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St. Matthew Catholic School Education Philosophy
Be it known to all who enter here,
That CHRIST is the reason for our school,
The unseen but ever-present Teacher in our classes,
The Model of our faculty and
The Inspiration of our students.

St. Matthew Catholic School Mission Statement
The mission of St. Matthew Catholic School is to educate a strong, faith-centered community through a commitment to the spiritual, moral, intellectual, social and physical development of each child.

St. Matthew Catholic School Vision Statement
The Vision of St. Matthew is to continue as a school, based in our Catholic faith, traditions, and practices that will develop Catholic leaders of the future, offer the highest standards in academic education, and form responsible citizens who are stewards of the earth’s resources.
St. Matthew Catholic School Goals and Objectives
St. Matthew Catholic School develops the whole student as a follower of Jesus Christ. The school supports a unique educational environment in which students and staff can experience the presence and love of God through a greater love for their Church, community, and country. In this setting, all are called to proclaim the Gospel message, to unite in worship and to respond to the needs of the community through fellowship and social justice. We strive to serve all through the sharing of their spiritual gifts and temporal goods.

- The school is committed to the spiritual, moral, intellectual, social and physical development of each child.
- The school promotes a community spirit among its constituents, allowing active members to find opportunity for Christian service.
- The school provides instructional leadership.
- The school will ensure a safe and orderly environment with a clear discipline code based in the Cardinal Rules.

The Cardinal Rules
1. Show respect for yourself, adults, others, the St. Matthew uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.
BRIEF HISTORY OF ST. MATTHEW CATHOLIC SCHOOL

January 1993:  Ground breaking for St Matthew Catholic School
Pastor:  Msgr. John Flynn

August 1993:  St. Matthew Catholic School opens – August 18, 1993
Pastor:  Msgr. John Flynn
Principal:  Sr. Patrice Floyd, IWBS

August 1994:  Pastor: Msgr. John Flynn
Principal:  Mr. Curtis Youngman

August 1996:  Pastor: Msgr. John Flynn
Principal:  Mrs. Cindy Salinas

Principal:  Mrs. Cindy Salinas

August 2004:  Pastor: Msgr. Michael Yarbrough
Principal:  Mr. Alvin Caro

August 2010:  Pastor: Fr. Dennis Aréchiga
Principal:  Mr. Alvin Caro

August 2018:  Pastor: Fr. Dennis Aréchiga
Principal:  Dr. Jennifer Grenardo

August 2019:  Pastor: Fr. Dennis Aréchiga
Principal:  Mrs. Geneva Salinas

St. Matthew Catholic Church and School are in North Central San Antonio, adjacent to the Medical Center. In 1992 Msgr. John Flynn, conducted a parish survey which revealed the desire for a parish school. He undertook the project with the firm belief that a parish school strengthened the religious education of the parish and strengthened parish life as a whole.

In January 1993, ground was broken for St. Matthew Catholic School and on August 18, 1993, the school opened with an enrollment of just under 400 students. The school was dedicated by Bishop Joseph Galante on Oct. 10, 1993.

Msgr. Michael Yarbrough was appointed pastor of St. Matthew Catholic Church on June 1, 1998. During his twelve years as our pastor, Msgr. Yarbrough was committed to the children, to their families, to the faculty and staff and, to promoting the Mission of St Matthew Catholic School.

St. Matthew Parish welcomed Fr. Dennis Aréchiga as its pastor on June 1, 2010. Fr. Dennis, a graduate of the University of Notre Dame and a former music teacher in the Archdiocese of San Antonio, brought his years of service as a pastor at St. Monica’s in Converse, Texas and as Pastoral Administrator of a parish school. Fr. Dennis is a strong supporter of Catholic education.
The faculty welcome his visits to the classrooms during the school year. We are blessed to be part of a living faith community. Fr. Dennis is assisted in the parish by Rev. Jake Emperor, SJ, Msgr. Juan Alfaro, Rev. Abel Ruiz and eleven deacons. They meet the school children at weekly liturgies, during Reconciliation and on special holy days.

Sr. Patrice Floyd, IWBS, the first principal of St. Matthew Catholic School, opened the school with a full schedule for students from PreK-3 through 8th grade. Under the administration of Mr. Curtis Jungman, 1994-1996, school enrollment continued to grow, new classes were added at each grade level, and the decision was made to begin enrollment with PreK-4 classes. Under the administration of Mrs. Cindy Salinas, St. Matthew Catholic School reached an enrollment of over 700 students from Pre-K through eighth grade. Classroom space was expanded with the addition of three portable classroom buildings. This is Mrs. Geneva Salinas’ first year serving as Principal of St. Matthew Catholic School. She has been a school administrator for eight years. She is a graduate of Providence High School. She earned her Bachelor of Arts and Master’s in Education from Our Lady of the Lake University. She earned her Master’s in Administration from Lamar University. She is looking forward to working closely with the students, staff, and parents of St. Matthew.

Parent – School communication has been enhanced and expanded. Students, parents, teachers, and the administration use RenWeb, an electronic parent-to-school communication system, to maintain communication between the school and the parents. A weekly newsletter with photos and links to interactive video snaps bring the events of the week to life. An updated user-friendly Website debuted at the start of the 2015-2016 school year St. Matthew Catholic School. Each faculty member has his/her own webpage which is accessed from the school website.

St. Matthew Catholic School also has a presence on social media with a Facebook page, and Twitter, Pinterest and Instagram accounts. The FACTS Tuition Management Program was introduced in the 2017-2018 school year.

In the 2017-2018 school year, The Project Based Learning STREAM Initiative was implemented throughout the school. Science, Technology, Religion, Engineering, Art and Math are incorporated into planned projects that are based in the grade-level TEKS and Archdiocesan Curriculum.

St. Matthew Catholic School is and will continue to be dedicated to faith formation, educational excellence and innovation, and service to the community.
St. Matthew Catholic School follows the policies and directives of the Archdiocese of San Antonio and the Texas Catholic Conference Education department (TCCB ED). Policies in the 2019-2020 St. Matthew Catholic Student/Parent Handbook were created based on the directives from these agencies and the unique requirements and needs of St. Matthew Catholic School.

RIGHT TO AMEND THE STUDENT/PARENT HANDBOOK

The Archdiocese, the Administration and/or the Pastor of St. Matthew Catholic School reserve the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.

ACCREDITATION

St. Mathew Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED). The TCCB ED through its association with TEPSAC (Texas Private School Accreditation Commission), is recognized by the Texas Education Agency, and is responsible for the implementation of the accreditation process for Texas Catholic schools. For more information on accreditation, please visit the following websites:

http://www.tepsac.com/ (Texas Private School Accreditation Commission)
https://txcatholic.org/accreditation/ (TCCB ED)
Dear St. Matthew Parents and Students:

Welcome to our school and parish community! Once again, summer has flown by, and now we are ready to start a new school year filled with hope and anticipation.

This past semester saw the opening of our new Athletic Center, the culmination of many years of planning and preparation. It will be wonderful to see our children utilize this beautiful facility for their P.E. classes, volleyball and basketball practices and other activities. Those with children in C.Y.O. and in Middle School will certainly appreciate having practices at home and the wonderful convenience of hosting more home games as well.

The three meeting rooms within the new Athletic Center will continue to enhance our educational experience; one of the rooms will continue to be used for Spanish Classes and another for Art Classes. Having a third available room during school hours also helps us accommodate other needs such as testing and special meetings.

Construction is underway on our expanded playground. We hope it will be ready for the beginning of the school year or if not shortly thereafter. The expanded playground will give children extra space to burn off their excess energy and will also include an area for soccer.

We welcome new members to our School Administrative Staff. Mrs. Geneva Salinas will begin her first year as our School Principal having had several years of experience as a Principal in the Somerset Independent School District. We also welcome our new Vice-Principal who oversees Middle School, Mr. Harold Maldonado, who has extensive administrative experience as a former high school principal for schools in the Northside Independent School District. They will join Liz Bloom who begins her second year as our Vice-Principal who oversees our Elementary Grades.

We also have a change in our School Business Manager with Loretta Parker’s retirement after many years of dedicated service. Mrs. Naomi Castilleja, our former second grade teacher, is now in Loretta’s former role. We welcome new and returning teachers and staff members who make St. Matthew School a special place of learning.

Of course, a central part of belonging to a Catholic School is developing our life of faith. School Masses will continue to be held mostly on Thursday mornings at 8:15 a.m.; parents and grandparents are always welcome to join us. Father Duncan Amek, a newly ordained priest originally from Kenya, is our new Parochial Vicar who will preside over our school Masses in addition to myself. Please join us for our Opening School Year Mass at 3 p.m. on Sunday, August 18th in our church. Now that we have access to our new Athletic Facility, certain Holy Day and Special Masses will take place there instead of our church, such as our Masses for the Assumption on Thursday, August 15th, All Saints Day on Friday, November 1st and Ash Wednesday on February 26th of 2020.

The following pages include the St. Matthew Catholic School Student-Parent Handbook. Please read it in full. We thank the sub-committee from the School Council that reviews and revises this handbook.

Once again, welcome!

Fr. Dennis D. Aréchiga, Pastor
St. Matthew School Theme 2019-2020

Ten Ways to Love

**Listen**
Without interrupting
Proverbs 18:13

**Share**
Without pretending
Ephesians 4:15

**Speak**
Without accusing
James 1:19-20

**Enjoy**
Without complaint
Philippians 2:14

**Give**
Without sparing
Proverbs 22:6

**Forgive**
Without punishing
Colossians 3:12-13

**Pray**
Without ceasing
1 Thessalonians 5:16-18

**Trust**
Without wavering
James 1:6

**Answer**
Without arguing
Proverbs 17:1

**Promise**
Without forgetting
Ecclesiastes 5:3
ARCHDIOCESE OF SAN ANTONIO
St. Matthew is governed by the policies of the Archdiocese of San Antonio. These policies are regularly reviewed and revised. Throughout the 2019-2020 St. Matthew Catholic School Student Parent Handbook you will notice there are starred (*) sections. These sections are taken directly from the Archdiocesan policy handbook and must be included in the policy handbooks of schools throughout the archdiocese.

ADMISSION POLICIES *3001
Non-Discrimination Certification – 3001A
The schools of the Archdiocese of San Antonio admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of San Antonio do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs.

Preference for admission shall be given to students of the Catholic faith.

The school’s admission policy shall be clearly written in the Parent/Student Handbook. The principal shall ensure that the school abides by a non-discriminatory policy regarding students and publish such a policy in the school’s Parent/Student Handbook.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the principal or his/her designee. The school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition, and make an equally strong effort to make sure that those who are able to pay tuition do so.

Admission criteria shall vary from school to school, depending upon the objectives of the school, its resources, and the type of community served. Each school is encouraged to have a recruitment program. Schools shall outline their admissions process and criteria in their recruitment material, which includes but is not limited to their website, and parent/student handbook.

In those cases, in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

Requirements- Age and Documents *3002
Form: Registration – 3002A Student Admission Checklist – 3002B

Schools must adhere to the age of admission for K3, K4, kindergarten, and 1st grade established by the Texas Catholic Conference of Bishops Education Department (TCCB ED). Parents who seek a Catholic education for their child shall enter into a tuition agreement and agree to be bound by the policies and procedures of the school outlined in the school’s Parent/Student Handbook. See also Policy 4402 – Tuition Agreements.
The tuition agreement is established between the parent/student and the school and in accordance with the rules of the school governing all areas of the student's development. As part of the contractual agreement, there are explicit and implicit expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the Parent/Student Handbook and various school communications.

**AGE REQUIREMENTS**

Students shall be four (4) years of age on or before September 1 of the current school year to be admitted to the 4K program.

A student must be five (5) years of age on or before September 1 to be admitted to Kindergarten.

Please see TCCB ED Policy regarding Inservice/Length of School Year: Age Requirements; IV-37.

Participation in a school’s 4K program does not ensure acceptance or entrance into Kindergarten. In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their child attended the school’s 4K program.

A student must be six (6) years of age on or before September 1 of the current school year to be admitted into the first grade. Please see TCCB ED Policy regarding Inservice/Length of School Year: Age Requirements; IV-37. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.

**DOCUMENT REQUIREMENTS**

Before a student’s admission, the following records are required:
1) Official Birth Certificate
2) Baptismal Certificate
3) Official cumulative record or transcript of previous grade
   (a) Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
4) Emergency Information Card
5) Health Record
   (a) Immunization record
   (b) Illness record
6) Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
7) I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

**Admission of Students Transferring Within the Archdiocese *3004**

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved.
Admission of Students from Public and Other Non-Public State Approved Schools *3005
Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

Admission of Students from Home Schooling and Non-Accredited Schools *3006
Every school in the Archdiocese of San Antonio must have a written policy for admitting students who transfer from non-accredited schools or home schooling. Admission is the decision of the principal and shall be based on testing, observation and/or other assessments.

