alejandra Cole- grades 4-8

Kelly McCall

Tammy Boree    Meghan Cash    Barbara Sanders

Meghan Cash

Adam Jackson

Tom Calhoun, Chair  
Father Jose Kulathinal  
Michael Cascone  
George Good

Jim Pedoulas  
Kathy Tuerk- Principal  
Robin Taylor-Bookkeeper

Michael Cascone, Chair  
Father Jose Kulathinal  
Tom Calhoun  
George Good  
David Yazdiya

Mary Alice Phelan  
Eileen O'Brien-PTO  
Kim Neill  
Kathy Tuerk-Principal  
David Morgan

## Mission Statement

“St. Matthew’s Catholic School is a community where the paths of faith and knowledge come together guiding students through life.”

It is our purpose to provide quality education to the children of families who enroll them in a catholic school. St. Matthew's Catholic School recognizes the uniqueness of each individual and endeavors to nurture with loving respect, the gifts with which each child has been bestowed by God.

With God's help the faculty intention includes nurturing students in the habits of thinking, analyzing, and acting as responsible Christian citizens of our community. The purpose of the school is to help each child to grow and develop spiritually, morally, emotionally, physically, and intellectually.

## Philosophy

The philosophy of St. Matthew’s Catholic School is to “Teach as Jesus did” by word and example. The faculty and staff strive to model that behavior which most exemplifies Christ and His teachings. It is our goal to instill throughout our teaching the knowledge and values for each student to recognize and acknowledge his/her responsibility in using individual talents as Christian citizens of our community. The principal, faculty, and staff have incorporated a school-wide discipline plan that includes the Reminder System and the *Foundations* program with the goal of “creating a safe, civil, and productive school” in which all are committed to making available to students the behavioral and academic skills necessary to reach their fullest potential.

We are dedicated to implementing the beliefs of the *Foundations* program which was developed by Dr. Randy Sprick and promotes principles fundamental to all effective learning environments which states:

1. Education is important to a student’s success in life.
2. **All** people in the school should be treated with dignity and respect.
3. Kids come first!
4. **All** the adults in a school bear the ultimate responsibility for making school a safe, civil, and productive place of learning and growing.
5. **All** students should perceive unconditional acceptance and high expectations from school personnel.
6. **All** students should receive frequent positive feedback on their behavioral and academic efforts.
7. **All** school settings should be structured for student success
8. Expectations for student behavior in all school settings should be clear, consistent, equitable, and directly taught to the students.

Student misbehavior should be addressed calmly, consistently, and immediately by all employees of St. Matthew's. The content of our school-wide behavior plan includes these beliefs, as well as procedures to encourage responsible behavior, procedures to correct irresponsible behavior, and the teaching of expectations of behavior in common areas such as the classrooms, the cafeteria, the hallways, the playground, the Activity Center, and the restrooms.

## History

St. Matthew’s Catholic School, located at 1767 Blanding Boulevard in the Lakeshore area of Jacksonville, Florida and was established in September 1949 by Father Joseph Corde.

In 1950, the Sisters of St. Dominic of Adrian, Michigan arrived to staff St. Matthew’s Catholic School and continued doing so until 1972. From 1972 until 1980 the school was staffed entirely by lay personnel. From 1981 through 1989, three Sisters of St. Joseph of St. Augustine served the school. Since that time, the school has been staffed entirely by lay personnel.

The first students were a kindergarten class of 36 children that met in the old Church renamed "White Hall". In 1975, White Hall, now known as Seton Hall, was relocated on the school grounds between the north wing

of the school and office, and a new gymnasium building entered service. In the summer of 2004, this building became the location of the school library.

The south wing of the school, which now houses first through fourth grades, the E-C 4 class, and the computer lab, as well as the convent which is now the administrative offices was completed in 1951. The north wing, the present junior high building that houses grades five through eight, the Science Lab, the clinic, and the teachers' lounge and Art Supply room, was dedicated in 1952.

In 1964, administrative offices were added to the south wing and in 1969, a new rectory was completed. The former rectory became the pre-kindergarten and kindergarten building. This building is now used for Scout meetings, the church nursery, and for some "Young at Heart", senior group functions.

St. Matthew's Catholic School has had the direction and guidance of many pastors dedicated to catholic education. Changes and improvements have occurred through the years by Father Daniel Hegarty, Monsignor John P. Burns, and Father Luke McLoughlin.

Technology has come a long way at St. Matthew's Catholic School. Computers were first introduced to the school in 1991 with completion of the computer lab. Technology was improved significantly in 2002 as Internet capability was first made available to all classrooms of grades 1-8. In addition, telephones were installed in every classroom with paging and intercom ability to further improve communication among the faculty and staff, as well as provide a direct line from parents to teachers with voice mail.

In the summer of 2004, the entire computer lab was replaced with new computers including flat screen, LCD panel monitors. The existing computers were delivered to the classrooms to provide additional work stations or replacement for older models.

In the summer of 2005, new electrical outlets were added to the classrooms to support the added computer equipment. A new computer server was installed to support our protective internet software and provide timely response to all users on campus. New science textbook for all grades were ordered as the rotation of books every 5 years continues. Benches were added to the front of the buildings for students at dismissal. A new gym ceiling installed made our campus ready for the students' return.

In the summer of 2006, the restroom floors in the main school buildings, Activity Center, and teacher lounges were again deeply cleaned through an industrial process. Lockers were added for use of students in grades 6 and 7 as well as new cabinets in the classrooms for teacher's storage. In the cafeteria building, the Art Room was upgraded. Math textbooks for all grades were ordered and received. In the area of technology, new computers were replaced older models in the classrooms and teachers were introduced to a subscription to the Discovery Education product, United Streaming. United Streaming provides an educational video library in virtually *every grade level* and *every subject* matter to give a literal picture of the concept or rule being taught.

Our upgrades to the campus and facility over the summer of 2007 include new cafeteria tables purchased, Textbook purchases included new Spanish books.. New dry erase boards and blinds were installed in the middle school building and the cafeteria.

We also added a new pre-K3 class, and purchased furniture and equipment for this classroom. This room which was a former teachers' lounge has been re-modeled, painted, tiled and carpeted. The Activity Center has been freshly painted and the floor refinished.

In the areas of technology, a new "Smartboard" for the computer lab was installed. In addition, 3 new computers for the library were added. Internet subscriptions added included The Discovery Education product, United Streaming, and Ed-Line for grades 4-8 to record student grades for parents and students to have access to grades on a 24/7 basis. Grades, homework, and project assignments are updated every Tuesday by 3:30pm and accessible on-line.

The summer of 2008 will be remembered as a time of construction for the new Parish Center, as well as a time of record fuel prices and effects thereof. Nevertheless, we continued with our goal of progress toward campus upgrades and improvements. New carpet was installed in the Lower School classrooms and the

newly named “Early Learning Building”, formerly known as the Cafeteria Building. With the move of a single kindergarten class to the Lower School Building, all three Pre-Kindergarten classes are housed together in one location. Painting rooms, installing panel boarders, waxing floors, installation of a new cafeteria doors, and covering the exterior of lower and middle school bathroom doors with T111 siding have prepared the campus for a new school year. New Social Studies textbooks, Religion consumable books, and many math, reading, and writing consumables have been received for the new school year. A new projector and “Smartboard”, computerized, touch screen have been installed in the Science Lab, and new projectors installed to project the eInstruction (clickers) technology. Funding for the purchase of new computers for the new Media Center has been earmarked for future purchase this school year.

The new year of 2009 began with much excitement at St. Matthew’s Catholic Parish. The newly completed parish center was blessed in a ceremony by Bishop Victor Galeone and Father Luke McLoughlin on January 25. The school offices, computer lab, spirituality center, teachers’ lounge, 2 meeting rooms and the parish hall were now fully furnished and available for use by the parish community. Now classroom space was available to add another kindergarten classroom in the Lower School Building of grades kindergarten through fourth grade. Some paint, new carpet, furniture, and much tender loving care by Mrs. Suzy Ludwig has turned this space into a warm and wonderful place to learn and grow for our additional this year. Another “Smartboard” has been added to our campus and has been installed in the 4<sup>th</sup> grade classroom. Speakers in classroom building hallways, cafeteria, and playground area have been installed for whole school announcements. A shade structure was added to our main playground area for the comfort and safety of the students through the funds raised in this years’ Boosterthon Fun Run. In addition, the very active PTO (Parent Teacher Organization) contributed more than \$20,000 to our school in the past year. This group helped support many projects we could not have funded alone including the renovations of the cafeteria restrooms, purchase of outside water fountains, purchase of projectors for smartboards, as well as providing and serving refreshments to our students and families on many occasions, an appreciation luncheon for teachers, snow cones for everyone on field day, and offering all teachers funds for wish list items to enhance their teaching. We are blessed with generous and passionate members of our school community.