Admission of International Students and Exchange Visitors (SEVIS) *3007
Form: I-20 Required Data Form – 3007A
Each school should be certified as an approved agent to certify eligibility of nonimmigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification. Each school should designate a school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS.
Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school’s admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian’s authority to act on behalf of the parent/student should be kept on file with the school.
The school DSO shall work with the student’s parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

Admission of Students with Special Needs *3008
The Archdiocese of San Antonio promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. Catholic schools strive to provide the accommodations and/or modifications within the scope of their school’s resources for students who are identified as having special learning needs. Schools should have a process and policy in place for documenting accommodations and modifications. Accommodations and modifications should be communicated to parents and reviewed, at a minimum, on a yearly basis.
# Mass Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Mass</th>
<th>School Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Aug</td>
<td>Thursday</td>
<td>19th Week Ordinary Time</td>
<td>Holy Day Assumption - In Gym</td>
</tr>
<tr>
<td>22-Aug</td>
<td>Thursday</td>
<td>Memorial of the Queenship of the Blessed Virgin Mary</td>
<td></td>
</tr>
<tr>
<td>29-Aug</td>
<td>Thursday</td>
<td>Memorial of the Passion of St. John the Baptist</td>
<td></td>
</tr>
<tr>
<td>5-Sep</td>
<td>Thursday</td>
<td>22nd Week Ordinary Time</td>
<td></td>
</tr>
<tr>
<td>12-Sep</td>
<td>Thursday</td>
<td>23rd Week Ordinary Time</td>
<td></td>
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<tr>
<td>20-Sep</td>
<td>Friday</td>
<td>Feast of St. Matthew</td>
<td>Student Council</td>
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<tr>
<td>26-Sep</td>
<td>Thursday</td>
<td>25th Week Ordinary Time</td>
<td></td>
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<tr>
<td>3-Oct</td>
<td>Thursday</td>
<td>26th Week Ordinary Time</td>
<td></td>
</tr>
<tr>
<td>10-Oct</td>
<td>Thursday</td>
<td>27th Week Ordinary Time</td>
<td></td>
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<tr>
<td>17-Oct</td>
<td>Thursday</td>
<td>Memorial of Saint Ignatius of Antioch</td>
<td></td>
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<tr>
<td>24-Oct</td>
<td>Thursday</td>
<td>29th Week Ordinary Time</td>
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</tr>
<tr>
<td>1-Nov</td>
<td>Friday</td>
<td>Solemnity of All Saints</td>
<td>Kinder Saints - in the Gym</td>
</tr>
<tr>
<td>7-Nov</td>
<td>Thursday</td>
<td>31st Week Ordinary Time</td>
<td></td>
</tr>
<tr>
<td>14-Nov</td>
<td>Thursday</td>
<td>32nd Week Ordinary Time</td>
<td></td>
</tr>
<tr>
<td>21-Nov</td>
<td>Thursday</td>
<td>Memorial of the Presentation of the Blessed Virgin Mary</td>
<td>Thanksgiving Luncheon</td>
</tr>
<tr>
<td>5-Dec</td>
<td>Thursday</td>
<td>First Week of Advent</td>
<td></td>
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<tr>
<td>12-Dec</td>
<td>Thursday</td>
<td>Feast of Our Lady of Guadalupe</td>
<td>Student Play</td>
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<tr>
<td>20-Dec</td>
<td>Friday</td>
<td>Third Week of Advent</td>
<td></td>
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<tr>
<td>9-Jan</td>
<td>Thursday</td>
<td>After Epiphany</td>
<td></td>
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<tr>
<td>16-Jan</td>
<td>Thursday</td>
<td>1st Week of Ordinary Time</td>
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<tr>
<td>23-Jan</td>
<td>Thursday</td>
<td>2nd Week Ordinary Time</td>
<td></td>
</tr>
<tr>
<td>30-Jan</td>
<td>Thursday</td>
<td>3rd Week Ordinary Time</td>
<td></td>
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<tr>
<td>6-Feb</td>
<td>Thursday</td>
<td>Memorial of Paul Miki and Companions</td>
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<tr>
<td>13-Feb</td>
<td>Thursday</td>
<td>5th Week Ordinary Time</td>
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<tr>
<td>20-Feb</td>
<td>Thursday</td>
<td>6th Week Ordinary Time</td>
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<tr>
<td>26-Feb</td>
<td>Wednesday</td>
<td>Ash Wednesday</td>
<td>School Mass in the Gym</td>
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<tr>
<td>5-Mar</td>
<td>Thursday</td>
<td>First Week of Lent</td>
<td></td>
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<tr>
<td>19-Mar</td>
<td>Thursday</td>
<td>Joseph, Husband of Mary Solemnity</td>
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<tr>
<td>25-Mar</td>
<td>Wednesday</td>
<td>Annunciation Solemnity</td>
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<tr>
<td>2-Apr</td>
<td>Thursday</td>
<td>Feast of Francis of Paola</td>
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<tr>
<td>5-Apr</td>
<td>Monday</td>
<td>Holy Week</td>
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<tr>
<td>7-Apr</td>
<td>Tuesday</td>
<td>Holy Week</td>
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<td>8-Apr</td>
<td>Wednesday</td>
<td>Holy Week</td>
<td></td>
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<tr>
<td>16-Apr</td>
<td>Thursday</td>
<td>Thursday in the Octave of Easter</td>
<td></td>
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<tr>
<td>18-Apr</td>
<td>Saturday</td>
<td>First Communion - Second Grade</td>
<td>9:30 a.m.</td>
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<tr>
<td>23-Apr</td>
<td>Thursday</td>
<td>Second Week of Easter</td>
<td>PreK Fiesta Mass &amp; Second Grade First Communion Presentation</td>
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<tr>
<td>1-May</td>
<td>Friday</td>
<td>Third Week of Easter</td>
<td>May Crowning</td>
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<tr>
<td>7-May</td>
<td>Thursday</td>
<td>Fourth Week of Easter</td>
<td></td>
</tr>
<tr>
<td>14-May</td>
<td>Thursday</td>
<td>Fifth Week of Easter</td>
<td></td>
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<tr>
<td>21-May</td>
<td>Thursday</td>
<td>Ascension of the Lord Solemnity</td>
<td>NHS</td>
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<tr>
<td>29-May</td>
<td>Friday</td>
<td>Seventh Week of Easter</td>
<td>8th Grade Presentation</td>
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<tr>
<td>30-May</td>
<td>Saturday</td>
<td></td>
<td>8th Grade Graduation Mass @9:30</td>
</tr>
<tr>
<td>3-Jun</td>
<td>Wednesday</td>
<td>Memorial of Charles Lwanga &amp; Companions</td>
<td>Last day of school</td>
</tr>
</tbody>
</table>
ARRIVAL AND DISMISSAL OF SCHOOL
THE SCHOOL DAY *7201
A school day, as defined by TCCB ED, is seven hours in length with a required minimum of six hours for instruction, except for full-day Pre-kindergarten and Kindergarten with a minimum of 5 hours, 20 minutes of instructional time.

Reduction of the amount of instruction time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the superintendent.

Class schedules are planned according to the time allotments specified by TCCB ED. A master schedule is retained in the Principal's office.

BEFORE SCHOOL PROCEDURES / MORNING CARE
- The school is open daily from 6:45 a.m. to 6:00 p.m. Early Morning Care is provided, in the cafeteria free of charge.
- Students arriving prior to 7:45 a.m. are to report directly to the cafeteria.
- The back-carline door remains locked until 7:30 a.m.
- After 7:30 a.m. students may be dropped off in the front or the back carline.

START OF THE SCHOOL DAY
- The school day begins promptly at 8:00 a.m.
- At the 8:00 a.m. bell, the St. Matthew Catholic School community begins the day with Morning Prayer and announcements.

CAR LINE RULES (Drop Off/Pick Up)
- Parents must remain in their vehicle at all times.
- At no time should any vehicle be left unattended.
- Vehicles must be shifted into “park” when not in motion.
- Parking in the faculty parking area behind the school building is prohibited.
- Admittance into the building is only permitted with a Visitor’s Tag obtained at the office.
- The maximum speed in the parking lot is 10 mph.
- Using cell phones while in car line is prohibited.
- Parking in front of the portable buildings during school hours is prohibited (this is a fire safety hazard).
- Parking or student drop-off/pick-up in the parish administration building parking lot is prohibited.
- The following chart will help to describe the way the morning car line drop off and afternoon car line pick-up works.
- PreK-3rd pick up needs to use the carline sign provided by the teacher.
Car Line

Back Car Line
Pre-K – 3rd Grade = Lower Grade Car Line
3:00 p.m. – 3:20 p.m.
Use the left lane.

Lower grade car line ends promptly at 3:20 p.m. If you are running late, then please do not enter car line. If you come between 3:20 p.m. - 3:40 p.m., then please park and walk to the side of the school behind the portables to pick up your child. The lower grade speakers will be turned off; your child will not hear their name. All remaining students will be taken to our amazing after-school care program.

Sibling Pick-up
Your upper grade child will pick up his/her sibling from a designated class when called during the Upper Grade Car Line.

4th – 8th Grade = Upper Grade Car Line
3:20 p.m. – 3:40 p.m.
Both lanes will be open.
Both lanes will be open for upper grade car line. After 3:40 p.m., all remaining students will enter after-school care.

The Ten Commandments of Car Line

1. Thou shalt not honk.
2. Thou shalt not use a phone.
3. Honor thy school rules.
4. Thou shalt stay in thy vehicle.
5. Thy children must be ready.
6. Thou shalt listen to traffic directors.
7. Thou shalt pull forward.
8. Thou shalt arrive on time.
9. Thou shalt be kind and respectful.
10. Thou shalt put thy name tag in window.
AFTER SCHOOL PROCEDURES

- Students in grades Pre-K – 3rd must be picked up by 3:20 p.m.
- Students in grades 4th-8th must be picked in their designated drop-off zone (the front of the school drive thru) by 3:40 p.m.
- All students who have not been picked up by the times stated above will be admitted to the After-School Care program.

AFTER SCHOOL CARE

- After school care will begin for Pre-K – 3rd grade students who have not been picked up at 3:25 p.m. and for students in grades 4-8 who have not been picked up by 3:45 p.m. There are NO EXCEPTIONS.
- No student is permitted to wait in front of the church, administration building, gym, portables, etc.
- If a student is discovered waiting on the school or church grounds, they will be escorted to the After-School Care Program.
- A similar procedure will be followed on early dismissal days.

SEVERE WEATHER CAR LINE PROCEDURES

To ensure the safety of our students, their families, and the staff who work morning car line drop-off and afternoon car line pick-up, we will implement RE-DIRECTED CAR LINE procedures in cases of SEVERE weather conditions. Severe weather conditions include, but are not limited to, lightning and thunder, hail, and torrential downpours.

**The administration will determine when SEVERE WEATHER car line procedures are to be implemented.**

During SEVERE WEATHER car line, the following procedures will be implemented:

1. The blacktop car drive in the front of the school will be closed.
2. All cars will be routed through back car line.
3. Drop-off and pick-up for all students will take place under the back-car line overhang.
4. Pick-up for the elementary level students (Pre-K through 3rd grade) will begin at 3 p.m.
5. Students from 4th grade through 8th grade, and their younger siblings, will be called for car line after the 3:20 p.m. bell rings.

Cars will not be permitted to park and wait in this CAR LINE

**As always, parents may park in the front parking lot and walk up to pick up their child.**

SEVERE WEATHER car line procedures will by design take a little longer; but it will provide a safer drop off and/or a safer pick-up for the children, as well as, ensure the safety of those who care for them.

EARLY DISMISSAL

St. Matthew School will have early dismissal throughout the year. Pre-K-8th will dismiss at 12:00 p.m. Early dismissals are approved for faculty meetings, parent conferences and early holiday dismissals.

Please refer to the school calendar for these early dismissal dates and make arrangements to pick up your child/children at that time. At 12:30 p.m., on early dismissal days, all unsupervised children will be taken to the After School Care Program. All students who are sent to After School
Care must pay for their care during their time in the After School Care Program. Fees will be added to the next tuition invoice. Please refer to the school calendar for all early dismissal days. There will be, on occasion, early dismissal days with no extended care provide. This is noted on the school calendar. Parents will also receive reminder emails through RenWeb.

EXTRA CURRICULAR PICK-UP POLICY

Students not picked up by a parent/designated person after a school-sponsored activity will be sent to the Extended Day Program. Teachers in charge of extra-curricular activities MUST ESCORT the students to Extended Day upon being dismissed from the activity.

In the event the activity extends beyond the 6:00 p.m. time frame, the teacher will remain with the student up to 30 minutes after the close of the activity. Parents of the child will be charged per minute according to the Extended Day Program fees for children left after 6:00 p.m. This policy applies to any activity, including those off campus.

ATTENDANCE

STUDENT ATTENDANCE *3101

State law requires students be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered.

Each school shall publish its local attendance policy in their parent/student handbook.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four hours (240 minutes) of the instructional day.

Half Day Attendance: To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. The process for notifying the school of an absence or to submit documentation of an excused absence shall be clearly defined in the parent/student handbook.

Local school policy will determine when other absences or tardies are to be excused. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused. In all cases, students are responsible for all work missed and are subject to the local school policies (or discretionary authority of the principal) for determination of whether absences are excessive and to determine what consequences will be enforced.

After ten unexcused absences, school administration must give a parent/guardian written notification that their student has accumulated excessive absences. The school shall follow a similar process for excessive tardies.
Each school shall determine its own guidelines for awarding perfect attendance.

CONSECUTIVE NON-ATTENDANCE DAYS
Schools shall contact a student’s parents or guardian when a student has been absent ten (10) consecutive school days. If through repeated efforts by school staff (e.g., administration, school counselor, health coordinator, nurse or other administrative staff) there has not been successful contact, then the school may withdraw the student.

ATTENDANCE COMMITTEE
When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered, then the school may convene an attendance committee to review the circumstances surrounding the student’s excessive absences, excused and unexcused. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences.

The attendance committee shall be comprised of the principal and/or his or her designee, the school counselor and the classroom teacher.

RECORDING ATTENDANCE *3102
The school is required to keep an accurate record of attendance, tardiness, and absences.

Daily attendance records must be kept for each student and a daily report must be reviewed by the principal. Every student enrolled in the school must be included in the records and is a member of that school until officially withdrawn. A student is considered absent unless officially withdrawn. Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five (5) years.

TARDINESS *3103
A student is tardy if he or she arrives after the designated start time set by the school schedule regardless of whether it is a half or full day of instruction.

A student missing less than three and a half hours of the school day, regardless of whether the day is a half or full day of instruction, is considered absent for a half day.

All tardies are considered unexcused.

A student who is not in his or her seat at 8:00 a.m. is tardy. All reasonable attempts must be made to arrive on time. Many factors can cause students to arrive late for school, most are beyond the control of the student creating a situation in which usual discipline methods may seem unfair. Each student is granted 15 no fault tardy arrivals per school year. A reason for being tardy is not required; however, a tardy slip must be secured from the office.

• After 10 tardy arrivals, a letter will be sent home to notify the family that they are near the limit for the year.

• On the 16th tardy and with each subsequent tardy up to the 20th tardy a $5.00 charge will be assessed each time a student is late.

• Beginning with the 21st tardy and with each tardy thereafter, a $10.00 charge will be added to the
monthly tuition.

• Tardy arrivals will be reported on the student’s report card.

NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS *3104
A student may be released from school during school hours only into the custody of those persons listed on the student’s emergency information card and only after verifying the identification of the person to whom the student is released.

The individual to whom the student is being released must come into the school, show identification, and sign the student out.

Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc. without written parental permission and approval by the principal. Students must only be released through a definite process conducted through the school's main office. Schools must request identification from the authorized person signing the student out of school. Each school is expected to have an Emergency Information Card on file for each student.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER *3105
Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student’s parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

THE SCHOOL DAY
The school day for students is:
• Pre-K – Grade 3 8:00 A.M. – 3:00 P.M.
• Grades 4 – 8 8:00 A.M. – 3:20 P.M.

Students arriving prior to 7:45 a.m. must go directly to Morning Care supervision in the cafeteria.
NO STUDENT MAY ENTER THE BUILDING/CLASSROOM BEFORE 7:45 A.M. WITHOUT PERMISSION FROM A TEACHER OR A MEMBER OF THE ADMINISTRATIVE STAFF.

WRITTEN EXCUSE FOR STUDENT ABSENCES/Recording Attendance
Written excuses for all absences must be turned into the student’s homeroom teacher upon the student’s return to school. If a student is absent, the parent/guardian should notify the student’s teacher(s) by 8:30 a.m. Any student missing more than 2 hours (120 minutes) of the school day is marked absent for that day. Students who are absent for three or more consecutive days, must have a signed doctor’s note explaining the reason for the absence.

PROMOTION AND ATTENDANCE
State law and St. Matthew Catholic School demand that a student must attend 90% of the teaching days per school year or the student may be required to repeat the grade. Therefore, eighteen (18) unexcused absences constitute a loss of credit and the student may have to repeat the grade or attend summer school to make up for the number of excessive absences.

STUDENT RECORDS
PERMANENT RECORD *3201
Form: Permanent Record Card – 3201A
A permanent record of the educational history of each student who has attended a school in the Archdiocese of San Antonio shall be maintained.

A student file (i.e., permanent record) must be maintained for each student according to a system approved by the Superintendent.

The permanent record should contain only these items: academic transcripts (high school)/permanent record card (elementary) (Form 3201A); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the student’s permanent record should be forwarded to a new school.

A copy of the permanent record is retained by the school when a student transfers or graduates.

Parish schools which close shall transfer the permanent record to the parish office.

INDIVIDUAL STUDENT HEALTH FILE *3202
Form: Student Cumulative Health Card – 3202A Student Health Form – 3202B
A health file must be maintained on each student that will include the student’s Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health records kept in the student’s health file and its contents are treated as confidential; they are available to the principal, school nurse, health coordinator and the professional staff, as necessary. Student health files shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or principal’s office.

The Student Cumulative Health Card and Student Health Form may be kept electronically using the school’s student data management system (e.g., RenWeb).

ANNUAL STUDENT HEALTH FORM *8106
Form: Student Health Form – 3202B
Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian’s responsibility to update emergency information in writing if changes occur during the school year.

The Student Health Form is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored within the student’s student health file. The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The Student Health Form may be kept electronically using the school’s data management system (e.g., RenWeb). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency.

Please see also Policy 3202: Individual Student Health File

PUBLICATION OF ADDRESSES *5003
The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

STUDENT PHOTOGRAPHS/INTERVIEWS *5004
Students’ photographs and interviews may not be taken or used without written parental and administrative permission. Schools are to apprise parents of their procedures in the school’s registration packet and/or handbook.

STUDENT CUMULATIVE HEALTH CARD
The Student Cumulative Health Card (Form 3202A) must be maintained on each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The student's original cumulative card record is given to the receiving school when the student transfers to another school. If kept electronically and upon transfer or graduation, a paper copy shall be included in the student’s file for transfer to the new school.

STUDENT HEALTH FORM
Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent/guardian’s responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.
ACCESS TO RECORDS *3203
Parents and students are afforded the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school should state in writing what procedures are to be followed if a parent or student wishes to view a record and/or receive copies. The school can ask for twenty-four hours’ notice and can require the parent to make the request in writing.

RELEASE OF RECORDS *3204
All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardian, and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information.

Each school shall allow full access to a student’s records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

REQUEST FOR AND TRANSFER OF STUDENT RECORDS *3205
Form: Request for Records – 3205A
Permanent record cards and health records will be released to a receiving school when that school applies directly by mail to the sending school (Form 3205A). A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school’s records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student’s permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent’s signed release specific to that information. The student’s original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

WITHHOLDING SCHOOL RECORDS *3206
Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an
absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of transcripts, report cards or other records of student’s work be used for the enforcement of collection.

**CONDUCT AND DISCIPLINE**

**DISCIPLINE**

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. St. Matthew Catholic School joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to comply with directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student. Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require. The Administration reserves the right, in serious cases, to circumvent the disciplinary process stated below. Self-esteem will be nurtured as part of a “peacemaking discipline” to be employed in the classroom. This program will establish expectations for student behavior and correct any behavior that disrupts the student or others in the classroom. Each of the units (Pre-K & Kindergarten; 1-3; 4-5; 6-8) has developed steps for appropriate behavior in their grade levels. Homeroom teachers will hand out classroom rules that follow the Discipline Policy.

**DISCIPLINARY ACTION *3401**

In establishing appropriate disciplinary regulations, the following guidelines should be used:
1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis should be placed on positive values rather than on punishment.
3. In dealing with student behavior, respect for the personal dignity of the student should be evident.
4. Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

The following disciplinary measures are forbidden:
1. Corporal punishment (e.g., but not limited to: spanking, shaking, slapping, pinching, etc.);
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parents, or background;
3. Sending a student outside the classroom where he/she is deprived of supervision;
4. Using religious exercises or important class assignments as punitive measures;
5. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

**Six cardinal rules of conduct will be followed throughout the school:**
1. Show respect for yourself, adults, others, the St. Matthew uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

St. Matthew School will provide an environment free of physical, verbal and sexual harassment.

The Administration reserves the right to modify and/or add new directives and consequences to this discipline policy as individual circumstances require and may not be included in this handbook. Specific questions can be directed to the School Administration. Disciplinary action will be taken in the form of disciplinary notices, detention, disciplinary referrals, suspension and expulsion. These forms will be sent home with the student for parent signature and a notice will be sent electronically through the Ren Web communication system. Instances that involve suspension and expulsion will involve immediate parent contact. All discipline forms (Disciplinary Notice, Detention Notice, ISS or OSS) sent home for a parent/guardian signature must be returned the next school day. Parent and child signatures on the discipline form signify that communication has taken place, not necessarily that approval of the action has been given.

TEACHER REFERRALS
A teacher may refer a student to the office for a conference with one of the school administrators. Depending on the circumstances, this referral may result in the issuance of a formal discipline action.

DISCIPLINARY NOTICES (DN)
The notice may serve as a communication tool after several classroom warnings have been given and a favorable response has not been seen. An accumulation of three Disciplinary Notices within a grading quarter will result in a Detention. A DN may be issued for such behavior as: excessive talking in class, being unprepared for class, eating in class without permission, chewing gum or any other minor infraction of the rules of good behavior expected of the students. It should be noted that any seemingly minor infraction may be viewed with more severity given the context of a specific situation.

DETENTION
A detention is issued for more serious matters. A detention may be assigned for behaviors such as: repeated disruption of class, disrespectful attitude, behavior, language, academic dishonesty or any other behavior deemed significant enough by school personnel to warrant detention. The child and his/her parent/guardian will be notified of the date and length of time of a detention before the day it is to be served. If a student has been issued three Detentions in a nine-week grading period, an ISS (In-School Suspension) will be issued.

SUSPENSION *3402
A student may be suspended by the principal or his/her designee for a serious violation of school rules. The school must carefully document the violation and the reason for the suspension. Written notice must be given to the parent or guardian of the student. A suspension may not last longer than three (3) days. Each school must determine the exact punitive conditions for suspension and these must be published in the school's Parent/Student Handbook. During the period of suspension, the student is marked absent.
SUSPENSION
An In-School Suspension (ISS) is issued for one of the following: an accumulation of 3 detentions by a student within a grading period, or a grave/serious infraction of a school rule. Any student bringing prohibited items to school, using obscene or offensive language or gestures, failing to comply with administrative directives, exhibiting public displays of affections (PDAs), destroying property or any infraction deemed serious enough by the school administrators can be grounds for In-School Suspension. A one-time fee of $75.00 is charged for an In-School Suspension.

Consequences of an ISS:
1. A student receiving an ISS will receive a U in conduct for that quarter and is not eligible for honor roll.
2. A student who has had an in-school suspension is not be eligible for field trips or special events without special permission the principal. However, when a student’s class is taking a field trip, the student must report to school and arrangements will be made for supervision.
3. A student who has received an ISS may be placed on a behavior contract at the discretion of the administration.
4. Student athletes will receive a one game suspension to be served on the first game after the ISS is issued to the student.
5. Repeated disciplinary infractions that result in multiple assignments to ISS may result in dismissal from St. Matthew School.

Out-of-School Suspension (OSS) is issued for an extremely grave infraction of a school rule or a continuous disregard of school rules and regulations. A student who is placed in an OSS may not return to the classroom until the parent and child have had a formal meeting with the administration. The pastor will be consulted in deciding the final disposition of a student placed on OSS. A student granted permission to return to classes at St. Matthew Catholic School after being placed on OSS, will return under the terms of a discipline contract which must be signed by the student, parent and administration. Failure to comply with the terms of the discipline contract may result in immediate removal from St. Matthew School.

Consequences of an OSS:
1. A student receiving an OSS and granted permission to return to St. Matthew will be placed on a behavior contract.
2. A student receiving an OSS will receive a U in conduct for that quarter and is not eligible for honor roll.
3. A student receiving an OSS and granted permission to return to St. Matthew is not be eligible for field trips or special events without special permission of the principal. However, if that permission is not given, the student must report to school on that day and arrangements will be made for supervision.
4. A student receiving an OSS is ineligible to participate in all school activities for the duration of the OSS.
5. Receiving an OSS may result in a student’s expulsion from St. Matthew Catholic School.

EXPULSION *3403
Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude. A student may be
expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure
Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school’s website. When such a serious case arises, the following procedures are followed: 1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended. 2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present. 3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion
A student may be subject to immediate expulsion when he/she: 1. participates in disruptive activities by a group such as a gang; 2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities; 3. smokes or uses any tobacco product on school property or at a school-related activity; 4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity; 5. threatens bodily injury or harm to a student/school personnel; 6. assaults a student, parent or any school personnel; 7. vandalizes school property or the property of others; 8. engages in chronic or repeated behavior which disrupts the learning environment.

EXPULSION
Serious infractions warrant a conference with the principal, assistant principal and pastor. The following violations will result in an immediate Administrative review with the possibility of expulsion from St. Matthew School:
• Participates in disruptive activities by a group such as a gang.
• Possesses, uses, delivers, or is under the influence of narcotics, dangerous drugs or alcohol.
• Smokes or uses any tobacco product on school property or at school related activity.
• Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school related activity.
• Threatens bodily injury or harm to student(s) or school personnel.
• Assaults a student, parent or any school personnel.
• Sends/forwards inappropriate images/sexting.
• Vandalizes school property or the property of others.
• Engages in chronic or repeated behavior that disrupts the learning environment.
• Sets off a false alarm.
• Serves multiple In-School Suspensions in a school year.
• Serves an Out-of-School Suspension.

St. Matthew Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations
(bullying/harassing/sexting) to the proper authorities.

SUBSTANCE ABUSE *3309
No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Definitions
A prohibited substance is defined as:
1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; 2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content; 3. Alcohol or any alcoholic beverage; 4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or 5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

Under the influence means a student’s faculties are noticeably impaired. The student need not be legally intoxicated.

PROHIBITED ITEMS AT SCHOOL
The following items are not permitted on school premises:
• Alcohol
• Entertainment Magazines
• Drugs or Prescription drugs MUST be stored with the school nurse and administered through the nurse’s office. Non-prescription drugs (ex: aspirin, Advil, cough drops) may not be brought to school, unless under the authorization of a doctor’s prescription and kept in the nurse’s office.
• Electronic devices/ gadgets that have not been issued by the school
• Fireworks
• Glassware/Glass Containers
• Guns
• Highly Caffeinated “energy” drinks
• Inappropriate books, websites, magazines/comics, music, pamphlets, literature or software
• Knives
• Laser pointers
• Lighters/matches
• Pump Sprays and Aerosol Sprays (i.e. Deodorant, body sprays, hairspray, cologne, breath sprays, perfumes)
• Strongly scented hand and body lotions
• Shock Devices
• Tobacco in any form
• Vaping paraphernalia
• Video games

Students are strongly discouraged from bringing expensive items to school. The list of these items includes, but is not limited to, expensive purses, wallets, backpacks and other personal accessories, including jewelry.

SCHOOLS AS WEAPONS FREE ZONES
Schools must follow the regulations as stated in Texas State law with regard to weapons. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic, social or extracurricular activities. The person who does this will immediately be reported to the police. The principal will notify the parent/guardian of any student who is arrested for violation of this statute.

COPYRIGHT
All employees, volunteers and students will abide by the federal copyright laws. Employees, volunteers and students may copy print or non-print materials allowed by: 1. Copyright law. 2. Fair use guidelines. 3. Specific licenses or contractual agreements. 4. Other types of permission. Employees, volunteers and students who willfully disregard copyright law are in violation of the Archdiocesan policy and do so at their own risk and assume all liability.

CHEATING/CONSEQUENCES OF CHEATING
When it has been determined that cheating has taken place, all students involved in giving or receiving information will face disciplinary action. This will include receiving a zero for the assignment, project or test, serving a detention and possibly (at teacher discretion) re-submitting the assignment (a new grade will not be given). Multiple infractions may lead to more severe consequences including suspension and expulsion.

LOCKER AND LOCK ASSIGNMENTS
• All Middle School Students will be assigned to a specific locker number and a specific lock and combination for that locker.
• Students are co-tenants of the locker space.
• The school will maintain a copy of the student’s lock combination, as well as, a master key to unlock each individual locker.
• The school reserves the right to inspect all lockers at any time. Students in possession of illegal substances or objects will be immediately reported to the local authorities.
• Assigned locker combinations are the responsibility of the individual student and are not to be shared with other students.
• It is the student’s responsibility not to share his/her locker combination; to keep his/her locker locked at all times.