The 2009-10 school year presented a variety of challenges as the economic circumstances escalated nationwide with many families facing limited incomes and loss of jobs. Bishop Victor Galeone froze wages for all employees of the Diocese of St. Augustine for a four year period of 2008-2011 to aid schools and churches in meeting their financial obligations while keeping tuition rates affordable for our families. Nevertheless, throughout the year professional development for teachers was prioritized with many attending educational conferences and workshops including the FL Technology Educators’ Conference (FETC) and the International Reading Association (IRA). Boosterthon Fun Run funds, the PTO, the SMCS Student Council and the SMCS National Junior Honor Society contributed funding to purchase a walkway canopy from the administrative office building to the cafeteria. Tables and benches for the playground area were donated and freshly painted benches were placed in the front of the school offices. A new communication system called School Reach was implemented to contact all families in the school simultaneously in the event of the need of an urgent message broadcast. Wireless tablets which project images onto the classroom whiteboards were added to 4 classrooms taking advantage of technological resources available. Once again, our PTO and parent support was an ever present factor in school functions and activities and their support has proven invaluable to our school community.

The 2010-11 year was a continuation of financial crisis for many businesses with devastating results for many. Although we realized a downward trend in enrollment in Catholic schools in our area, our enrollment was strong and the year was academically, spiritually, and socially a success. Our middle school students excelled in many academic competitions throughout the city including the Bishop Kenny Brain Brawl, Duval County Schools’ Mathletes, and the district level Spelling Bee, as well as several essay winners in the Southeast Regional and Medieval Faire Essay contests. Around campus additional heating and air units were purchased to supplement the existing systems in the preK building. Technology was enhanced with the purchase of projectors for all the middle school classrooms, and Mimio (smartboard) panels purchased for 3 additional classrooms. New

carpet was installed in the Middle school building. Our pastor of 17 years, Father Luke McLoughlin retired. The entire Spring of 2011 was spent anticipating and preparing for celebration of the children, faculty and entire school community as well as the parish for his last days here as pastor. In June, we welcomed our new pastor, Father Jose Kulathinal to our parish.

## Academics

### Academic Fair

All students in Grades 6-8 are required to participate in St. Matthew's Catholic School's Academic Fair. Students create a project, including a research paper, in one of the following areas: *Fine Arts, Language Arts, Math, Science, or Social Studies*. An informational packet will be sent home with each student including a rubric and explaining the timeframe and requirements of the project. Teachers will spend extra time with the students offering guidance and assistance. Parents are requested to assist their children by checking their progress and helping them to be aware of deadlines.

### Admission Policy

St. Matthew's Catholic School is open to all members of St. Matthew's Parish, other parishes, and non-Catholics without regard for ethnic origin. The registration process begins in February; acceptance is on a first-come basis with the right of refusal of acceptance reserved by the principal and pastor. ***A registration fee is to be paid at the time registration is accepted and is non-refundable. The resource fee is due June 1<sup>st</sup> and is also non-refundable.***

As stated in the Agreement of Registration, each student: new or returning- is under a 60 day probationary period beginning the first day attending St. Matthew's Catholic School. If dismissed during this time, all registration and resource fees will be retained. Tuition will be retained based on the number of days in attendance.

The administration reserves the right to make the final determination regarding a family's future enrollment.

**Age requirements:** In compliance with Florida Statutes and the Florida Catholic Conference accreditation standards, the following guidelines are followed:

- **\*All children must be fully "potty trained"\***
- **\*Early Childhood Development Program - ages three and four on or before September 1;**
- **Kindergarten - must be five years of age on or before September 1;**
- **Grade One - must be six years of age on or before September 1 and must have satisfactorily completed Kindergarten.**
- **No new eighth graders will be admitted to St. Matthew's Catholic School unless they are relocating from out of state or otherwise approved by the principal.**

\*If a child soils his/her underclothing, a parent will be required to change the child's clothing and/or sign the child out of school for the day. If this happens repeatedly, the child may be asked not to return.

Health Certificate: HRS Form 680 or HRS Form 3040 must be on file in the school office by the first day of class - no other forms can be accepted.

A readiness test will be administered to students in pre-K and Kindergarten the first week of school for assessment purposes.

### Amendments

The administration reserves the right to make the final determination regarding a family's future enrollment. Additionally, amendments may be made to this handbook at any time during the school

year.

---

## Athletic and Extra-Curricular Activities Handbook

### Mission of the St. Matthew's Catholic School Athletic Program

The mission of St. Matthew's Catholic School Athletic Program is to provide a goal oriented program that matches our school mission where God, Catholic education, and athletics work together to develop healthy children in a Christ centered environment.

### Mission of Extra-Curricular Activities

St. Matthew's Catholic School believes it is important to promote a child's mental, spiritual and physical capabilities. It is for this reason we value active extra-curricular programs for our students. These activities include Sports, Acolyte (during school), Choir, Student Council, Cheerleading, Safety Patrol, Boy/Girl Scouts, as well as others that may be added as the school year progresses.

### Rules of Eligibility (Academic)

Eligibility shall apply to all athletic, allied, and extra-curricular activities of the Catholic Grade School Conference.

- A. A student is academically ineligible if he/she receives a combination of two (2) grades (or more) of 69 (D) or below or two (2) grades (or more) of an N or below in Enrichment classes. If he/she receives (1) 59 (F) or below or a U in an enrichment class, that student is also academically ineligible. Enrichment Classes include: Music, Art, Computer, and Spanish. The major subjects include: Social Studies, Math, Science, Language Arts, Reading/Literature, Religion, PE, and English/Spelling. An N or below in conduct will result in a student being ineligible. Principals reserve the right to make a policy with stricter guidelines.
- B. Students' grades are evaluated at mid-quarter (progress reports) and the end of the quarter (report cards) for eligibility.
- C. If a student is academically ineligible, the length of the suspension is five (5) academic days for Progress Reports and ten (10) academic days for Report Cards. The suspension begins on the day following distribution of Progress Reports and/or Report Cards. Eligibility may be regained following the five (5) or ten (10) day suspension with a Progress Report for that subject.
- D. Students must be eligible according to eligibility guidelines in order to try out. All students shall be given equal opportunities to try-out for all teams and to become involved in any extra-curricular event. The eligibility rules shall apply when a student is a part of the team or activity.
- E. The activity sponsor or coach will pick students to participate in various activities. The judgment of the activity sponsor or coach will be final.
- F. If a student is ineligible at his/her school and then transfers to another school, his ineligibility will be carried over to the next Report Card.
- G. A student, by reason of lack of school attendance or improper conduct, may at any time be declared ineligible by the pastor or principal.
- H. Based upon the teacher's recommendation, and with the approval of the principal, consideration will be given to those students who have difficulty achieving academically but are putting forth maximum effort.
- I. Grading Policy – St. Augustine Diocese:

100-90	A	Passing	Enrichment Classes:
89-80	B	Passing	S = Satisfactory (100-70)
79-70	C	Passing	N = Needs Improvement (69-60)
69-60	D	Passing	U = Unsatisfactory (59 and below)
59-below	F	Failing	

NOTE: I (Incomplete) = If an I is received - the student will fail the course unless coursework is completed within two weeks after evaluation report.

- J. In accordance with FHSAA rules, any students who repeats 7<sup>th</sup> or 8<sup>th</sup> grade and has played a school

sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

- K. All student athletes are required to produce their original Progress Reports and Report Cards to the Athletic Director on the day of issue in order to verify academic eligibility for athletic participation.

**THIS POLICY WILL BE STRICTLY ENFORCED.**

## **Article VII – Rules of Eligibility (Non-Academic)**

Eligibility shall apply to all the athletic, allied, and extra-curricular activities of the Catholic Grade School Conference. The medical form (includes medical history, physician approved participation application) must be dated after June 1 of the previous school year and be kept on file at school.

- A. Parental Consent – parents and students must sign a St. Matthew's Catholic School contract plus any applicable Diocesan participation application(s) prior to each activity. The contracts shall be kept on file at the school.
- B. Physicals – A one-time per year physical examination signed by the attending physician, dated after June 1, 2011, is required of all athletes who plan to participate in athletics and extra-curricular activities. Physicals shall be kept on file at the school. Any student not allowed to play because of injury must have a “clear to play” report from the physician before return to play.
- C. Transfers – any student who transfers into a school after a sports season (i.e. basketball) has begun is ineligible to play that sport.
- D. Age Eligibility – if an athlete turns fifteen (15) **before** August 31, he/she may not play any sport for the entire school year. Any principal or coach wishing to check the age of a player can contact the Commissioner’s office. The commissioner will then contact the school involved requesting the birth certificate of the player in question.
- E. Unsportsmanlike Conduct (ATHLETE)– Any athlete who strikes, curses, is removed from a game, threatens an official, or is guilty of any other related misconduct during a game, or at any other time because of resentment over occurrences or decisions during a game, shall **SERVE A MANDATORY SUSPENSION FOR THE NEXT GAME AND MAY BE SUBJECT TO FURTHER SUSPENSION FOR A SPECIFIC TIME** and therefore shall be ineligible to participate in interscholastic athletics for a period of no more than ten (10) academic days. The effect of suspension shall be to prohibit individual players from taking part in interscholastic activity for a specified length of time for violation of the rules of this Conference. An appropriate committee of League Coaches and the official(s) involved shall determine a sanction that shall require the advice and consent of the principal(s) and the Superintendent of Schools.