ARCHDIOCESE POLICY *3310 SEARCH AND SEIZURE
The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession. The Parent/Student Handbook should contain a statement concerning the use and search of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.
BULLYING PREVENTION *3302

Each school must have a bullying prevention policy and bullying prevention plan. Each year the school must publish the approved bullying prevention policy and plan in the parent/student handbook and employee handbook. The school must publish their procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, on the school website. The bullying prevention policy and bullying prevention plan shall be submitted annually to the Department of Catholic Schools for review and approval.

It is the responsibility of all Catholic school leaders to ensure that a safe, positive and productive educational environment be established in each school, where no student shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation. The principal of each school and designated staff members (e.g., school counselor, lead teacher) with the oversight of the pastor, are collectively responsible for the implementation of bullying prevention, intervention and reporting procedures. The prohibition against acts of bullying, discrimination/harassment, cyber-bullying, or retaliation applies to all people engaged in all school related activities, which includes but is not limited to all students, regular or temporary, part-time or full-time employees; volunteers, instructors, and consultants.

The three-part bullying prevention plan must include the following components:
1) Prevention of Bullying through the promotion of kindness, respect, empathy, and acceptance
2) Reporting and Investigation Protocol
3) Response and Intervention Protocol

Each school’s policy and bullying prevention plan should also include the following:
• Definitions
• Statement of prohibition of bullying
• Prohibition of and procedures for addressing retaliation against any person who reports or provides information about an incident of bullying
• Procedures and obligations for providing notice of an incident of bullying to (a) parent(s) or guardian(s) of alleged victim on or before third business day after the incident is reported, (b) parent(s) or guardian(s) of the alleged bully within a reasonable amount of time after the incident and (c) other school or law enforcement officials
• Actions a student should take to obtain assistance and intervention in response to bullying
• Procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred
• Determination of disciplinary actions
• Prohibition on imposing disciplinary measures on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student’s use of reasonable self-defense in response to the bullying • Available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying • Instructional and support services for students
• Professional development and staff training
• Communication and collaboration with parents and families

Violations of each school’s bullying policy shall be addressed in conformance with each school’s existing disciplinary policy.

All reporting, timely investigation and responses shall be consistent with local, state and federal law regarding the anti-discrimination and the protection of civil and human rights.
Definitions
Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that: 1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s property; 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; 3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or 4. Includes cyberbullying.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct: 1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; 2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or 3. Otherwise adversely affects the student’s educational opportunities.

At St. Matthew Catholic School bullying can be reported ANONYMOUSLY online. A bullying incident report can be submitted on the St. Matthew Catholic School website. It is currently located in the Parent Resources tab on the Website. It is anonymous, unless the reporter chooses to self-identify.

When a report of a bullying/harassment issue is received one of the administrators will conduct an investigation into the reported incident adhering to guidelines provided by the Catholic Schools Office. Parents of the students involved will be notified.

St. Matthew Catholic School Administrators will use discretion in assigning consequences for reported bullying/harassment on a case by case basis, which can range from campus intervention to expulsion in the most severe cases.

The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between the involved parties, and the context in which the alleged incident has occurred.

The services of the school counselors are available for students involved in any aspect of a
bullying situation: the child (children) being bullied; the child (children) who are engaged in bullying behavior; the child (children) who are bystanders or reporters of the behavior.

Retaliation against someone who reports a bullying/harassment incident is considered a serious offense and will be dealt with in the same manner as a bullying/harassment incident.

**DRESS CODE *3303**

Each school shall establish standards of student dress, which will promote dignity, cleanliness, and good health. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities. The dress code shall be published in the Parent/Student Handbook and enforced by the administration, faculty and staff.

**UNIFORM POLICY**

The St. Matthew Catholic School uniform has been selected to provide a neat appearance for our students as well as remain functional and affordable. All students (PK-8th) are required to wear the school uniform. The school uniform, including sweats and jackets, must be purchased in store or online at either:

**Uniforms can be purchased in store or online at:**

- **School Yard Uniforms** is located at Wonderland of America’s Mall next to Burlington (210) 734-2912.
- **Academic Outfitters** is located at 8055 West Ave ste 102-103, Castle Hills, 78213, (210) 616-2014. The St. Matthew Catholic School PTC offers periodic uniform resale opportunities throughout the year. Shoes may be purchased from School Shoes Unlimited, 2019 Vance Jackson (210) 734-9003 (alternate shoe brands must meet the requirements as described below). Other than school shoes, no alternate brands or styles for any of the uniform components are allowed. Items purchased for athletics, cheerleading, from the PTC store or Booster Club, etc. are not part of the uniform. These items may be worn on Spirit Dress days only. School patches can be purchased at the school office.

- **Jackets or coats** may be worn over the uniform for any outdoor activity on cold days. Jackets and coats are not worn in the building or during Mass. Students need to purchase a St. Matthew sweater if they are cold natured to wear in the school building or during Mass.

  *HOODIES and NON-UNIFORM SWEATSHIRTS CANNOT BE WORN IN PLACE OF A JACKET OR COAT INSIDE OR OUTSIDE.*

- Sixth through eighth grade students are allowed to wear St. Matthew Letterman jackets outside and in the building except for Mass.

- Uniforms (shirts, skirts and pants) must fit properly throughout the school year. All items must be clean, neat and mended.
Uniform length
Girls: The length of skirts, jumpers and walking shorts will be just above knee. This measurement will be consistent when measured from the floor on all sides of the skirt/jumper/shorts.
Boys: Boy pants length should touch the shoes. Shorts should not be shorter than just above the knee.
Sweatpants and sweatshirts are for Pre-kinder through 3rd grade students ONLY.
*PLEASE SEE THE UNIFORM REQUIREMENTS DOCUMENT FOR SPECIFIC INFORMATION BY GRADE LEVEL.

PE UNIFORM
All PE Uniforms must be purchased through the PE department for grades 6th - 8th. The approved PE Uniform includes:
- St. Matthew PE t-shirt
- Red shorts
- White socks (girls may wear socks or tights) – plain, no logos or accents (all socks or tights must be worn above the ankle, and visible to the observer)
- Any athletic tennis shoe

GROOMING

MAKEUP: No facial make-up including: tinted face color, lip color, mascara, eyeliner, and lash extensions
NAILS: Only clear nail polish is allowed. Colored nail polish, artificial nails, and French tips are not permitted.
HAIR: No hair color treatments of any kind for boys and girls. Hair color must be natural color with no frosting, tipping, highlighting, or fad haircuts/styles.

Boys: Above the eyebrows at least one-half inch (1/2”), tapered above and around the ears and must be at least 1 inch above the collar. The sides and top should be no shorter than a #2 razor guard. Sideburns should not extend below the middle of the ear. Hair height will be at the discretion of the administrator. The administration reserves the right to assess a violation to any student with an extreme or faddish hair style. Middle School boys need to be clean-shaven.

Girls: Above the eyebrows, away from the face. Moderate length encouraged. Hair accessories including barrettes, ribbons, hair bands, and ponytail holders for girls must be a single color of black, white, red, navy blue, dark green or gold. Jeweled hairbands are not uniform. These items may also be made from the St. Matthew uniform plaid. Hair bows should be no larger than 2 inches in height. Bows conforming to the above colors with the students’ initials or St. Matthew logo/initials are permissible.

Tattoos: Permanent and/or temporary tattoos are not permitted at St. Matthew School.
*Henna tattoos are NOT permitted nor is writing on hands/body with pens and markers.
SPIRIT-TYPE ITEMS
Items sold through other organizations (PTC – spirit items, BOOSTER CLUB, CYO, etc.) are only permitted on Spirit Dress Days.

JEWELRY
As a rule, valuables should not be worn at school. Rings, bracelets and ankle bracelets are not permitted. The following are permitted:

- **Wrists** – one (1) wrist watch – **SMART WATCHES or similar devices are NOT permitted at school. (Fitbits or activity trackers are permitted.**
- **Neck** - one (1) simple necklace chain or thin leather cord (4 mm) with a Christian religious symbol or medal.
- **Ears** – Simple stud earrings or 1/2 inch loops for girls. Only one earring per ear lobe. No earrings for boys.
- **Ties** – Students may wear one religious symbol, NJHS pin, Student Council pin.

*Medical identification items may be worn and must be approved by the school nurse and/or administration.*

NON-UNIFORM/SPIRIT DRESS DAYS
Occasionally (at the discretion of the administration), students are granted a non-uniform dress day. On non-uniform days students may come to school wearing clothing that upholds the dignity of our Catholic School environment. All non-uniform attire must be clean, neat, safe and modest. Non-uniform items cannot be worn in the church. Keep in mind that physical education classes meet on non-uniform days and dress is not an excuse for non-participation. Students may be asked to change if their clothing is deemed inappropriate by the administration. The approved non-uniform day attire is defined as:

- Blue or black jeans *(no holes or faux holes)* or uniform shorts; and
- St. Matthew logo shirt OR sweatshirt (St. Matthew CYO, Booster Club, PTC, but not other Catholic schools) *SWEATSHIRTS WITH HOODS ARE NOT ALLOWED!*
- Socks/hose (must be above the ankle as described above)
- Athletic shoes, closed shoes, boots

The official scout uniform may be worn on scout meeting days at the discretion of the principal but is not permitted on Mass days.

All grooming and jewelry policies remain in effect on non-uniform days. Students may *not* wear open-toed shoes, sandals or flip flops.

NON-UNIFORM PICTURE DAYS *(8th grade only)*
All non-uniform attire must be clean, neat, safe and modest reflecting our Catholic values. Low cut, sleeveless, spaghetti strap/strapless tops and shirts with brand lettering are not acceptable. Skirt length must follow the uniform guidelines.

UNIFORM VIOLATIONS
Parents or caregivers are primarily responsible for students wearing the proper uniform. At the administration’s discretion, a student may be sent home for a uniform violation. All uniforms
must be clean and neat in appearance (shirts tucked in, shoes tied, etc.) for the duration of the school day. Students are required to be in proper uniform every day. Beginning in 4th grade students will receive demerits when they are not in uniform compliance.

**These are examples of what could earn 1 uniform demerit:**
- No belt
- No tie
- Short skirt
- Wrong socks OR knee socks not worn to the knee
- Long hair (boys)
- Un-tucked shirt
- Jewelry
- Make-up, nail-polish

Students will receive a demerit for each uniform infraction on every day they are out of compliance. Demerits will accumulate throughout the year. 4th - 8th grades: First 5 demerits = 1 DN

For every 5 demerits after the first 5, the student will receive an after-school detention.

**Uniform Requirements**

*This document outlines the specific uniform requirements by grade level. For more detailed information regarding uniform policy, please see Section 32 of the Student/Parent Handbook.*

**Pre-Kinder Mass & Daily Uniform (for BOYS & GIRLS)**
- Red or white short-sleeve polo with school emblem embroidered on left front
- Elastic khaki pleated short/long pants for boys
- Red plaid shorts/pants for the girls
- All white VELCRO leather tennis shoes (no lights, color trim or contrast soles)
- White Socks -no logo or writing, over the ankle, and visible to the observer

*Optional – Red Cardigan sweater with patch on the right pocket
Optional – sweatshirt and sweatpants – not on Mass days.
Optional – Only plain white short-sleeve t-shirt under the polo shirt*

**Kinder and 1st Grade: Dress Uniform (BOYS)**
- White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
- Elastic Khaki Pleated Long Pants
- Blue and red stripe tie
- All white VELCRO LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, **over the ankle**, and visible to the observer
  Optional – *Red Cardigan* sweater with patch on the right pocket
  Optional – Only plain white short sleeve t-shirt under the *oxford shirt*

**Kinder-1st Grade: Daily Uniform (BOYS)**
* Red or white short-sleeve polo with school
  emblem embroidered on left front
* **Elastic** Khaki pleated short/long pants
* All white **VELCRO LEATHER** tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, **over the ankle**, and visible to the observer
  Optional – *Red Cardigan* sweater with patch on the right pocket
  Optional – Red sweatshirt and/or sweatpants
  Optional – Only plain white short sleeve t-shirt under the polo shirt

**Kinder – 3rd Grade: Dress Uniform (GIRLS)**
* White, poplin middy blouse with school
  emblem patch applied to the right back of blouse collar
* Red Plaid Jumper
* White **knee highs** or tights (no leggings)
* All white **LEATHER** tennis shoes (no lights, color trim or contrast soles)
  Optional – *Red Cardigan* sweater with patch on the right pocket
  Optional – Only plain white tank or short sleeve *t-shirt under middy blouse*

**Kinder – 3rd Grade: Daily Uniform (GIRLS)**
* White, poplin middy blouse with school
  emblem patch applied to the right back of blouse collar; or
* Red or white short-sleeve polo with school emblem embroidered on left front
* Red Plaid Jumper or red plaid pants/walking shorts
* White **knee highs** or tights (no leggings) with All white **LEATHER** tennis shoes
  (no lights, color trim or contrast soles) **when wearing the jumper**; or
* White socks (no logo or writing, **over the ankle**, and visible to the observer) with
  all white **LEATHER** tennis shoes (no lights, color trim, or contrast soles) **when wearing pants/shorts**
  Optional – *Red Cardigan* sweater with patch on the right pocket
  Optional – Red sweatshirt and/or sweatpants

**2nd-3rd Grades: Dress Uniform (BOYS)**
* White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
* Khaki Pleated Long Pants
* Brown or black belt
* Blue and red stripe tie
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red Cardigan sweater with patch on the right pocket
Optional – Only plain white short sleeve t-shirt under the oxford shirt

2nd-3rd Grades: Daily Uniform (BOYS)
* Red or white short-sleeve polo with school emblem embroidered on left front
* Khaki pleated short/long pants
* Brown or black belt
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red Cardigan sweater with patch on the right pocket
Optional – Red sweatshirt and/or sweatpants
Optional – Only plain white short sleeve t-shirt under the polo shirt

4th & 5th Grades: Dress Uniform (BOYS)
* White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
* Khaki Pleated Long Pants
* Blue and red stripe tie
* Brown or Black Belt
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white short sleeve t-shirt under the oxford shirt

4th & 5th Grades: Dress Uniform (GIRLS)
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar
* Red Plaid tie
* Red Plaid Skirt
* White knee highs or tights (no leggings) with all white LEATHER tennis shoes (no lights, color trim or contrast soles);
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white tank or short sleeve t-shirt under middy blouse

4th & 5th Grades: Daily Uniform (BOYS)
* Red or white short-sleeve polo with school emblem embroidered on left front
* Khaki pleated short/long pants
* Brown or black belt
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white short sleeve t-shirt under the oxford shirt

4th & 5th Grades: Daily Uniform (GIRLS)
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar with red plaid tie; or
* Red or white short-sleeve polo with school emblem embroidered on left front
* Red Plaid Skirt or red plaid pants/walking shorts
* White knee highs or tights (no leggings) with all white LEATHER tennis shoes (no lights, color trim or contrast soles) when wearing the skirt; or
* White crew socks (no logo or writing, over the ankle, and visible to the observer) with all white leather tennis shoes (no lights, color trim, or contrast soles) when wearing pants/shorts
Optional – Red pullover V-neck sweater with SM logo
Optional - Only plain white tank or short sleeve t-shirt under middy blouse

6th & 7th Grades: Dress Uniform (BOYS)
* White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
* Khaki Pleated Long Pants
* Blue and red stripe tie
* Black Belt
* Black dress shoes or loafers with black socks
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white short sleeve t-shirt under the oxford shirt
Optional – Flat front pants

6th & 7th Grades: Daily Uniform (BOYS)
* Red or white polo short sleeve knit shirt with school emblem embroidered on left front
* Khaki pleated short/long pants
* Brown or black belt
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white short sleeve t-shirt under the oxford shirt
Optional – Flat front pants
6th & 7th Grade: Dress Uniform (GIRLS)
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar
* Red tie
* Red Plaid Skirt
* White knee highs or tights (no leggings)
* Black penny loafers
Optional – Red pullover V-neck sweater with SM logo
Optional – Only plain white tank or short sleeve t-shirt under middy blouse

6th & 7th Grade: Daily Uniform (GIRLS)
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar with red tie; or
* Red or white short-sleeve polo with school emblem embroidered on left front
* Red Plaid Skirt or red plaid pants/walking shorts
* White knee highs or tights (no leggings) with black loafers when wearing the skirt; or
* White socks (no logo or writing, over the ankle, and visible to the observer) with all white LEATHER tennis shoes (no lights, color trim, or contrast soles) when wearing pants/shorts
Optional – Red pullover V-neck sweater with SM logo
Optional - Only plain white tank or short sleeve t-shirt under middy blouse or polo

8th Grade: Dress Uniform (BOYS)
* White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
* Blue tie
* Khaki Pleated Long Pants
* Black Belt
* Black loafers or dress shoes with black socks
* White Socks -no logo or writing, over the ankle, and visible to the observer
Optional – Blue pullover sweater
Optional – Only plain white short sleeve t-shirt under the oxford shirt
Optional – Flat front pants

8th Grade: Dress Uniform (GIRLS)
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar
* Blue tie
* Red Plaid Skirt
* Black penny loafers
* Blue knee high socks or tights with black loafers
  * Optional – Blue pullover sweater
  * Optional – Only plain white tank or short sleeve t-shirt under middy blouse

**8th Grade: Daily Uniform (BOYS)**
* Red or white polo short sleeve knit shirt with school emblem embroidered on left front
* Khaki pleated short/long pants
* Brown or black belt
* All white LEATHER tennis shoes (no lights, color trim or contrast soles)
* White Socks -no logo or writing, over the ankle, and visible to the observer
  * Optional – Blue pullover sweater
  * Optional – Only plain white short sleeve t-shirt under the polo
  * Optional – Flat front pants

**8th Grade: Daily Uniform (GIRLS)**
* White, poplin middy blouse with school emblem patch applied to the right back of blouse collar with blue tie; or
* Red or white short-sleeve polo with school emblem embroidered on left front
* Red Plaid Skirt or red plaid pants/walking shorts
* Blue knee highs or tights (no leggings) with black loafers when wearing the skirt; or
* White socks (no logo or writing, over the ankle, and visible to the observer) with all white LEATHER tennis shoes (no lights, color trim, or contrast soles) when wearing shorts/pants
  * Optional – Blue pullover sweater
  * Optional - Only plain white tank or short sleeve t-shirt under middy blouse or polo

**INTERNET/USE OF ELECTRONIC COMMUNICATION**
**STUDENT USE OF ELECTRONIC COMMUNICATION *3307**
Appendix: Sample Student Electronic Communication and Acceptable Use Policy and User Agreement – 3307A
Each school must have an electronic communication policy and an acceptable use policy specific to students. Each year the school must publish the electronic communication policy and the acceptable use policy in the school’s parent student handbook.

Prohibited electronic communications are:
(1) of a sexual nature;
(2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community;
(3) any action that violates the school’s existing behavioral standards covered by the school’s parent student handbook; or
(4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.
Whether the communication occurs within or outside of school property, during or after school hours, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

Violations of each school’s electronic communication policy shall be addressed in conformance with each school’s existing disciplinary policy. A school reserves the right to confiscate and/or examine any electronic device in the student’s possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school’s equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

The school’s local acceptable use policy must include the following components:
1) Communication by or between students including Digital Citizenship (i.e., educating students about cyberbullying awareness/response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms)
2) Communication between teacher and student
   a. Must be professional and should only be used to address instructional, educational, and extra-curricular program matters.
   b. Personal electronic communication between teacher and student is prohibited until the student has graduated and is over 18 years of age.

Each school’s local acceptable use policy should include the following:
• Definitions
• Process for reporting to the principal information learned from social media that could affect someone’s health, life and/or safety
• Professional development and staff training
• Communication and collaboration with parents and families

Schools must follow the state and federal laws regarding the use of filters on computers connected to the internet.

Definitions
Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school’s equipment, connectivity resources (e.g., WiFi) or using a personal device.
1. Professional electronic communication is a work-related activity that addresses instructional, educational, or extra-curricular program matters.
2. Personal electronic communication use is a non-work-related activity. Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.
ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE *3308
Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:
• the Department of Child Protective Services (CPS), or
• local law enforcement agency, and • to the guardians’ of all responsible and/or depicted parties, and,
• the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school’s obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

Definitions
Minors means person younger than 18 years of age.

MORALITY
St. Matthew Catholic School abides by the following policies of the Archdiocese of San Antonio regarding morality.

Maternity/Paternity Issues *3304
A primary purpose of Catholic education is to guide students’ growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God’s plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, if a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

1. When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.

2. The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in the same Catholic school, the following guidelines will be implemented:

1. The principal of that school must meet with him and his parent or guardian.

2. The father-to-be must be involved in a counseling program similar to that
provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor’s written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

ABORTION *3305
Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

MARRIAGE AND CO-HABITATION *3306
When the marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis.

Such a marriage, in itself, is not cause for dismissal or sanctions against the student.

Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

DUE PROCESS/APPEALS
GRIEVANCE FOR STUDENT EXPULSION *3404
The grievance procedure for student expulsion should be published every year in the school’s Parent/Student Handbook. The following grievance procedure shall apply only to instances of student expulsion.

**Procedure**

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor/authorized agent within three (3) school days of the decision of the LGC. The pastor/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor’s/authorized agent’s receipt of such an appeal. The pastor/authorized agent will then render his decision within five (5) school days.
4. The LGC’s finding are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the pastor/authorized agent retains the right to abate the expulsion or not, in his or her sole discretion.
5. If the aggrieved party remains unsatisfied with the decision of the pastor/authorized agent, they may contact the Superintendent of Catholic Schools.

**Local Grievance Council – Composition:**

1. The LGC shall be composed of three (3) to five (5) members appointed by the local school council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One (1) member may be a present or former school council member. The other two (2) members should have no direct relationship to the school.
4. The appointment to the LGC is for one (1) year and is renewable.

**Local Grievance Council – Duties and Process:**

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC is to uphold the principal’s decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to
take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an 
observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved 
party will make the first presentation. At no time is there to be cross examination or direct 
discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to 
consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been 
raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved. 3405

GRIEVANCE FOR NON-EXPULSION *3405
All disciplinary actions/decisions that do not result in student expulsion will be resolved at the 
local school level. Schools are to provide an opportunity for individuals to be heard in redress of a 
policy, regulation, or decision that is perceived to inflict hardship on an individual or group. The 
principal, council and pastor/authorized agent shall formulate a local grievance procedure in 
advance of the school year and must publish it in the student/parent handbooks for that year.
Procedure Students, in the presence of their parents/guardians, will present student complaints. 
The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

COUNSELING OPPORTUNITIES AND EXPECTATIONS
COUNSELING SERVICES ON CAMPUS *8501
Per TCCB ED, schools must have a systematic guidance program throughout all grade levels that 
supports the development of the whole child through a comprehensive developmental guidance 
and counseling program. Schools must provide parents and the school community written 
notification of counseling services available on campus using the parent/student and employee 
handbooks. This notification must include the following:
• A statement regarding the provision of services for all students,
• The school counselor’s role and responsibilities,
• The school counselor’s responsibility to follow and adhere to ethical standards of confidentiality 
and the limits of confidentiality,
• The benefits and risks of counseling, and
• Process and procedures for requesting counseling services from the school counselor.

See the American School Counselor Association’s Ethical Standards for School Counselors 
available at: https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf

Comprehensive Counseling and Guidance Program St. Matthew Catholic School
I. Guidance Curriculum
II. Responsive Services
III. Individual Planning
IV. System Support

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The Counseling and Guidance Program at St. Matthew Catholic School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support.

Our purpose is to deliver a comprehensive, developmentally appropriate counseling and guidance program that addresses the spiritual, personal/social, academic/educational, and career/occupational needs of all students.

I. Guidance Curriculum Guidance content is provided in a systematic way to all students. The purpose is to promote healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided to students once per week by either the student’s religion teacher or the counselor. The counselor is responsible for implementing the appropriate Archdiocese of San Antonio approved Guidance Curriculum.

II. Responsive Services The counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. The counselor utilizes effective theories and techniques to provide individual counseling services to address these concerns.

III. Individual Planning The counselor provides advisement activities to guide all students to plan, monitor, and manage their own educational, career, and personal-social development. Through events such as Career Day, the counselor works with students to set educational, career, and personal goals. Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long-term goals. The individual planning component is also essential in aiding and managing transitions from one school level to the next.

IV. System Support System support includes program management activities and other services which indirectly benefit students. The purpose is to provide overall school support. Specific areas addressed include consultation with teachers/administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.

Parent/Student/Teacher Requests
A parent may send an email, written note, or place a phone call to arrange for a meeting with the counselor or to request that the counselor visit with his/her child. The students may also initiate a visit with the counselor during the school day, and be referred to the counselor by a teacher, the school nurse, or an administrator.

EXTRA CURRICULAR ACTIVITIES
ACTIVITIES PROGRAM *3501
The activities program, including sports, is the responsibility of the principal and must be under her/his general supervision. Any activity or program held during the school day should meet the needs, interests and abilities of the students and must not interfere with the normal routine of the school.
ELEMENTARY SCHOOL ATHLETICS *3502
Elementary Catholic schools may be members only of an athletic league recognized by the Superintendent. Schools must abide by all rules required by the league to which they belong.

ARCHDIOCESAN INTERSCHOLASTIC ATHLETIC LEAGUE *3504
Membership in the Archdiocesan Interscholastic Athletic League (AIAL) is available to any Catholic school in the Archdiocese of San Antonio in accordance with league constitution and by-laws.

SERVICE LEARNING *6008
Each school must develop a service program for its students that will be:
1. Developmentally appropriate,
2. Rooted in and growing from real-life situations, and

Clubs at St. Matthew Catholic School give students an opportunity to use their skills, explore their interests and/or express their creativity.

CURRENT CLUBS AT ST. MATTHEW
The National Junior Honor Society, The Student Council and The Peer Mediation Club are directly integrated into the school day. The Rosary Prayer Club, the Theater Arts Club, The STEM club, The Music Liturgy Club, The Robotics Club and the Chess Club meet before or after school. All Athletic Clubs meet for practices after school. Athletic clubs for Middle School include: Baseball, Basketball, Cheerleading, Cross-Country, Dance Team, Football, Golf, Soccer, Spirit Squad, Tennis, Track, Twirlers. And Volleyball. Athletic Clubs for primary and elementary students include: Mini Spirit Squad and Twirlers.

Music lessons are offered through the music teacher.

The St. Matthew PTC and the St. Matthew Booster Club are parent clubs that fund-raise to support the school and the accompanying athletic programs. The Principal is a member of the PTC executive board and the Athletic Director is a member of the Athletic Booster Club.

The Graduation Dinner/Dance committee is composed of 8th grade parents who plan and execute the 8th grade Graduation celebration which is usually held on the evening of the 8th grade graduation ceremony. Membership on the Graduation Committee always includes a faculty member or a member of the administration.

LEADERS/SPONSORS
All student clubs at St. Matthew will have a faculty/staff sponsor or a designated sponsor approved by the Principal of the School.

GOVERNANCE
All club members are bound by the rules and regulations in the St. Matthew Catholic School Student-Parent Handbook both on the campus or at club events off-campus.

In the case of athletic clubs*, coaches and assistant coaches are under the direct supervision of the Athletic Director and the Principal. In the case of unique special-interest clubs, like the Chess
Clubs, an outside organization may provide the leadership of the club. These organizations will be vetted through their mission statement and any personnel who will be working with St. Matthew Students will be required to obtain a Criminal Background Check through the Archdiocese of San Antonio. *For specific rules and regulations regarding the operation of Athletic Clubs, please see the St. Matthew Catholic School Athletic Handbook portion of the St. Matthew Catholic School Student-Parent Handbook.

CRIMINAL BACKGROUND CLEARANCES
All paid and volunteer club sponsors/volunteers must have a Criminal Background check and participate in the Virtus – Protecting God’s Children Training program required by the Archdiocese of San Antonio.

SCHEDULING MEETINGS AND PRACTICES
The club leader is responsible for setting meeting locations/dates/times. All locations, dates and times must be scheduled using the St. Matthew Facilities calendar found under the resources tab on the church website: http://www.stmatts.org/. STARTING A NEW CLUB
Faculty/Staff/Parents who are interested in bringing a new club option to the students of St. Matthew Catholic School must present it to the Principal. It should be in the form of a written proposal explaining the nature of the club, how it will intersect with the mission of St. Matthew Catholic School and contain a proposed budget for the club.

FINANCES
All clubs are to be financially self-sufficient. This can be accomplished through fees charged or through the school authorized fund-raising events. All fees and club dues, except through authorization by the administration, are billed through the FACTS MANAGEMENT program.