**(COACH)** Any coach who strikes, curses, is removed from a game, threatens an official, or is guilty of any related misconduct during a game, or at any other time because of resentment over occurrences or decisions during a game, **SHALL SERVE A MANDATORY SUSPENSION FOR THE NEXT GAME AND PAY A MONETARY FINE OF FIFTY (\$50) DOLLARS TO THE CATHOLIC GRADE SCHOOL CONFERENCE.** The coach will be subject to one or more of the following penalties.

1. Reprimand – a letter of censure to the individual in regard to offense committed and warning against further acts of detrimental nature, which are contrary to the aims of the Conference.
2. Fine – monetary payment of Fifty Dollars (\$50.00).
3. Probation – may allow season activity pertaining to circumstances.
4. Suspension – the effect of a suspension shall be to prohibit an individual coach from taking part in interscholastic activity for a specific length of time for violation of the rules of this Conference. The length of time and other penalties imposed will be determined by the principal and administrator of that school, Commissioner of the Conference, and Superintendent of the Catholic Schools, Diocese of St. Augustine.

Complaints arising from unsportsmanlike conduct shall be submitted by the official(s) involved and/or representatives of the Catholic Grade Schools involved to a Review Board consisting of the Commissioner of the Catholic Grade School Conference, and two (2) duly appointed coaches for the ruling. Penalties shall begin from the time of the filing of said complaints unless overruled by the

Review Board.

Eligibility may be recovered only by written request to the Superintendent of Catholic Schools of the Diocese of St. Augustine through the Commissioner of Catholic Grade School Conference. The Pastor or the Principal of the ineligible person's school must endorse this written request.

5. Ineligible players or coaches at games – **Ineligible players or coaches are not allowed to sit on the bench during any athletic contest.** This includes academically ineligible players. The penalty for playing an ineligible player or for an ineligible player or coach sitting on the bench shall be loss of any game or games in which that player or coach was involved while ineligible.
6. Full day school attendance is required on the day of a practice, game, or extra-curricular activity. A student missing more than three (3) classes is considered absent. Students leaving school due to illness the day of the scheduled activity are disqualified from participation in that activity.
7. Students who remain on the grounds waiting for an activity to begin must be supervised at all times. No student regardless of age may be left unattended after 3:00p.m. Students will be supervised by the coach or checked in for extended day if left on campus after 3:00p.m. Parents may not sign students out of Extended Day and leave them unsupervised on campus.
8. In the event that the student athletes team is participating in more than one scheduled game/match/event, then the student athletes are prohibited from leaving the location of said game/match/event at any time from the beginning of the first scheduled game/match/event through the conclusion of final game/match/event in which the student athletes team is participating.
9. All student **athletes must pay a \$50** athletic fee for all sports if they wish to participate. This fee is due before uniforms will be distributed. All uniforms must be returned by the date specified on the parent-student letter. Unreturned or damaged sports uniforms will be charged **\$100 for replacement.** Report cards will not be issued to students who have not returned or paid for damaged or lost items.

## Discipline

All student athletes are expected to abide by the school code of conduct at all times. The code is explained in detail by the Parent/Student Handbook. If a student athlete receives a detention they cannot practice or participate until the detention is cleared with the office.

If a student is suspended from school, he/she may not practice or participate during the suspended period.

## Transportation

If bus or van transportation is necessary, the head coach is responsible for arranging details. In most cases our student athletes are transported by private vehicles. Whenever a private vehicle is used the following must be verified by the driver.

1. The driver must be 18 years of age or older and must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle must have a valid registration. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
3. Seat belts must be worn at all times.

## Attendance

School supervision begins at 7:00 a.m. for students in Extended Day. Please do not leave your children earlier than 7:00 a.m. as there are no adults available and the school is not responsible for their care at this

time. All students should report to their homeroom classrooms between 7:30 a.m. and 7:45 a.m. Students should be in their homeroom classroom by 7:45 a.m. The school day begins at 7:45 a.m. with attendance, opening prayers, announcements, and the pledge.

**Students arriving after 7:45 a.m. must obtain a tardy slip for admittance to the classroom.**

As scheduled on the school calendar, students will be dismissed at 12:00 p.m. due to faculty meetings through the school year. Any days in which extended care is not offered are noted on the yearly and monthly calendars, on the marquee, in the Falcon Newsletter issued bi-weekly and on the school website ([www.stmatthewscs.org](http://www.stmatthewscs.org)).

1. A minimum of 37 days per the 45 day grading quarter must be maintained to qualify a student for a passing grade each quarter. Any student exceeding this requirement must submit a doctor's statement to return to classes.
2. Please try to schedule doctor's and dentist's appointments after school hours. If you know in advance you will be picking up your child before dismissal, please write a note to the homeroom teacher. Any child leaving the school before dismissal must be picked up at the school office.
3. Perfect Attendance for a school year requires **no absences, tardies, early dismissals, or suspensions.**
4. Regular and punctual attendance is necessary for students to be successful in school work. All absences are unexcused except those due to illness, accident, or death in the immediate family. Absences due to family vacations during school days will be unexcused absences. **Unexcused absences do not require a teacher to accept make-up work for credit. It is the responsibility of the student to inquire about missed work and turn it in within 3 days from the absence.**
5. The school checks on absentees by phone. If your child is going to be absent, parents should notify the school office prior to 8:00 a.m. on the day of an absence. Although it is a busy time in the office, a voice mail message should be left.
6. A **note** must be brought to the homeroom teacher when a child returns to school stating the reason for absence or tardy event. In the case of a tardy event, the student must have a re-admit slip issued by the office to return to class.
7. If a child is to be picked up before the school day ends, they must be **checked out before 2:30 p.m. by signing out at the school office.** After 2:30 p.m., students must be picked up from dismissal via the car line. Parents **may not park and walk up to remove students** from the dismissal line. Please advise any authorized person picking up your child of these procedures. The safety of your children is our main concern.  
The same applies for the **Pre-K and Kindergarten dismissal area.** The students must be signed out in the office prior to 2:30 p.m. and an announcement will be made to the teacher to make the student available for the early dismissal.
8. Missed assignments due to absence may be obtained by checking the school website ([www.stmatthewscs.org](http://www.stmatthewscs.org)). If a student has missed more than one consecutive day, textbooks may be requested by 12:00 p.m. and picked up at the school office after 3:00 p.m.
9. The **dismissal bell will ring at 2:55 p.m. for all grades.**

## **Bullying Policy**

Everyone's safety is everyone's problem. Bullying is a learned behavior and is the most frequently occurring form of violence in schools nationwide. We will continue to provide opportunities to identify the many types of bullying as well as the skills to help deal with them. Students and teachers participate in regularly scheduled lessons focusing on the issues, problems, and solutions. It is our goal to develop a community of people who respect authority, themselves, and others. Effective July 1, 2011, refines term "bullying" to include emotional hurt and computer related incidents. All incidents and types of bullying are encouraged to be reported to a school representative in order to address and deal with the issue.

## Change of Address/Phone

It is the **responsibility of the parent(s)** to notify the school office of any change of address, telephone number, place of employment, and the name and telephone number of the emergency contact person(s). It is imperative to your child's safety and well-being that we have accurate and current information to contact you. Your help in keeping our records updated in this matter is much appreciated.

## Communication

1. **Parent-Student Handbook** - a reference booklet for policies and procedures
2. **Agendas** – parents are asked to check students' agendas daily for assignment information and notes from teachers
3. **Monday Folders** - distributed every Monday to students- weekly information and updates
4. **Website** - [www.stmatthewscs.org](http://www.stmatthewscs.org) for information including current calendar and lunch menu
5. **Marquee** - a visual daily reminder of the week's happenings
6. **Orientation** - is held in August before school begins each year
7. **Open House** - is held in August before school begins and in February before registration
8. **PTO meetings** - are held monthly by the Executive Board. Announcements will be made in advance of general meetings and your attendance is welcomed.
9. **FALCON NEWSLETTER** - published by the school and distributed by email to the students bi-weekly each month; please watch for these informational newsletters
10. **Calendar** - listings of happenings, events, activities, holiday schedules, and important dates and updates. Updates are sometimes required during the year so please refer to Falcon Newsletters to verify.
11. **Telephone** - each teacher has a telephone in the classroom and a voice mail program to receive messages; messages may be left at any time using the directory system when phoning the school; teacher class time may not be interrupted, however, if a specific message is left with an available phone contact, the faculty will respond at their earliest opportunity; all calls will be returned within 24 hours of receipt.
12. **Edline** - individual student progress, teacher assigned projects, and daily homework may be **accessed**.
13. **School Reach** - our phone communication system to simultaneously send urgent messages . *Please remember for weather related emergencies, we follow Duval County school closures.*

## Conduct

Students are expected to conduct themselves at all times in a manner indicative of young Christian men and women. Respect for authority, other students, school property, and all personal property is necessary for the maintenance of proper order during the school day. It is necessary for each student to exercise self-discipline, to learn responsibility, and to make progress in their social relationships while striving for academic excellence.

**The discipline system** is a school wide program designed to eliminate time from the academic focus, allowing students to take responsibility for their behavior, and identifying areas in which each student is requiring an excessive amount of reminding. ***Our goal is to promote a positive, affirming atmosphere.*** Reminders help redirect student behavior that interferes with instructional time or the comfort and safety of fellow students and faculty.