The annual Halloween carnival is the designated opportunity for all clubs/organizations to sponsor a food, drink or snack booth to make money for their organization. The Athletic clubs sell homecoming and spring program books. The NJHS sponsors the school supply sale at the beginning of the school year and the Student Council sponsors one fund-raiser during the school year. Student Council will often host $1 dress-down days which provide dedicated monies for a specific charitable organization like Catholic Charities or support Catholic Relief Services in their disaster relief efforts.

All clubs, organizations and group activities must donate 10% of their profits to the St. Matthew Catholic School Endowment Fund. CONTRACTS Club leaders/sponsors may not enter into a signed agreement with any entity using the name of St. Matthew Catholic School. All contracts are to be signed/approved by the Principal or his/her designee.

An approved Contracted Services Form found in the Use of Facilities section of this handbook and at the end of this document, must be signed by the school Principal or the Principal’s designee and the service provider. Some examples of service providers are: DJ services and catered food services. Here are the guidelines for clubs and organizations regarding budget planning, deposit and check request procedures.

BUDGET
Each organization will be required to submit an annual budget to the Principal and Business Manager by June 15th for the upcoming school year. (See the St. Matthew Catholic School
INCOME
When income is received by organizations, the following policies must be followed:
• All deposits must be counted and prepared by two organizational representatives prior to submitting to the Business Office.
• Deposit slips will be filled out and signed by both individuals attesting to the collected amount and submitted with each deposit.
• A copy of the deposit slip should be retained by the organization for their records.
• All deposits should be turned into the Business Office by the close of business the following business day.
• Deposit forms can be found in the handbook, on RenWeb or by contacting the Business Office.

EXPENSES
All authorization for Payment/Transfer (check requests) will need to be submitted by the Club Sponsor/Treasurer and approved by the Principal. Supporting documentation must accompany each request (invoices, receipts, etc). No orders/purchases or check requests will be approved unless the expense is fully funded. The Business Office processes checks on Tuesdays. Please have check/reimbursement requests in by the prior Friday to have the check processed by the following Tuesday.

Check request forms can be found in the handbook, on RenWeb or by contacting the Business Office.

If expenses are required to be paid out directly from cash receipts, a detailed accounting of all expenses paid must accompany a deposit slip.

MID-YEAR BUDGET REVIEW
Clubs/Organizations may be subject to turn in mid-year budget reviews upon the school administration’s request. The form will show both budgeted and actual numbers. The mid-year budget review will be presented to the school council with the January financial report.

SCHOOL SPORTS PHILOSOPHY
The middle school sports program is provided to help foster spiritual, moral, intellectual, social and physical development in our students by offering a competitive team sports environment. Our sports policy strives to balance the drive to win and succeed in athletic competition with the Christian principles that are the foundation of our educational program. We encourage all students to consider participation in our athletic programs as opportunities arise throughout the year.

The SMCS Athletic program provides a variety of experiences that enhance the development of favorable habits and attitudes that will prepare students for adult life. The interscholastic athletic program shall be conducted in accordance with existing Archdiocesan Interscholastic Athletic League (AIAL) and SMCS policies, rules and regulations.

While SMCS takes great pride in winning, it does not condone “winning at any cost.” It discourages any and all pressures which might lead to neglecting good sportsmanship and good
mental health. At all times, the athletic program must be conducted as an educational activity of learning.

The goal of the SMCS Athletic Program is to assist students in the development of Christian character through their participation in sports.

Parents and players are obligated to acknowledge the fact that “the St. Matthew Catholic School athletic programs are competitive.” SPORTS PROGRAMS SMCS competes in the Archdiocesan Interscholastic Athletic League (AIAL). The guidelines established by the member schools govern competition in the league.

The league offers competition in the following sports:

Football
Baseball
Soccer**
Track*
Basketball*
Softball
Golf
Volleyball*+
Cross Country*
Cheerleading++
Tennis

* Separate boys and girls leagues are available for these sports
** In soccer both boys and girls compete in a co-ed league
+ SMCS has not competed in boys’ volleyball in several years, if interest is indicated, a team could be formed
++ See cheerleading section

The following sports only offer a single “A” team++:

Football
Baseball
Tennis
Soccer
Softball
Golf

++ AIAL regulations stipulate that 8th grade students may only participate on “A” teams.

SPORTS POLICY
The sports policy may be changed at the discretion of the school administration as needed and
without notice. Please direct any inquiries to the School Administration. All students must meet all eligibility requirements to participate in any school team sport. Where both “A” and “B” teams are available, the school will field teams at both levels of competition. If there are not enough players to field a team at both “A” and “B” levels, only an “A” team will be established. • 6th, 7th and 8th grade students are eligible to try out for all sports (exception for Football) • Tryouts may be held for any sport when participation exceeds the available number of player’s slots available for the sport. In the event a roster spot becomes available after the season has begun, and at the coach’s, a student may be asked to join the team based on the tryout evaluation. The coach, athletic director and principal must approve final rosters for all sports before being sent to the AIAL office. • 8th grade students are only eligible for participation on “A” teams. Available slots will be filled with any combination of other participants as necessary. • A letter will be awarded to student athletes competing at the “A” team level in the AIAL competition provided they remain eligible for competition the entire season. After the initial letter an award pin will be awarded for additional sports. • Students and parents are expected to exhibit Christian behavior and good sportsmanship at all school related functions and activities, whether on or off campus. • The administration and game officials, at their discretion, have the authority to remove anyone displaying unsportsmanlike conduct at any school related activity, whether on or off campus.

Athletic events and practices are not the time or place to express concerns or conduct discussions of a personal nature with coaches or school personnel and such will not be tolerated. Concerns should be brought to the attention of the athletic director within 24 hours and a response will be received within a week’s time.

ATHLETIC CODE OF CONDUCT OF ATHLETES
A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that result in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated. Participation on an athletic team involves discipline and willingness to make sacrifices. For this reason, those who wish to participate in interscholastic sports at SMCS must always act like ladies and gentlemen, be neat in appearance and polite in behavior.

All St. Matthew students will observe the respect and courtesies of Digital Citizenship and will follow the St. Matthew Catholic School Parent-Student Handbook with regard to the use of electronic equipment whether the practice/sporting event takes place on campus or off campus. Cardinal Rules apply where Cardinals work and play.

Use of Electronic Communication – taken from Archdiocese Policy 3307 Whether occurring within or outside of school, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications
or depictions through email, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community. A school reserves the right to confiscate and/or examine any electronic device in the student’s possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

REQUIREMENTS FOR PARTICIPATION
Physical Examination: A yearly physical examination is required. The physical exam form must be completed by the physician and submitted to the coach prior to participation in any try-out or game competition. The examination will be valid for a period of one year from the date it was first obtained. The form will be kept on file in the Athletic Department Office.

Medical Release Authorization: Each athlete’s parent shall complete an emergency Medical Release Authorization form, giving permission for treatment by a physician or hospital when the parent(s) are not available. The form will be kept with each coach so that they are available at each practice and contest.

Parental Acknowledgement of Athletic Policies: Upon entering middle school or at the time a student tries out for an athletic team, he/she will be presented with necessary forms and information for participating in athletics. Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility, rules and policies of the school. This signed document will be filed in the Athletic Department.

Scholastic Eligibility: In order to participate on a SMCS athletic team, each athlete must have satisfied all the scholastic eligibility requirements prior to participation. Furthermore, any student who is in violation of the school’s disciplinary policies is not eligible to participate in interscholastic sports at SMCS. Any student whose conduct or appearance is not in compliance with the school’s policy may be declared ineligible by the Administration for an indefinite period.

ELIGIBILITY
To be eligible for athletics, the middle school athlete must be in compliance with the SMCS policies concerning extra-curricular eligibility and the rules and regulations of the Archdiocese Interscholastic Athletic League (AIAL). Individual sports may adopt rules and regulations, with administrative approval, regarding expectations and requirements for students participating in that particular sport. These policies, once signed by the parent and student, become an extension of the student/parent handbook.

• Must be enrolled in St. Matthew Catholic School
• Must have a 70 or better cumulative average of all subjects and are not failing more than one subject at progress report grading periods
• Must maintain 75 or better cumulative average of all subjects and no grade lower than a 70 in any subject at report card grading periods

Students trying out for a fall sport must be a student in good standing at the time of the team tryouts. A student must have passed all core classes for the full year to be eligible to try out. If they failed a core class for the year, they must have completed summer school at their expense and received a passing grade prior to the commencement of tryouts. In the case of electives, the student must have maintained a passing average for all elective classes for the full year.
• All applicable athletic fees must be paid in full prior to the first game/competition of the season
• Athletes must be marked present in school the entire day in order to be eligible to participate in games/competition or practice later that same afternoon or evening**
• Any student missing more than 2hrs. (120 minutes) of the school day is marked absent for that day.
• If a student misses classes on a Friday, they will be eligible to participate in Saturday or Sunday events as deemed appropriate by the sport’s coach.

**The only exceptions are school sponsored or approved activities. Parents need to keep this in mind when scheduling appointments.

INELIGIBILITY If a student becomes ineligible, due to grades, he/she may not participate in practice or games until the deficiency is removed at the next progress report or report card grading period whichever comes first. A student may not tryout for a sport if they do not meet the academic requirements for eligibility as outlined in the Eligibility section above. If a student is unable to tryout, they will be ineligible for the full season even if they rectify the grade deficiency. If a student becomes ineligible for other reasons such as misconduct, the coach and/or administration will make a determination of the consequences up to and including permanent removal from the team. A student athlete who serves an In-School Suspension will receive a one game suspension to be served on the first game after the ISS is issued to the student.

TEAM SELECTION PROCESS The purpose of tryouts is to fairly evaluate all student athletes on their talent, sportsmanship and knowledge of the game. All in attendance will be fairly evaluated by using a rating system that will rank each athlete in several categories that pertain to each sport tryout. The date and number of days the tryout will be conducted will be determined by the published AIAL calendar, Athletic Director and School Principal. Categories will be determined by each coach and approved by the Athletic Director for that sport.

Athletes trying out for each sport must attend all posted tryout dates. Failure to attend all tryout dates will disqualify you from making the final roster for that sport. In the event a student is ill and not able to attend school or has to leave school because of an illness, the athletic department will allow the student to try out as long as they are able to attend 2 of the 3 posted try out dates. Failing to attend 2 of the 3 try out dates will disqualify them from the try out. This applies to illnesses that fall under the current school policy that requires them to be kept home due to health department guidelines. Each situation will be reviewed and handled on an individual basis by the Athletic Director, School Nurse and Principal.

There are no guarantees that a student trying out for a team will make the squad, regardless of grade level or prior participation on a school team. In the event a student fails to demonstrate the efforts and attitude expected of a player or should the coach believe the student could not safely participate in the sport, then the student may not be placed on the team.

The coach, athletic director and principal must approve final rosters for all sports before being sent to the AIAL office. Each player will be given a number prior to tryout. A tryout worksheet will be kept to document scores and notes during the evaluations. This will help coaches to identify and select players in accordance with their abilities. The worksheet is solely a tool to assist the coaching staff with making final team selections. Team selection results are considered personal in nature and will only be disclosed to St. Matthew School coaching staff and administration.
6th grade athletes will be allowed to try out for the team in the event there are not enough athletes to fill a team. The Coaches, Athletic Director and Principal will make the decision based on the current situation.

All participating in the tryout have an equal chance to make the team. Available slots will be filled with any combination of 6th, 7th and 8th graders. AI4L regulations stipulate that 8th grade students may only participate on “A” teams. Clarification: A 6th or 7th grade athlete can be selected over an 8th grade athlete for a roster spot.

TEAM COMMITMENT All absences will be either excused or unexcused.

Excused absences: Illness, death in the family or a family emergency. If a student gets ill during the school day and goes home, their absence will be excused. If a student feels ill and stays in school, they should go to practice. If their illness gets worse, then the coach can excuse them to go home.

Unexcused absences: When a student/athlete gets an unexcused absence from practice, they will become ineligible for one game. In addition, players will be required to attend the competition, dressed and must sit on the team bench as teammates normally do. When a student gets a second unexcused absence from practice, parents will be notified by phone, that one more unexcused absence from practice will result in that student’s removal from the program. As a result, the player will again be required to miss one game with the same conditions as stated above. When a student gets an unexcused absence from a contest (misses a game), they will be immediately removed from the program and parents will be notified by phone.

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<thead>
<tr>
<th>Sport</th>
<th>Grades Allowed to Try-Out</th>
<th>Number of Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football *</td>
<td>7th &amp; 8th</td>
<td>A Team</td>
</tr>
<tr>
<td>Volleyball</td>
<td>6th - 7th - 8th</td>
<td>A &amp; B Team</td>
</tr>
<tr>
<td>Soccer</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
</tr>
<tr>
<td>Cross Country</td>
<td>6th - 7th - 8th</td>
<td>A &amp; B Team</td>
</tr>
<tr>
<td>Basketball - Boys</td>
<td>6th - 7th - 8th</td>
<td>A &amp; B Team</td>
</tr>
<tr>
<td>Basketball - Girls</td>
<td>6th - 7th - 8th</td>
<td>A &amp; B Team</td>
</tr>
<tr>
<td>Tennis</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
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<tr>
<td>Golf</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
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<tr>
<td>Baseball</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
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<tr>
<td>Softball</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>6th - 7th - 8th</td>
<td>A &amp; B Team</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>6th - 7th - 8th</td>
<td>A Team</td>
</tr>
</tbody>
</table>

* 6th grade athletes will be allowed to try out for the team in the event there are not enough athletes to fill a team. The Coaches, Athletic Director and Principal will make the decision based on the current situation.
Tardiness will also be either excused or unexcused. The coach will have the authority to decide whether a tardy is excused or not.” As a reinforcement measure, please make time to discuss these guidelines with your daughter or son. Players are expected to be on time to classes, practices, and meetings. Tardiness will not be tolerated. Corrective action will be taken by the coach. An ensuing tardy will result in the same consequence as an unexcused missed practice.

Quitting a Sport - The Athletic Department feels that a student has made a commitment to the school, team and coach. His or her quitting has disrupted team unity and deprived another student of participating.

Any student, who remains on a team, and after minor disciplinary action, continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Director of Athletics and be subject to the same suspension.