Students are given “reminders” not punishment for inappropriate behavior. Homeroom teachers keep a master sheet of “reminders” a student has received in a week. Consequences are age appropriate and are explained in a letter by each grade level teacher to the students, and in written form to the parents at the beginning of school. For example, consequences range from loss of recess time, note home to parents, loss of privileges ***such as field trip attendance***, to the most severe cases including: **Saturday School Detention** with a cost of \$40 with required attendance from 9:00 a.m. to 11:00 a.m. on a specific Saturday determined in advance, and notified in writing to the parent(s).

When a behavior leads to **detention**, parents will receive notice at least one day prior to the date the detention is to be served. Students must arrive for Tuesday morning detention by 6:55a.m. When lunch detention is designate, parents will be notified and students must bring a brown bag lunch for the day.

### **Students in grades 5 through 8:**

If lunch detention (1<sup>st</sup> consequence of 4 reminders in a week) and morning detention (2<sup>nd</sup> consequence of 4 reminders in a week) have been served, the student will receive as a 3<sup>rd</sup> consequence of 4 reminders in a week, a conduct referral (parent notification). The 4<sup>th</sup> consequence is **Saturday detention with a fee of \$40 payable to the school for supervision** provided. Parents will be notified at least two days prior to the date Saturday detention is to be served. Failure to attend Saturday School will automatically result in a **1 day out of school suspension to be served immediately** following the missed day. The 5<sup>th</sup> consequence of 4 reminders in a week is a student/parent/principal contract specifying the issues of concern and the requirements of the student to remain enrolled in the school.

This student code of conduct is in force whenever the student is on school property and at any school-related events. This includes but is not limited to field trips, extended day, and sporting events. Students in uniform represent the school and church. Any misconduct off campus, including internet, or while conducted in school uniform may result in disciplinary action by the administration. Each case is dealt with individually. ***Violation can lead to immediate suspension or expulsion. Multiple violations will lead to expulsion.***

Parents/guardians are asked to work in partnership with the school to promote and maintain a positive relationship with faculty, staff, and administrative members, initiate conferences to discuss academic or social concerns of their child(ren), and encourage their child(ren) to adhere to the code of conduct including uniform policies.

The pastor, principal, faculty, and staff will work toward the establishment and preservation of an effective rapport with parents, students, and all members of the school.

The following are considered unacceptable behavior and are ***violations of the code of discipline:***

1. Disrespect shown to any faculty member or peer
2. Chronic tardiness
3. Use of profane language, gestures, or behavior
4. Physical contact (fighting, pushing, biting, etc.)
5. Inappropriate display of affection on campus
6. Leaving school grounds or classroom without permission
7. Chewing gum is not permitted on campus property
8. Consistent disruption of class activities or assemblies
9. Violations of any Federal, State, or local laws
10. Cheating or stealing
11. Deliberate destruction of school property
12. Improper uniform, haircut or hairstyle
13. Possession and/or use of drugs, cigarettes, tobacco, alcohol, or anything intended to resemble such items, inhalants or fireworks on school grounds or at school-sponsored functions
14. Possession and/or use of knives, guns, or ***any other object that can be considered a weapon*** on school grounds or at any school-sponsored functions
15. Any ***behavior or language*** that is threatening to another student or staff member or deemed vulgar by the teacher or principal
16. Internet policy abuse
17. Posting on personal internet sites to which is accessed away from school grounds, any pictures or unfavorable comments reflecting a negative image of the school, its personnel, or students.

St. Matthew's Catholic School calls for clearly posting the rules for the students to see as well as the rewards for following them and the consequences for disobeying them. The expected behaviors are taught and rules are explained to the students with clarification provided repeatedly. Parents are notified in writing and require acknowledgement of the discipline policy at the beginning of the school year by each teacher.

Any student suspended is responsible for all work missed but will receive no credit for graded assignments missed due to suspension.

**Field trips** are a privilege and **are NOT guaranteed to every student.** A student with a conduct grade below “S” (Satisfactory) or having accumulated “reminders” within a grading period to make the student ineligible will not be entitled to attend a field trip until improvement is noted by the teacher(s) and principal at the next progress report.

## **Dispute Resolution as provided by the Diocese of St. Augustine**

Students and their parents are understood to be aware of established school rules and regulations in effect as agreed at the time of registration and through notification of any amendments throughout the year at the discretion of the principal.

Students and parents shall have the right to be informed either orally or in writing of the school rules which have been violated and the specific disciplinary action.

The faculty and administration will consistently and diligently work toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

The mission of discipline at St. Matthew's Catholic School remains the desire for all parties to act in a Christian manner characterized by fairness and compassion, with the achievement of pastoral reconciliation as the outcome.

“The Diocese of St. Augustine Office of Dispute Resolution seeks to help members of the faith community resolve their disputes through formal means when other avenues of dispute have failed.”

Contact Information: Office of Dispute Resolution Diocese of St. Augustine  
11625 Old St. Augustine Rd.  
Jacksonville, FL 32258

## **Conference Procedure**

**Problems, questions, or inquiries should be handled in the following manner:**

1. Parents **must first discuss** the matter with the teacher. Conferences should be scheduled directly with the teacher(s) by phoning the office and leaving a specific message for the teacher at his/her extension on voice mail or in writing for an afternoon appointment. Please refrain from confronting a teacher with a concern in the morning or at the closing of the school day as the teacher’s attention is obligated to the students at these times.
2. If further clarification is needed, a conference with the teacher and principal may be scheduled by calling the office. The principal retains the final authority to settle any disputes between a teacher and a parent.

## **Corporal Punishment**

St. Matthew's Catholic School does not ever use corporal punishment as a source of discipline for children.

## **Curriculum**

St. Matthew’s Catholic School supports a policy of total education for each student. Curriculum standards and objectives are developed and continually reviewed by the Diocese of St. Augustine and utilizes the objectives of the National Standards. Lessons in which students participate include critical thinking activities and cooperative working groups. Phonics is heavily emphasized from grades pre-K through 8.

This education includes : Reading, Literature, Grammar, Writing, Mathematics, Spelling/Vocabulary, Science, Social Studies, Character Development, Religion, Christian Service, Sacramental Preparation, Computer Literacy, Physical Education/Health, Music, and Art.

## Ed-Line

Teachers use Ed-Line to provide a uniform and consistent tool of communication students and parents. We continue to attempt to improve this valuable resource of communication between teacher and student/parent. This internet based service provides weekly updates of students' grades in grades 3-8 to parents and students. Teachers keep the students' grades up to date and it is the parents' and students' responsibility to keep up to date on their progress. In addition:

1. The school year is divided into four quarters of 9 weeks each. Progress reports dates will be announced throughout the school year. A printed (hard copy) of the Ed-Line report may be requested from the office.
2. Monitoring student progress is the responsibility of **the student, parent, and teacher**. Each party is accountable for keeping in check a student's status in their academic and behavioral activities.
3. Parents should discuss the progress report with the student, identify any problems which may exist, and work with the student and teacher to correct the problems. These reports **are formal notification of a student's progress** and are intended to highlight areas of strength and weaknesses so far in the period. A conference should be scheduled with the teacher(s) as soon as possible if there are existing concerns.
4. Should a student be in **danger of failing grades after the mid-quarter period, additional written notice will be sent home to the parents**. Thereafter, the student should be monitored by parents/guardians until grades have successfully improved and stabilized. Teachers may require tests and/or assignment notebooks be signed by parents/guardians. Conferences in person or by phone may be requested.
5. **Parent(s) sign and student(s) return** the progress report within two (2) school days of distribution.
6. To schedule a conference with the teacher(s), call the school office and leave a message on the teacher's voice mail regarding the best time to return the call and a phone contact.  
It is preferable for conferences in grades 6-8 to meet with all the student's teachers as these children have many teachers throughout the day.

## Emergency Closings

St. Matthew's Catholic School follows the **same directives as the Duval County school system** regarding emergency closings of schools. If *Duval County Schools are closed* due to emergency conditions, we will be closed. In addition, the diocese will make announcements regarding school closings through the media.

## Emergency Contact System

Via School Reach phone contact system, in the event of an emergency every parent will be contacted quickly. Please be sure to advise the office if phone contacts **change throughout the school year**.

## Educational Needs Policy

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies for their own schools, which target students who are able to manage in a mainstream setting. Limited resources prevent us from accepting students who would require more than simple accommodations.

## Explanation

Due to a lack of funding for instruction that would require significant environmental or programmatic changes, the Diocese of St. Augustine does not currently offer a continuum of services for learning disabled students, as provided by the Public School System under the Individuals with Disabilities in Education Act (P.L. 105.17)., however, our schools do strive to appropriately serve students with some physical disabilities and minimal learning differences.

Each applicant will be considered on an individual basis. Students with disabilities will be considered if they are able to manage in a mainstream setting with a minimum of accommodations.

## **Electronic Devices**

*Beezers, laptops, hand-held video games, portable DVD players, CD players, iPods, radios, laser pens, headsets, or any other electronic communication devices* are not permitted on school grounds and will be confiscated. A parent or guardian must pick up these items from the school office.

*Cell phones* are allowed on campus, but must be turned off at all times and remain in lockers during the day. Repeated offenses by a student will result in disciplinary action including non-return of the item. Students are not allowed to have cell phones in their possession during the school day.

E-readers (Kindles and Nooks, not iPads) are permitted with parental permission; however the school is not responsible for loss, damage, or theft. Abuse of use will result in loss of privilege.

## **Emergency Lock Downs**

**Lock-down procedures** will be enacted in the event an emergency which requires all to remain in the classroom arises. These procedures will be enacted in the event of a perceived threat or actual notification of an incident. Teachers will secure their classrooms by doing a hall and bathroom check, then locking all classroom doors until advised through intercom communication. Parents will be notified of any situation requiring an unscheduled change in dismissal time.

## **Extended-Care Program            Phone contact: 387. 2063**

**The main purpose of St. Matthew's Extended Care program is to provide students with a safe and caring environment until they are picked up from school. Students may bring snacks and beverages for after school consumption. Snacks and beverages will be available for purchase in the cafeteria, homework time provided, and an opportunity for free play and additional enrichment activities are offered.**

1. The Extended-Day Program will be available before school beginning at 7:00a.m. and after school 2:55p.m. to 6:00p.m.
2. Early morning care is available for a fee from 7:00a.m. to 7:30a.m.  
**All** students arriving before 7:30a.m. **must** report directly to the protective care in the **cafeteria building**.
3. **All** students must be picked up by 3:00p.m. Remaining students will be escorted to and charged the daily for Protective Care in the Lower School Building. If students are not picked-up by 3:30p.m., he/she will be escorted to Extended Care and charged the daily rate for Extended Care instead.
4. **After 6:00p.m.**, there will be a \$1.00 per minute on-site late fee payable along with the next week's billing following the event. If you know you will be late, please contact the Extended Care office@ 387.2063 to arrange for a staff member to stay late. Applicable late fees will apply.
5. Extended Care Registration forms require an election of payment choice depending on the need for this service. See the Fee Chart. **A late fee of \$25.00 will be assessed if not paid by the 15<sup>th</sup> of the monthly billing.**
6. If a balance reaches **\$100.00 or more** and is not paid by the first of each month, child(ren) **will not be allowed to attend Extended Care until the balance is paid in full.**
7. Students may bring an appropriate change of clothes and an additional snack and/or drink if desired. Especially during the hottest months, an additional drink is advised. Water fountains are available to students at all times.

All students at Extended Care are required to abide by the rules and regulations of St. Matthew's Catholic School at all times while on campus. **All staff members are employees** and representatives of St. Matthew's Catholic School. **All school rules are in effect during Extended Care.**

## Extended Care:

Early Morning Care Only:	7:00 a.m.-7:30 a.m.
Extended Day Care:	7:00 a.m.-6:00 p.m.
Early Dismissal Care Only:	12:00 p.m.-3:30 p.m.

This Service is **offered from 2:55p.m. to 3:30p.m.** Any student not picked up by 3:30p.m. will be checked into Extended Day and be billed the daily rate.

Please check the calendars, teacher letters, the Falcon Newsletters, yard signs on campus, and the marquee in front of the school for Early Dismissal or No Extended Day services reminders. Children left at school when No Extended Day is offered will be charged \$1.00 for every 1 minute per child. This fee will be charged for payment on the next billing.

## Field Trips

1. Field trips are considered an important part of the curriculum and are used as a learning tool, however, **field trips are privileges and a student can be denied participation for failure to meet academic or behavioral requirements.**
2. Permission forms are sent home and must be returned, signed by the parent or guardian and witnessed by the specified date with the student fee enclosed. **We regret that handwritten notes or faxed permission slips cannot be accepted, nor can parents be called the day of the trip to come sign the forms.**
3. The parent(s) or legal guardian retains the right to refuse to allow a child to participate in a field trip. Should this be the case, the child will remain with a class staying at the school and will be given appropriate work to do.
4. Uniforms are required except when the nature of a field trip calls for less formal attire. The homeroom teacher will notify the students of the dress requirements for the trip.
5. Chaperones are needed for field trips on a limited basis. Since their responsibility is to help the teacher supervise the children in the class, **other children of chaperones not part of the class field trip are not permitted.** Contact the homeroom teacher prior to the trip. Chaperone time will count towards the required Volunteer Service Hours.
6. **Field trips are prepaid by the school and are nonrefundable.**

## Chaperone Agreement

Field Trip Chaperone's Responsibilities

***Thank you for volunteering to chaperone a field trip.*** Experience outside the campus would not be possible without your help. Adequate supervision is required for the safety and well-being of our students and in respect for the organization which has accepted our request to visit their facility.

Please keep the following requirement in mind:

1. Official chaperones must be documented with the Diocese of St. Augustine including being fingerprinted and completing the "Protecting God's Children" class. Parents accompanying field trips who are not officially documented will not be allowed to ride on the bus with the class, will not be able to receive volunteer hours, and must pay their own admission where applicable.
2. Parents accompanying field trips who are not officially documented may not remove their child from their assigned chaperone. All children must stay with their assigned chaperone at all times.
3. The chaperone may be asked to take responsibility for a group of children during the visit. You are responsible for the safety and conduct of the children you agree to escort at all times during the visit.
4. The chaperone should know the students he/she is escorting by name and should introduce himself/herself to each student.
5. The chaperone should verify with the teacher the scope of the area the students should cover in the field trip and the time and meeting place to report to the group.

6. Chaperones should always account for each student he/she has been assigned and monitor student behavior. Students should be advised and their behavior redirected when they are in violation.
7. Teachers will provide a contact for chaperones to report any problems during the stay.
8. The chaperone is expected to keep the students together and remain with the group assigned at all times.
9. If you have any questions or concerns regarding the students you have been assigned, please advise the teacher.  
Your comfort and the children's safety is our concern.
10. Enjoy the field trip and have fun with the children. Explain any 'teachable moments' as you proceed.

## **Fire Drills/Severe Weather Drills**

In all cases, teachers have been instructed to remain calm and reassure students at all times during practice or actual emergencies.

Teachers will discuss the drill procedures with the students. When the fire alarm sounds, students are to follow the teacher's directions and exit the school in a single file line. Silence is essential during fire drills because vital information may need to be given. **Fire drills** are conducted regularly by the Fire Marshall.

**Severe weather drills** will also be conducted regularly. The office is equipped with a weather alert radio for tracking of extreme conditions.

## **Fundraisers**

Fundraisers serve as an important and necessary function in our school. The **support of all families, faculty, and staff in these endeavors is required** to fund improvement projects for which there is no internal funding. The funds generated from these projects provide updating and improvements to our academic program and facility while deferring tuition dollars. We encourage and appreciate the support of all our members of St. Matthew's Catholic School and Church.

## **Grading Scale 2011-2012**

The grading scale for the Diocese of St. Augustine, of which St. Matthew's Catholic School is a part, is as follows:

**A = 90 - 10**

**B = 80 - 89**

**C = 70 - 79**

**D = 60 - 69**

**F = 59 and BELOW/Failure**

**Enrichment Classes:**

**S= Satisfactory(100-70)**

**N= Needs improvement (69-60)**

**U= Unsatisfactory (59 and below)**

## **Guidance**

The school counselor is available to all students two days a week: Wednesday and Thursday of each week. Individual and small group counseling and advisement is provided. The role of the counselor involves working with parents, teachers, and the administration as well as with outside resources in solving and resolving issues. The counselor also coordinates Nationalized Testing evaluations, provides lessons for students in social skills and bullying awareness and training, aides in referrals for outside testing, referrals, and study skills for 5<sup>th</sup> grade students.

## **Harassment/Threats and Violence**

Catholic teaching recognizes that we are made in the likeness of God, and that each person be treated with respect and dignity. This teaching should be modeled by the pastor, administration, faculty, staff, and students of grades pre-kindergarten through eighth grade. Children must be aware of the limits acceptable in all the areas mentioned here at all ages.

**Sexual harassment** of any form is prohibited. This applies to conduct during and related to all school activities. Any student engaging in the sexual harassment of anyone in the school will be subject to disciplinary action up to and including expulsion.

**Harassment** consists of unwelcome sexual advances or inappropriate oral, written, or physical conduct. Any student who alleges harassment by another should bring this matter to the attention of a faculty, staff, or administration member. The principal will ultimately investigate each incident. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the incident occurred will be investigated and acted upon.

**Threats and act of violence** that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

#### **Students:**

If a student makes a threat, the principal, at his/her discretion may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required the student may return only if he/she presents a written recommendation to that effect from the psychologist, psychiatrist, and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

#### **Parents or other Adults:**

Any person on campus who presents a threat to anyone on the school grounds will be asked to leave the premises. Law enforcement will be notified when necessary.