The Athletic Department feels strongly that a student makes a serious commitment to a team before trying out for a sport. When an athlete quits the team to which he / she have been selected, he/she forfeits trying out or participating in another sport until the completion of the previous sport.

Disciplinary Procedures - Disciplinary infractions of school rules while in attendance at, or while being transferred to or from, an athletic event come under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Principal and the Director of Athletics of such infractions. The head coach may add to the punishment from the school but cannot bypass ordinary procedures. Since discipline is a vital ingredient to a team's success, athletes can be disciplined for the following infractions:
• Unexcused absence from practice or game
• Failure to attend team meetings
• Being tardy to a practice
• Lack of sportsmanship
• Failure to contribute your best effort
• Disciplinary reasons for missing practice are not excused
• Breaking training rules.

Sanctioned disciplinary procedures include:
• Suspension or expulsion from the team (only instituted with permission from the Head Coach of the sport and Director of Athletics).
• Benching (sitting out of practice or game as designated by coach).
• Extra physical activity (i.e. push-ups).

NOTE: A SMCS athlete who leaves the bench area to join in an altercation during a contest will be suspended from the team and subject to dismissal from the Athletic Program and the school, if after an investigation it is found that the student participated in such.

Another setback can occur with untimely injuries to players. Some of these injuries occur because of non-school team sports participation during the season. (Club, tournaments, etc.) While players are encouraged to participate in club sports, parents and players must understand that school athletics will take precedence over club athletics. Similarly, if there is a conflict with another school sport, it is recommended that the parents and player decide which school sport is a priority.
It is the parents’ sole responsibility to pick up their children after team practices are finished for the day. If a practice concludes at 5:00 pm their child will be dropped off at the school’s After School Care Program after 5:15 pm. Parents will need to pay the costs of this care program. Most of the St. Matthew School coaches are volunteers or are not paid enough to wait and sit with your children for you. Parents are asked to be considerate and arrive on time in order to pick up their children after practices. This way coaches who conduct practices that finish after 6:00 pm will not have to sit with children until parents arrive. Please know that most of our coaches have other jobs and many need to go to work after their practices conclude.

PERFORMANCE AND PLAYING TIME The St. Matthew Catholic School Athletic Program is a competitive program. The coaches of each sport have full discretion when determining playing time and control of continued membership on a particular team. Discussion with the coach or Athletic Director regarding concerns of playing time should follow protocol on page 87 (Sports Policy).

The purpose of the SMCS Athletic Program is to assist students in the development of Christian character through their participation in sports. The student-athlete shall learn to work with others. In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Athletes and parents must read and sign the St. Matthew Athletic Contract after being selected to the team • All sports fee’s must be paid prior to the start of any game competition.

VOLLEYBALL
• The Volleyball program is open to 6th, 7th & 8th grade students
• St. Matthew will field two teams (“A” & “B” teams) see Sports Policy section for team structure
• Must have a current physical on file with the Athletic Department
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Tryouts will follow the Team Selection Process which will determine team final rosters
• All Volleyball tryouts and practices are closed to only athletes, coaches and school administrators.
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports’ fees must be paid prior to the start of any game competition

SOCCER
• The Soccer program is open to 6th, 7th & 8th grade students
• St. Matthew will field one “A” team see Sports Policy section for team structure
• Must have a current Physical on file with the Athletic Department
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Tryouts will follow the Team Selection Process which will determine team final rosters
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports fee’s must be paid prior to the start of any game competition

CROSS COUNTRY
• The Cross-Country program is open to 6th, 7th and 8th grade students
• St. Matthew will field an “A” & “B” team see Sports Policy section for team structure
• Must have a current Physical on file with the Athletic Department
• Everyone is encouraged to participate (Athletic Director will evaluate participation numbers each
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director if a tryout is warranted
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports fee’s must be paid prior to the start of any game competition

BASKETBALL
• The Basketball program is open to 6th, 7th & 8th grade students
• St. Matthew will field four teams (“A” & “B” boys’ team) & (“A” & “B” girls’ team) see Sports Policy section for team structure
• Must have a current physical on file with the Athletic Department
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Tryouts will follow the Team Selection Process which will determine team final rosters
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports’ fees must be paid prior to the start of any game competition

BASEBALL
• The Baseball program is open to 6th, 7th & 8th grade students
• St. Matthew will field one “A” team see Sports Policy section for team structure
• Must have a current Physical on file with the Athletic Department
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Tryouts will follow the Team Selection Process which will determine team final rosters
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports’ fees must be paid prior to the start of any game competition

SOFTBALL
• The Softball program is open to 6th, 7th & 8th grade students
• St. Matthew will field one “A” team see Sports Policy section for team structure
• Must have a current Physical on file with the Athletic Department
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Tryouts will follow the Team Selection Process which will determine team final rosters
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports’ fees must be paid prior to the start of any game competition

TRACK
• The Track program is open to 6th, 7th and 8th grade students
• St. Matthew will field an “A” & “B” team see Sports Policy section for team structure
• Must have a current Physical on file with the Athletic Department
• Everyone is encouraged to participate (Athletic Director will evaluate participation numbers each season)
• Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
• Must read and sign the St. Matthew Athletic Contract after being selected to the team
• All sports fee’s must be paid prior to the start of any game competition
TENNIS
- St. Matthew will field one tennis team.
- Must have a current Physical on file with the Athletic Department
- Everyone is encouraged to participate (Athletic Director will evaluate participation numbers each season)
- Tryouts will follow the Team Selection Process which will determine team final rosters
- Team rosters and the number of roster spots will be determined by the Head Coach and Athletic Director at the conclusion of tryouts.
- Must read and sign the St. Matthew Athletic Contract after being selected to the team
- All sports’ fees must be paid prior to the start of any game competition

GOLF
- The Golf program is open to 6th, 7th and 8th grade students
- St. Matthew will field one golf team
- At this time St. Matthew is unable to provide an environment of instruction and practice. Individuals who wish to compete may do so utilizing their own practice time and coaching
- St. Matthew will enter any individual in the AIAL District golf tournament as long as the athlete is able to demonstrate they can play on their own and have a full understanding of the rules of golf.
- St. Matthew Athletic Director will evaluate the individuals to assure their acceptance into the tournament.

CHEERLEADERS
The purpose of the St. Matthew Catholic School (SMCS) Cheerleader program is to:
Support the curricular and extracurricular activities of SMCS by promoting school spirit, to develop a sense of good sportsmanship among the students and to improve relationships between competing schools during all athletic events.

At SMCS, cheerleaders are considered athletes. Because cheerleader selection tryouts are necessary cheerleading is considered competitive in nature. Therefore, as in any other SMCS sport, a student-athlete must be on the A-team/squad for eligibility to receive an Athletic Letter at the end of the school year.

Like all SMCS student-athletes, cheerleaders are expected to attend practices and perform at an optimum level at all school related athletic events. SMCS Cheerleaders shall NOT be required to compete in external cheerleading competitions or perform at non-school-sponsored activities.

Cheerleaders, as well as cheer parents, have a demanding responsibility in itself and will not be subjected to external anxieties and/or costs.

Being a SMCS cheerleader is a genuine honor and a special privilege. Cheerleaders are first and foremost representatives and ambassadors of our school and its unique environment in which students can experience the presence of the Holy Spirit. Cheerleaders should exemplify both individual and group behavior suitable to their notable position and in accordance with the rules as stated in the SMCS Student/Parent Handbook.

SMCS cheerleaders also have a fundamental responsibility to play a leadership role in building teamwork and helping the school achieve its goals and objectives. Because of these special responsibilities, members of the cheerleading squad will be expected to maintain higher standards.
of behavior, both on and off campus, and higher standards of academic achievement than that of their peers.

OBJECTIVES
• To cheer for any athletic event as required by school authorities. • To promote a cooperative spirit among the student body, the faculty and administration. • To promote unification of the crowd’s involvement during athletic events. • To promote the type of sportsmanship that will help students acquire the basic attributes of good citizenship. • To build better relationships between schools. • To develop a wholesome school spirit. • To develop loyalty to your school and team, regardless of the outcome. • To help your school achieve the objectives of its interscholastic athletics activities. • To promote all competitions in which the school participates. • To attend activities as necessary to promote school pride and spirit.

GUIDELINES FOR CHEERLEADING
• Your appearance and your conduct will reflect upon SMCS. The students who chose you for this position do so because they think they will make a favorable impression. SMCS will give them every opportunity to try to fulfill their expectations.
• Because a cheerleader is regularly in the public eye, the cheerleader is both a representative of SMCS and a leader in the school, personal appearance must reflect the positive, respectful attitude instilled at SMS.
• Absolutely NO Jewelry is allowed during practice, games, competitions, or any school function.
• NO make-up, including lip color will be allowed on the school campus. Face paint, body glitter and cardinal tattoos may be worn at camp and other specified school functions as approved by coach/sponsor.
• The SMCS Cheerleader’s role is to improve the student morale, to boost team spirit and to help our school achieve the objectives of its supporting interscholastic league and other programs. You are to direct the student body in its support of your school’s teams. This role makes you a strong influence in guiding other student conduct at games and you should maintain the proper dignity in this leadership.
• After the school fall sport season, cheerleaders will be permitted to tryout or join other athletic teams at SMCS. If the cheerleader makes the sports teams, her first priority will be to the team in season. Cheerleaders are expected to attend any practices or activities with the cheerleading program as long as the two do not conflict.

This commitment does not apply to external cheerleading competitions or outside commitment at non-school sponsored activities.
• The exception will be that a cheerleader can participate in the fall Cross Country season as long as the Cross-Country practices do not conflict with the Cheerleading practice or performance schedule

MEMBERSHIP
• One squad consists of a maximum of sixteen (16) students. If there are seven (7) or less who are qualified for tryouts, the squad will be made up of those eligible and tryouts will not be held.
• The sponsor will designate a head cheerleader ONLY after receiving input from the entire squad.
• Additional members may be admitted and allowed to fill regular squad positions as they reach performing proficiency, vacancies occur, or temporary positions occur in the event a regular cheerleader is unable to perform his/her cheerleader duties. The addition of members will be at the sole discretion of the Cheerleader Review Board.

QUALIFICATION AND ELIGIBILITY
To remain in the organization, each cheerleader must maintain eligibility under the school athletic
and Cheerleading policy.

To be eligible for extracurricular activities, including cheerleading, a student must be passing ALL subjects:
• Must have a 70 or better cumulative average of all subjects and are not failing more than one subject at progress report grading periods.
• Must maintain 75 or better cumulative average of all subjects and no grade lower than a 70 in any subject at report card grading periods.
• In the fall, cheerleaders must have received a 70 or better final average in all subjects the previous school year.
• All athletes must be marked present in school the entire day in order to be eligible to participate in games or practice later that same afternoon or evening.
• Poor citizenship can also result in ineligibility for cheerleading and other extracurricular activities. Any student earning a U (Unsatisfactory) or two Ns (Needs Improvement) in citizenship for a six-weeks grading period will be suspended from extracurricular activities for the following six-week grading period.
• Any student earning N (Needs Improvement) in the same class for two consecutive grading periods will be suspended from extracurricular activities for the following six-week grading period.
• Any N or U earned by a student involved in athletics will merit additional consequences that will be assigned by the Athletic Director and/or coaches.
• Any candidate who has been ineligible two six-weeks of the school year will be disqualified from cheerleader try-outs.
• Any candidate who has failed one semester in any course of the school year will be disqualified from cheerleader try-outs.
• Have written permission from parents to compete.
• Attend all workshops, practices, etc. unless excused in advance by the sponsor.
• Attend cheerleader summer camp or similar type facility as designated by the Cheer Sponsor.
• Students with excessive absences, as deemed by Attendance Committee, may be disqualified.
• Any or all financial responsibilities with SMCS shall be paid in full prior to try-outs.
• Cheerleaders must maintain passing grades as required by the student handbook eligibility rules in order to perform or participate in Cheerleading activities.
• Beginning September 1, 2007, any student who has been selected or elected previously as Cheerleader, but has either voluntarily resigned or been dismissed from the squad will be ineligible for tryouts unless the resignation was due to circumstances beyond the candidate's control.

HEAD CHEERLEADER'S DUTIES
• To ensure that the agenda and theme of each pep rally is given to the sponsor Tuesday before the pep rally.
• To coordinate outfits, props, etc. that are needed for pep rallies and/or games.
• To be sure of game times and to ensure that all cheerleaders are present and on time.
• To call a meeting of the cheerleaders, with sponsor approval, when necessary.
• To see that all areas, supplies, etc. are in order after practices, sign painting, or any other group activities.
• To arrange necessary hospitality to all visiting teams.

Dismissed cheerleaders will not appear in any group pictures in the current school yearbook.

EXPENSES
Expenses for uniforms, camp and other incidentals may exceed $700. Each cheerleader will purchase cheerleading uniforms, tennis shoes, socks, camp outfits, and pom-poms. The school does not pay for any part of the uniform. The St. Matthew cheerleading department will provide megaphones, sweats, and other items that belong to the school. The cheerleaders will check out these items to utilize for the entire school year.

**UNIFORMITY**

Uniformity equals unity. St. Matthew Catholic School promotes unity; therefore, all cheerleaders are to be in proper uniform while at practice and at games.

**PRACTICE UNIFORM**

The practice uniform consists of the P.E. uniform (or any other St. Matthew T-shirt), red/black/white biker shorts (under P.E. shorts), cheerleading tennis shoes, and white socks. The game uniform consists of the cheerleading outfit specified by the coach and sponsor.

**GAME UNIFORM**

The game uniform includes uniform top, skirt, biker shorts, cheer socks, cheer tennis shoes, ribbons/bows, pom-poms, megaphone, cheerleading bag, and water jug. If a cheerleader is absent prior to a game or event, it is the responsibility of the cheerleader to contact the head captain to find out what uniform and accessories are to be worn.

All cheerleaders will be required to replace lost equipment either by paying for replacement equipment or by giving the school the equivalent equipment. This includes equipment such as megaphones, raincoats, sweats, CD’s, etc. Equipment must be turned in to coach/sponsor as requested by the coach/sponsor.

**PHYSICAL EXAMINATION**

All cheerleaders will be required to have a signed physical examination on file before competing in AIAL events.