### **Health Issues/Clinic**

The clinic area is available for students who become ill at school. Parent's authorizing their child to have any form of medication must complete a form provided in the office *and* provide the medication with administering directions. Parents are notified immediately of any change in a child's health. ***There is no school nurse on duty at St. Matthew's Catholic School.*** A child may stay in the clinic for 30 minutes, after which they either return to class or go home. Students are made comfortable and bandages are provided for minor cuts and scrapes. Wounds are not treated nor medication given without prior written consent of the parent or guardian. **If your child has a fever immediately prior to coming to school, please refrain from sending them to school so as to avoid continued discomfort and possible infection of other school children and faculty.**

### **Insurance**

Student Accident Insurance is mandatory for all students in the Diocese of St. Augustine and is included in the Resource Fee. This insurance serves as a secondary insurance to the parents' primary insurance.

### **Lice Policy**

The Diocese of St. Augustine has instituted a "no-nit" policy in all schools in the diocese. Occasionally, we will conduct a school wide inspection for the presence of head lice. Any student found with head lice or nits will be sent home and may return to school only after 24 hours or the following school day and will be re-checked when returning. Students will not be permitted to remain at school if head lice or nits are suspected. If a student is found with head lice or nits a second time in a 30 day period, the student will be sent home and may return to school only after 48 hours and will be re-checked upon returning. The third time a student is found with head lice or nits in a 30 day period, the student will be sent home and may return to school only after 72 hour and will be re-checked upon returning to school.

### **Medication**

All medications (over-the-counter and prescription) must be brought to the school office by the parent in the original container-unopened if an over-the counter medication. The permission form must be signed at that

time. A hand written note will not be accepted without a parent present and medications will not be given.

## **Self Medication via a Prescribed Inhaler**

Parental authorization for student to self medicate via a prescribed inhaler is required. The form provided by the diocese states: “it is understood that school personnel will not be responsible or liable for the administration of the medication.” The form specifies that the student’s name must appear on the inhaler.

## **Homework**

**Please check our website [stmatthewscs.org](http://stmatthewscs.org) and click on the link to edline.net.** This is the site to enroll/check homework assignments. There is NO Charge for this service. Parents and students can check here to confirm or clarify an assignment.

1. Homework is given as an academic strengthening device.
2. The amount of homework varies from grade to grade and between courses.
3. Homework is a percentage of a student’s grade. Parental monitoring of completion of homework assignments is required to assure accomplishment of student responsibilities.
4. The results of **incomplete homework** will affect your child’s grade. Parents should periodically check student assignment books and cross reference work completed.
5. Teachers may choose not to accept for full credit forgotten homework. Parents may not fax student work to the school. It is the student’s responsibility to get homework to class on time.
6. Make-up work is the students’ responsibility. It should be received by the teacher(s) no more than 3 days after the absence. Unexcused absences do not require a teacher to accept make-up work for credit.

## **Honor Roll**

Students in grades 5 through 8 are eligible for Honor Roll status. Every quarter, St. Matthew's announces its Honor Roll. The “**A Honor Roll**” is reserved for those students who earn all “A”s for that particular quarter while maintaining at least “**satisfactory**” in conduct and **ALL enrichment classes**. The “**A/B Honor Roll**” is reserved for those students who earn all “A”s and “B”s for that particular quarter while maintaining at least “**satisfactory**” conduct and **ALL enrichment classes**. We are proud to acknowledge the hard work and diligence of our students and encourage each one to strive to be their very best.

## **NJHS: National Junior Honor Society**

**The National Junior Honor Society** chapter of St. Matthew’s Catholic School is a duly chartered and affiliated chapter of this organization. Membership is open to those who have completed the second semester of sixth grade, grades seven and eight. To be eligible student must have no grade of less than 80% in any single subject in any grading period and a cumulative average of at least 85%, no conduct grade below a satisfactory in any marking period as well as an average conduct grade of at least (G) good. In addition, an **(S) satisfactory, in all enrichment classes must be maintained each grading period.**

Criteria for acceptance:

A student must meet or exceed the criteria as stated above. Students must meet the required standards for selection in five areas of evaluation: scholarship, leadership, service, citizenship, and character.

All are equally important. Students must return a completed application form by the recorded, due date.

## **Internet Acceptable Use Policy**

Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication development. The privilege of using this service includes a responsibility for one’s own actions and an observation of the moral teachings of the Catholic Church reflected at the school. **Violation of this policy may result in the suspension or expulsion of the student. User policy will be explained the first week of school during computer classes. Students will be required to sign an agreement of understanding of expectations at this time.**

Students, faculty, and staff may not post on personal Internet (ex. Myspace.com or Facebook) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

## Media/Spirituality Center

1. The school library is available daily.
2. There is a charge **for overdue books**.
3. Students are responsible for damage to or loss of books borrowed in their name.
4. A non-refundable processing fee will be applied in addition to the cost of each lost book.

## Lockers, Desks, and Personal Belongings

Students in grades 6, 7, and 8 are required to use combination locks for lockers. No keyed locks are permitted. Students are responsible for their lockers: security and contents of their own locker. Lockers or lock numbers should not be shared among students. The administration reserves the right to inspect lockers, desks, pencil pouches, purses, and any other personal belongings at any time. Lockers should be locked at all times.

All students are prohibited from bringing toys or games to school.

## Lunch

1. Students may bring or buy lunch. If lunch is forgotten or not ordered and paid for the day, parents should bring the forgotten item **to the school office** clearly marked with the child's name and grade. Students will pick their lunches up from the office during their assigned lunch period. **If a student has no lunch for the day, it will be provided and automatically charged to the parent/guardian.** This charge will be shown on a bill at the end of each month. Please be sure arrangements have been made for your child(ren) for this important meal of their day.
2. **Menu calendars are sent home monthly.** Additional copies are available in the office.
3. Lunch and beverage orders must be received **no later than 9:00a.m. on Thursday** for the following week. **Lunch and beverage orders must be in the office by the deadlines listed on weekly menus.** **ALL** items must be ordered in advance using the deadlines on the menu.
4. **Lunch: Additional items available everyday and must be ordered in advance with a lunch order form:**
  - Peanut butter and jelly sandwich-with chips and fruit
  - Chef Salad with ham, cheese, and egg, crackers, ranch dressing, and fruit
  - Milk, Gatorade, Assorted Juices
  - Ice water is available at all lunches

***Every child MUST have a lunch daily. Either a peanut butter and jelly sandwich lunch or Chef Salad if available will be offered to any child without a lunch and will be billed for the lunch.***

If no extra lunches are available- children will be given cheese or peanut butter crackers and a beverage of choice, and be charged.

## Parties

Parties are permitted as approved by the teacher and the Principal.

**Birthdays** – Brownies, cupcakes, or cookies may be distributed during lunch only. Please notify the teacher one day in advance of the event.

## Report Cards

1. Report cards will be distributed at the end of each 9-week period.
2. Parent(s) sign and student(s) return the report card envelope to the homeroom teacher within five (5) school days of distribution.

3. Report cards envelopes of students with outstanding accounts will be withheld until overdue fees are paid.

## **Retention Criteria/Summer School Requirements**

The following criteria will be followed for retention:

- a. Kindergarten - Failure of Readiness Test for First Grade
- b. Grades One and Two - Failure in Reading\*
- c. Grade Three - Failure in Reading and Mathematics\*
- d. Grades Four through Eight - Failure to achieve a passing grade in all major subjects consisting of: (1) Religion, (2) Reading, (3) Language Arts, (4) Math, (5) Social Studies, and (6) Science. If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or enroll in any other Catholic school in the diocese.

## **Summer School**

Any failed subject must be made up in a summer program approved by the Principal. Any student failing 1 subject must receive 30 hours of tutoring by a certified teacher approved by the administrator. If 2 subjects are failed, a total of 50 hours of tutoring must be completed. A maximum of two subjects may be taken in an approved summer school program. The tutor must provide documentation of completed hours and assignments. A proficiency test is required at the conclusion of the summer tutoring. The principal reserves the right to retest any student who wishes to return the following year.

\*Provisional promotion is granted to those who have completed summer school and need no more than one credit to complete grade level.

The student is expected to demonstrate acceptable effort to achieve academic success. The following types of behavior might indicate unacceptable effort:

- a. Consistent failure to complete school and homework assignments and projects
- b. Consistent inattention to classroom instruction
- c. Lack of preparedness for school assignments
- d. Chronic absenteeism or tardiness

## **Scholarships**

### **Kelsey-Ann Kite Fine Arts Scholarship-Funded by the Roberts Family**

(Continues as long as funds are available in this scholarship)

\$250 cash prize to the recipient and a plaque for music or framed piece of student art.

In the honor of the former student...awarded in the areas of Music and Art to a student recommended by the Music and Art teachers. An appointed panel of teachers discusses the candidates' performance and chooses one student to receive the award.

### **Madrin Scholarships-Funded by Mrs. Jean Madrin**

(Continues as long as funds are available in this scholarship)

\$1,000 per school year to Bishop Kenny or Bishop John Snyder High School for the graduating student applied to tuition.

\$500 for the following school year per student applied to tuition at St. Matthew's Catholic School

Criteria:

1. The single highest GPA (grade point average) to the student entering grades 6, 7, 8 and 9. Subjects include Math, Science, English, Literature, Social Studies, Religion, and P.E.
2. The student must exhibit satisfactory conduct throughout the school year to be eligible.
3. The students entering grades 6, 7, and 8 must be registered to attend St. Matthew's Catholic School.
4. The student graduating from 8<sup>th</sup> grade must be registered in a Catholic high school.
5. The scholarship will apply in high school every year in which the student maintains honor roll status throughout the entire year and is enrolled at a local Catholic high school.

### **St. Matthew's Catholic School Scholarship**-Funded by Father Luke McLoughlin

(Continues as long as funds are available in this scholarship)

\$250 per student is applied toward tuition.

Criteria:

1. The second highest GPA to the student entering grades 6, 7, and 8.
2. The student must exhibit satisfactory conduct throughout the school year to be eligible.
3. The students entering grades 6, 7, and 8 must be registered to attend St. Matthew's Catholic School.

### **National Leadership Conference Scholarship**-Funded by Michael Cascone Jr.

(Continues as long as funds are available in this scholarship)

Students entering grades 6, 7, and 8 who qualify by recommendation and application are eligible to receive a one-time award of \$250 toward the expenses incurred while attending the National Leadership Conference in Washington, D.C.

### **Nu-Trends Plastics Scholarship- Funded by the Corrigan Family**

(Continues as long as funds are available in this scholarship)

Established in 2009, this scholarship is a reward of tuition credit of \$500 to Bishop John Snyder High School for a graduation student of St. Matthew's Catholic School who exhibits consistent effort in his/her school work, whose character and example to fellow students and respect for teachers is evident, is considered an asset to the graduating class and has overall satisfactory conduct grades throughout the year. Each 8<sup>th</sup> grade subject area teacher nominates candidates and then votes on a recipient.

## **Service Hours**

All families are required to contribute a minimum of twenty-five (25) hours of service to St. Matthew's Catholic School during the school year as described on the tuition schedule. Failure to serve the required hours will result in an assessment for each hour not worked to the family account on May 1 of each school year. The assessment fee per hour is \$8.00. Any volunteer hours turned in after May 1 will be allocated for the following school year.

## **Traffic Safety**

The most important thing that parents/guardians can do to insure safety is to strictly follow the traffic rules at arrival and dismissal times. All students must arrive no earlier than 7:00a.m. and must not be unsupervised after 3:00p.m. Any remaining students will be checked into Extended Day Services and parents will be billed. Please **observe the 10 mph speed zone while on campus at ALL times.**

1. The majority of the students are transported by private vehicle. The school's arrival and dismissal procedure must be followed to ensure the safety of the students.  
Please stay in your vehicle at all times. If your child is not ready, the child will be delivered to you. Pull your vehicle forward and out of the flow of traffic. Please refer to the diagram provided for procedures.
2. Parents/guardians may not park their cars and remove a student from the dismissal pick up line. If a student must leave earlier than the 2:45p.m. dismissal time, parents should arrive no later than 2:30p.m. to sign their children out at the Office.
3. Bicycles must be walked while on the school grounds. Skateboards, skates, scooters, or rollerblades are not permitted at anytime on the school grounds.
4. Please **observe the 10 mile per hour speed limit** in the parking lot at all times. "Cutting through" the parking lot is dangerous. There are children on our campus before and after school hours daily, observe traffic safety at all times.
5. Students may not be picked up from the Activity Center at school dismissal time.

## **Tardy policy**

Tardiness causes disruption of teaching time and class routines. Therefore, persistent tardiness will not be

allowed. Each student is **allowed four tardies per 9 week quarter**. Upon the fifth tardy, the family will be assessed a \$5.00 fee per child; a sixth tardy, \$10.00 per child; a seventh tardy, \$15.00 per child. (\$5.00 for each additional tardy). Each quarter will begin anew. **Consistent tardiness** will result in parent notification of excesses and if unresolved: disciplinary action including Saturday School.

## **Tuition**

The yearly tuition fee is published in February of each year and is subject to change. Payment may be made annually, or divided into 10 equal payments. The 1st payment is due July 1<sup>st</sup>. All other payments are due on the first of each month through the first of April. Post-dated checks will not be accepted.

Tuition is past due if not received in the office by 3:30p.m. on the 15<sup>th</sup> day of the month. A late fee is charged to each past due account. Report cards are held on accounts that are still past due at the end of the school year. Children in families with **accounts more than 30 days past due cannot attend classes until the account is brought current**.

A **Late Fee** charge of **\$25.00** is assessed for any payments not received by the 15<sup>th</sup> of each month. A **Returned Check Fee** for Non-Sufficient Funds is **\$25.00 per incident**.

Families of **graduating eighth graders or Kindergartners** must have their accounts paid in full before graduation in order for their child to participate in graduation exercises.

**Graduation Fees** must be paid in full by the requested date in March and are as follows:

Kindergarten: \$35.00

Eighth Grade: \$50.00

Any account which has two or more NSF checks returned to the school will result in only cash or money order payments for the remainder of the school year.

To be eligible for the **supporting tuition rate**, the student's immediate family must be Catholic, registered as a member of the parish, and contribute a minimum contribution. The minimum weekly parish contribution by means of the parish envelop system for 52 weeks of the year, however, Catholic families who live outside of the Parish boundaries, but wish to belong to St. Matthew's Parish, may make their intention known to the Pastor, register in the parish, and upon approval of the Pastor, and contribute a minimum of 12 weeks prior to the date which the supporting rate will be in effect. Catholic families of parishes without a school may also be considered for supporting tuition. Minimum supporting rates are checked monthly through the parish envelop system and reported to the school for qualifying families.

Families who do not observe this commitment will automatically be reverted to non-supporting rates. Families are required to participate in 25 hours of service to the school during the year. Extended family members are welcomed and encouraged to participate. Activities such as chaperoning field trips, helping in preparing for class parties, attending work days for the parish bazaar and casino night are some of the ways to fulfill the service requirement.

An assessment fee of \$8 per hour will be billed in May for any hours less than 25 completed. We appreciate your time and talents.

## **Uniform Orders**

The boys' and girls' new uniforms may only be purchased through **North FL Uniforms**. This is our exclusive uniform provider.

Please mark all articles of clothing for both boys and girls **with the student's name**. We have multitudes of unclaimed clothing, lunch boxes, etc. every year. Please mark your items so they can be returned to the owner.

## P.E. Uniform (Boys & Girls)

**PE uniforms and hoodies are available from and ordered through the school office.**

Socks- **at least 2” over** the ankle- must be worn by all students during P.E. and the school day.

1. A student not dressed in regulation P.E. uniform, including sneakers and white socks, will lose 5 points per day from their P.E. grade.
2. All students in grades pre-K through 8<sup>th</sup> are required to wear a P.E. uniform. Students in grades pre-K through 4<sup>th</sup> grade may wear their P.E. uniform **to school** and for the entire school day.
3. Only St. Matthew’s Catholic School P.E. issued T-shirts and shorts may be worn.

**All uniform purchases must be made through North Florida Uniform.**

### Uniform Dress Code (Boys) \*

1. **Pants** - Navy dress pants purchased from North Florida Uniform. Pants must be appropriate in length, size, and fit. **Pants must be worn at the waist.** Order forms are available in the office for Tatum School Uniforms. **Pre-K boys & girls may wear uniform pants with elastic in the waist.**
2. **Shirts** - Red or white collared, knit shirts with the SMCS logo from North Florida Uniform must be worn. Sleeves must not be rolled. The shirt must be tucked so the belt and waistband of the pant is visible.
3. **Shorts** - Boys in grades Pre-K through 4<sup>th</sup> grade may wear uniform shorts purchased from North Florida Uniform.
4. **Hair** - Hair must be at least 1 inch off the collar, with eyes and ears exposed. Hair must not touch eyes, ears, or collar. No fad cuts, dyed colors, or dreadlocks at any time and will be required to leave school until in compliance. Students in violation of hair length requirements must be in compliance within 48 hours and may be prohibited from returning until in compliance at the principal’s discretion. No facial hair or sideburns. No caps or hats. Fad cuts and colors not permitted at any time.
5. **Shoes** - Black or dark brown leather, suede, or canvas, solid-colored dress shoes may be worn. Shoelaces must be tied. Loafers, topsiders, and oxfords are permitted. No soft fabric or moccasins allowed. No boots or any shoes cut above the ankle. Only Pre-K students may wear tennis shoes daily.
6. **Jewelry** - No earrings. Only religious necklaces may be worn. All necklaces must be worn inside shirt. No bracelets may be worn.
7. **Outerwear** - Jackets and outerwear purchased from North Florida Uniform or SMCS hooded sweatshirt (red) purchased from the school are the only outerwear items allowed to be worn. If the weather warrants an additional jacket, an outer jacket must be worn over an approved SMCS jacket or outerwear item. No jean jackets or flannel shirts allowed. If temperature is below 60 degrees, additional outerwear, solid colored with no writing on it may be worn at PE or recess.
8. **Socks** - White or navy **socks** (solid colors only) **that cover the ankle.** No tube socks. Students not in compliance will be given the opportunity to call home and have a pair delivered by 10 a.m. or is charged for the purchase of a pair from the office.
9. **Belts** - Black, brown, or navy belt **must** be worn by all students in grades K-8.

### Uniform Dress Code (Girls)\*

1. **Jumper** - (pre-K-3-grade 4) with white or red knit shirt from North Florida Uniform.
2. **Skorts** - (pre-K-3-grade 4) solid navy skorts purchased through North Florida may be worn.
3. **All girls’ uniforms** must be worn no more than 2 inches above the back of the knee. No rolling of waistbands or sewing down pleats are permitted.
4. **Shirts** - are to be tucked in with the waist band showing at all times. No "blousing" or rolling of sleeves. Shirts must be long enough to remain tucked in to the waist of the uniform.
5. **Pants and Shorts** - Girls in Grades pre-K through 8<sup>th</sup> grade may wear navy blue uniform pants from North Florida Uniform. Girls in grades pre-K through 4<sup>th</sup> grade may wear navy blue uniform shorts North Florida Uniform.
6. **Socks** - White socks worn **that cover the ankle.** No pantyhose or tube socks. Solid red, black, navy, or white tights, leggings, or knee socks may be worn. Students not in compliance will be given the opportunity to call home and have a pair delivered by 10 a.m. or is charged for the purchase of a pair from the office.
7. **Shoes** - Black or dark brown, navy blue, leather, suede, or canvas, solid-colored dress shoes may be worn. Shoelaces must be tied. Loafers, topsiders, and oxfords are permitted. No soft fabric or moccasins allowed. No boots or any shoes cut above the ankle. No platform shoes, sandals, clogs, or backless shoes. Heels must not exceed 2 inches. Only Pre-K students may wear tennis shoes daily.
8. **Jewelry** - One pair of earrings (one earring in each ear) and one religious necklace may be worn. No dangles allowed. Earrings larger than a dime in circumference are not allowed. Rings or bracelets are not permitted.

9. **Make-up** - of any kind and nail polish are not permitted.
10. **Outerwear** - Jackets and outerwear purchased from North Florida Uniform or SMCS hooded sweatshirt (red) purchased from the school are the only outerwear items allowed to be worn. If the weather warrants an additional jacket, an outer jacket must be worn over an approved SMCS jacket or outerwear item. No jean jackets or flannel shirts allowed. If temperature is below 60 degrees, additional outerwear, solid colored with no writing on it may be worn, at PE or recess.
11. **Hair** must be out of the students' eyes. No fad styles or dyed colors permitted. No caps or hats. Students in violation will be required to leave school until in compliance at the principal's discretion. Compliance must be reached within 48 hours.  
**\*The Principal of the school has the right to make judgment on any portion of the uniform code. This code must be observed at all times while the student is on campus.\***

**NOTE:** When offered: *Dress Down Days* restricted to specified attire according to the theme. The principal reserves the right to specify the criteria and will explain it fully to all teachers and students prior to the event. Students non-compliant to the specifications must be picked up from the office and will receive a "0" on all missed work until returning to class in the appropriate attire.

## Use of Telephone

Telephones are located in every school classroom and students are allowed to use classroom and office telephones when given permission by any faculty or staff member.

## Student Cell phones

Cell phones are disruptive to the academic environment as well as presenting the possibilities of privacy violations due to photographic capabilities. ***Cell phones should not be brought to school due to the risk of loss or damage. If brought to school, they are to be turned off at all times and must be kept in a locker or backpack.*** Students are not permitted to use cell phones during school hours or while at Extended Day Care. Phones are available for use in every room of our campus with permission from an employee of St. Matthew's.

Violation of this policy will result in the confiscation of the cell phone and a conduct referral that notifies parents of the violation. First violation of usage, a parent or guardian must pick up the cell phone from the school office. Subsequent violations of usage will result in Saturday School. Students repeating Saturday School must conference with their parents, teacher(s), and the principal and may result in suspension or expulsion.

## Visitors

ALL parents, visitors, and volunteers must report directly to the school office to obtain a **Visitor's Pass** before entering the school. The pass must be visibly displayed at all times. Faculty and students will not grant entrance to anyone not displaying this identification.

## Volunteer Requirements

Diocesan policy requires all volunteers working or in contact with students be fingerprinted and complete safe environment training, Protecting God's Children, before contact with students. Fingerprint applications must be completed every 5 years.

## Voluntary Pre-K (VPK) Program

### Provider Eligibility:

- St. Matthew's Catholic School is accredited by the Florida Catholic Conference, a member of the Florida Association of Academic Nonpublic Schools.
- Our Pre K program offers a school year program of 540 instructional hours.
- St. Matthew's Catholic School maintains Pre-K class sizes no larger than 18 students.
- In Pre-K classes with 11 to 18 students, the classroom also has a teaching assistant.
- St. Matthew's Catholic School offers a developmentally appropriate curriculum provided by the Diocese

of St. Augustine.

- Our Pre-K teachers hold the required credentials to teach early childhood education.
- Our faculty and staff are of good moral character and have completed background screening.
- We do not discriminate against families on the basis of race, color, or national origin.

## Required documents

A clear copy of the birth certificate, the original immunization (Florida HD 680) and health (Florida HD 3040) forms, and a copy of the student's social security card are required for each student.

## Instructional Hours

VPK students are provided 3 instructional hours per school day when St. Matthew's Catholic School is in session.

Students will participate in off campus field trips and enrichment programs brought in. No additional fees or charges will be collected for these activities.

The VPK program does not operate when school is not in session.

## Attendance Requirements

Students eligible for VPK are required to sign the VPK Attendance Policy the first day of school and comply with the terms throughout the year.

## Tuition and Fees

**The VPK program of 3 instructional hours is FREE** for eligible children, regardless of family income. **Fees paid by the state are contingent on attendance.** Regular attendance is required.

**Pre-K Extended day fees** will be charged **for all students in the full-time program** based on the hours of 11:00a.m. to 2:55p.m. The fee for this portion of extended day is \$200 per month. These students may also opt to stay for a fee for the school-wide Extended Care Program offered from 3:00p.m. to 6:00p.m. daily when school is in session for the applicable fees as posted. These fees are NOT covered by the VPK program. All fees for this program must be paid by the families who choose to register for it. Families may lose their eligibility to continue in the VPK program if their Extended Care account becomes delinquent. Families are requested to provide items on the supply list for their child.

## Activities

Developmental activities are planned to help your child prepare for Kindergarten. Children will play and participate in individual and group activities that are educational and fun. Organized activities will include: prayer, stories, listening skills, social skills, art, music, Spanish, and supervised play. The Pre-K program provides a safe, enjoyable early learning environment, develops concepts upon which future learning builds, and becomes the foundation for a lifetime of learning.

## Dress Code

**All students enrolled** in our school must abide by the dress code. Boys and girls will purchase the school uniform through our local provider: School Time at Tatum's School Uniforms. Student physical education uniforms must be purchased from the school office.

Each child should bring a change of clothing to remain at school as needed (including underwear and socks) in a plastic bag. Please label all students' personal articles with their name.

## Discipline

Good behavior is expected of all children in the program in order to provide a safe and happy environment in which all can learn. Any child who continues to demonstrate disruptive behavior after parents are notified

will be dismissed from the program.

## **Program Compliance**

Families are advised that to remain in the program, all state requirements and requirements of St. Matthew's must be observed. This Parent/Student Handbook is given to each family at the beginning of the school year to advise of school policy and procedures. An attendance policy will be provided the first day of school for signing and acceptance. The pastor and principal may amend policies for fairness and safety as new situations arise. Amendments will be provided to all families in writing.

## **Registration in our K-8 Program**

Students who successfully complete the pre-K-4 program@ St. Matthew's Catholic School are automatically guaranteed a place in our enrollment for the next school year once registered. Priority is given to those currently enrolled in our school, their siblings, and registered parishioners of St. Matthew's Catholic School.

## **Conclusion**

The policies in this handbook are designed to serve the best interests of all the members of St. Matthew's Catholic School and are based on experience gained over our history. There will, however be changes to these policies from time to time. Should you have any questions regarding these policies or issues not addressed in this handbook, please contact the school office. The principal welcomes ideas for changes to any policy that is presented in this handbook, with the understanding that the best interest of all the children will guide all decisions.

Again, on behalf of the pastor, principal, faculty, and staff, it is our pleasure to serve the families of St. Matthew's Catholic School. The words of Haim Ginott remind us ... "as a teacher, I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal." We understand we are charged with the duty of being a positive, proactive, optimistic voice in the lives of the children in which we are entrusted.

Thank you and God bless you all.

## **Thank you to our volunteer committees who enhance our programs throughout the year:**

**PTO (Parent-Teacher Organization) Executive Board:** These members organize and facilitate fundraisers to make special projects and programs available to our students and teachers throughout the year. They also act as hosts and provide refreshments and special treats for the school community during special events.

Eileen O'Brien, President	
Miles Schueth, Vice President	
Stephanie Frechette-Treasurer	
Pauline Brown -Recording Secretary	
Jill Avilies- Corresponding Secretary	

**VIA (Volunteers in Achievement)** These volunteers work with students who need a little extra time to complete their work or those ready for a little extra enrichment.

Emma Spence, President		
Shirley Barton		
Ann Cook	Earline Johnson	
Margaret Musselwhite	Ann Trotter	Wilfred Ward

**Athletic Booster Club** These parents coordinate fundraising for the athletic department and aid in making improvements to our facilities and equipment.

Trish Hawkins, President	
Gay Barton, Vice President	