**CONSEQUENCES FOR INCORRECT UNIFORM**

- If a cheerleader attends an event with the entire incorrect uniform or the incorrect skirt, she will not be allowed to participate. The cheerleader will run three laps at the next practice.
- If a cheerleader attends an event out-of-uniform (incorrect accessories, tennis shoes, ribbon/bow, etc.) she will suit up in full uniform and sit next to the coach/sponsor for ¼ of the game or event. The cheerleader will run one lap for every item or piece of clothing forgotten.
- If a cheerleader attends practice out-of-uniform, she will run one lap for every item or piece of clothing forgotten.

**CHEERLEADER DUTIES**

Each member of the squad will perform her share of duties. Duties will be equally divided. Duties will not prevent a cheerleader from participating in athletics and other school activities. On the contrary, cheerleaders are allowed and encouraged to compete in athletics and other activities. However, cheerleaders should consult with the advisor concerning other commitments for scheduling purposes.

- SMCS Cheerleader will be required to attend most of the various sport activities.
- Members must contact the sponsor to inform her of the absence before the performance takes place.
- When transportation is provided by the school, members are expected to travel as a unit.
- Members are expected to support all financial projects sponsored by the cheerleader.
• Cheerleaders are expected to learn and stay current with any or all material that is presented to them (i.e. dances, cheers, etc.)

AFTER SCHOOL PRACTICES
Cheerleader practices will be called for, as deemed necessary, by the cheerleader sponsor, and the head cheerleader. Ample notice will be given so that the cheerleaders can make the necessary arrangements.

SUMMER PRACTICES
The sponsor and the head cheerleader, prior to the dismissal of school, will set up specific dates for summer practices. This summer practice schedule will entail the cheerleader spending part of the summer involved in various cheerleader activities. During this period, SMCS Cheerleaders may compete in external cheerleading competitions or perform at non-school-sponsored Activities. Absences during the practices will be excused for the following reasons:
* Death in the Family
* Illness

If a cheerleader has two or more unexcused absences from practice, she will not cheer during the game or take part in any pre-game preparation (prep rallies, skits, etc).

CONDUCT CODE EXPECTATIONS
• Conduct themselves as good citizens at all times.
• Demonstrate leadership qualities and use mature, sound judgment
• Demonstrate excellent conduct in the classroom as well as during cheerleading activities.
• No public display of affection AT ANY TIME.

PENALTIES
No member shall be allowed to cheer in one performance if she: • Is excessively tardy to a game, performance, practice or activity two (2) times. • Is considered absent from school after 10:00a.m. on the day of the performance.

DISMISSAL
This will occur if the cheerleader is: • Absent from a performance without an excuse and does not notify the sponsor prior to the performance. • Academically ineligible after failing to bring up his/her grades after two (2) six-week periods. • Inappropriate behavior and/or public display of affection. • Failure to meet financial responsibilities within the specified time lines. • Determined by the Review Board following an investigation to have been drinking, smoking or taking illegal drugs at any time.

EXTRA CURRICULAR ACTIVITIES PICK-UP POLICY
Cheerleaders not picked up by a parent/designated person after school-sponsored activities will be sent to the Extended Day Program. (Cheerleading Coach/Sponsor will give a five-minute grace period). Parents of a cheerleader not picked up by 6 p.m. will be charged per minute according to the Extended Day Program fees for children left after 6 p.m. This policy applies to any activities, including those off campus. Please notify coach/sponsor by phone if you are running late.

DEMERIT SYSTEM
Members are permitted no more than a total of TEN demerits per school year. FIVE demerits will
result in suspension from the squad. TEN demerits will result in permanent dismissal from the squad. This is a system of demerits that will be in effect immediately after tryouts. Demerits cannot be exchanged or worked off. Once given, it remains

CLASSIFICATION AND NUMBER OF DEMERITS:
* (2 Demerits) If you fail to call your coach and leave a message that you will be absent.
* (1 Demerit) If you are absent due to a reason other than sickness or an extreme emergency. This includes practices and all games. If you are sick, you must bring a note from your parents. If you had a doctor’s appointment, you must bring a doctor’s note. If not, this also will result in 1 demerit. Second unexcused absence will result in 2 demerits and a third unexcused absence will result in 3 demerits.
* (1 Demerit) If you do not bring fall cheerleading equipment/uniform to each game.
* (1 Demerit) If not prepared and dressed-out for practice on time. This includes T-shirt, shorts, socks, and proper athletic shoes.
* (1 Demerit) If you are tardy to practice or other school events.
* (1 Demerit) If you wear jewelry to practice or game.
* (1 Demerit) If you goof-off, do not pay attention, talk a lot, or slack off during practice or a game. This also includes time during tumbling or gymnastics.
* (1 Demerit) If you do not meet a deadline for instance, payment, or turning in forms.
* (1 Demerit) If you do not stand at attention or if you talk during the national anthem.
* (1 Demerit) If you do not stand and stay in position during games.
* (1 Demerit) If you are chewing gum.
* (1 Demerit) If you are out of uniform including but not limited to…wrinkled uniform, dirty shoes, etc.
* (3 Demerits) If you are late for a game {up to 3 demerits and sit out quarter(s)}
*(5 Demerits) Bad attitude, disrespect toward another cheerleader or coach, discipline referrals for classroom behavior, foul language, insubordination, lack of enthusiasm.
* (10 Demerits) If it is evident that you are drinking, partaking of drugs, or smoking or if you are cited or arrested this will result in immediate removal from the squad.
* (5 Demerits) If you represent St. Matthews or the School in a derogatory manner in or out of uniform.
* (10 Demerits) If you miss a scheduled St. Matthews practice, game or other activity because of participation in an All-Star team.
* (3 Demerits) If you are ineligible for one grading period.

REVIEW BOARD
Any cheerleader who fails to maintain the standards of conduct and character required of the organization must appear before the review board. This could entail behavior or conduct which reflects unfavorably upon the school and/or the cheerleaders or a violation of the constitution or failure to meet other requirements.

MEMBERSHIP
The Review board will consist of the following voting members:
• The school principal
• The school athletic director
• The squad sponsor

ACTIONS
The review board may decide upon the following actions: • The cheerleader may be placed on
probation. • The cheerleader may be suspended from cheerleading activities for a designated period of time. • The cheerleader may be dismissed from the squad.

The SMCS Student/Parent Handbook applies to all athletes and their behavior during practice and competition since these are school-related activities. The consequences for any violation of the SMCS Student/Parent Handbook are listed in that document; Cheerleaders will receive the same consequences for misconduct as an athlete.

Some elements of the St. Matthew School Athletic Manual have been adopted from other educational institution athletic programs.

HEALTH AND WELLNESS
Health and Wellness St. Matthew Catholic School adheres to and implements The Wellness Policy for Catholic Schools of the Archdiocese of San Antonio. The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and/or the USDA dietary guidelines for Americans for all foods and beverages sold or served at school.

St. Matthew Catholic School has established a wellness committee to evaluate compliance with the Archdiocesan wellness policy and to create guidelines for our school community.

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT *8001
SCHOOL HEALTH MANUAL
The Texas Catholic Conference of Bishops Education Department’s annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

ROLE OF PRINCIPAL *8002
The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school’s health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

ROLE OF SCHOOL NURSE *8003
A registered nurse or a licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, is subject to the Nurse Practice Act of the Board of Nurse Examiners, State of Texas, and may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license.

A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency response, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

ROLE OF SCHOOL HEALTH COORDINATOR *8004
The Health Coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and
performs other health service-related duties for which they are trained.

ROLE OF HEALTH SCREENER *8005
A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow up findings on student's health records.

Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener’s certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

ROLE OF TEACHER *8006
The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

ROLE OF COUNSELOR *8007
A counselor is a professional with a master’s degree in a mental health field. The counselor supports the academic, social, emotional and behavioral needs of all students. The counselor may provide large group, small group, individual or crisis counseling.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

COMPREHENSIVE GUIDANCE
The Counseling and Guidance Program at St. Matthew Catholic School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support. See Section 24, Counseling and Guidance, for more information.

HEALTH SCREENINGS
Screenings are performed annually on Pre-K thru 1st, 3rd, 5th, and 7th grades to examine their height, weight, vision and hearing. Girls in 5th and 7th grades and boys in 8th grade will have a spinal screening. Referrals are sent to the parent/guardian whose child/children exhibit a potential problem in any of the screenings. It is the responsibility of the parent/guardian to decide whether to follow-up on the referral with a physician. The parent/guardian should notify the school of the action taken. Records are kept of all screenings on the student health cards and reports are made to the Texas Department of Health. Students in grades 1st, 3rd, 5th and 7th are screened for Acanthosis Nigricans, a skin condition that signals high insulin levels in the body.

MEDICAL ACCOMMODATIONS
Students needing accommodations for medical issues including, but not limited to chronic conditions like diabetes, use of the school elevator, special diet requests, and allergies, as
examples, must communicate directly with the school nurse. Parents will be required to have a Doctor’s note on file with the school indicating the student’s medical needs. These requests can only be honored once the doctor’s note is on file with the school. A new/updated doctor’s note must be presented each school year.

MEDICATION POLICY *8201
Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student’s physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector. Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person. Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it.

Expired medication will not be given. Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student’s name. Over-the-counter medications must be the smallest available size to meet the student’s medical needs. Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

MEDICATION ADMINISTRATION OFF SCHOOL GROUNDS *8202
Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according. It is the policy of St. Matthew Catholic School for the nurse or nurse designee to accompany all class field trips.

By physician direction, a middle school student may be allowed to carry and self-administer inhaler medication. It is advisable to leave an extra inhaler with the school nurse. Students are not permitted to carry any medication. Parents must bring in any medication to the nurse’s office.

FIRST AID AND EMERGENCY RESPONSE *8108
Each school must have a minimum of two full-time employees currently certified in American Red Cross First Aid or a comparable, nationally recognized training in first aid and American Red Cross or American Heart Association CPR/AED or a comparable, nationally recognized agency on
campus at all times when students are present. Each school is required to maintain an approved First Aid manual (e.g., American Red Cross First Aid and Safety or The School Health Handbook by Newton, Adams, and Marcontel) in the clinic or school office for reference. In the event that a student must be transported for emergency medical care and parent/guardian cannot be contacted, a copy of the parent/guardian’s original release to obtain medical care and a school staff member must accompany the student. The staff member shall stay with the student until a parent is present.

THE USE OF INSECT REPELLENTS AT SCHOOL *8109
School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

ILLNESS
If a student becomes ill during the school day, he/she must obtain a teacher referral slip and report to the nurse’s office. The nurse determines if the student should return to class or be sent home. If the student cannot return to class, the contact information on the blue card will be used to call the parent/guardian or other authorized person/s listed. Due to limited space in the clinic, we ask that students be picked up within 30 minutes. The student will remain in the clinic until the parent/guardian arrives. Despite the cause, St. Matthew guidelines dictate that a student with a temperature of 100.4 degrees or higher must be kept home for 24 hours after the fever subsides. For example, a diagnosis of strep throat or scarlet fever requires that a child be kept home for 24 hours after antibiotic therapy has begun and fever subsides. If your child experiences vomiting or diarrhea, he/she must stay home for 24 hours after the symptoms subside.

COMMUNICABLE DISEASE/CONDITIONS
For the benefit of the entire student body, a parent/guardian should contact the school nurse if a student contracts a serious communicable disease. Parents shall be notified if there is a likelihood of a threat of the transmission of a communicable disease. Pediculosis (Head lice): St. Matthew will not allow a student to return to school after being diagnosed with Pediculosis until all nits are gone.

PEDICULOSIS (HEAD LICE) *8401
Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized.

The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention.

HIV
Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV that attacks and cripples the body’s immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years of diagnosis. The spread of the virus occurs through the exchange of body fluids (blood, blood by-products or semen) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student with AIDS/HIV is not reason alone for exclusion from St. Matthew School. Each person will be evaluated as an individual case and exclusion from the school environment will be based upon the person’s physical limitations, psychosocial activity patterns and the opinion of a panel of responsible persons designated by the school administration. This panel may include, but is not limited to, a student’s parent/guardian and physician, the school nurse, the principal and the Pastor. If a student has been diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors he/she shall be removed from St. Matthew Catholic School: • Vomiting • Lack of toilet training • Tendency to bite • Open sores • Other medical conditions conducive to spreading the virus.

BLOODBORNE PATHOGENS
All schools follow the Bloodborne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications: All schools are to have a designated waste receptacle in the area of the health coordinator. The receptacle should be lined at all times with a plastic bag. Whenever handling waste material, the staff person should always wear latex gloves or something comparable in the case of latex allergies. Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission as generators of “regulated medical waste” and are therefore not required to use red bags or bio-hazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster. If red sharps containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include; working with the current waste service provider, partnering with a local health department clinic, hospital, physician’s office or other health care provider or utilizing an approved medical waste transport service.

HEALTH RECORDS
A student’s health record is confidential. A cumulative health card must be maintained for each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The Student Cumulative Record Card is treated as Confidential.

EMERGENCY CARDS
A blue emergency contact card is kept on file for each student to provide information in assisting in locating parent/guardian or an authorized contact person. It is essential for parents to keep the information current. Contact the school office immediately with any changes. This emergency card is completed at the time of registration.

It is the parent/guardian’s responsibility to update emergency information in writing if changes occur during the school year.
ALLERGIES
Form: Food Allergy & Anaphylaxis Action Plan – 8301A is available from the school nurse.

The student’s parent has the responsibility to inform the school principal, the student’s teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child’s allergy.

It is the responsibility of the student’s parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child’s allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

DIABETES
Forms: Diabetic Care Plan – 8303A is available from the school nurse. It is the responsibility of the diabetic student’s parents to inform the school principal of their child’s diagnosis.

Immediately following a child’s enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (Form 8303A) and how the school shall respond to a diabetic crisis during the school day.

The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student’s physician or health care provider and the parent/guardian cannot be the same person.

CERTIFICATE OF IMMUNIZATION
A certificate from a duly qualified physician stating that the child has met state required immunizations for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella and Hepatitis A and B must be presented at the time of registration. Immunization records must be reported to the school, so that the student’s permanent health record can be maintained properly. The school reserves the right to remove a student from school until proof of the necessary immunization is provided. An exclusion for medical reasons will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with the local school administration, will make the final decision. Archdiocesan policy number 4801B: Medical Exemption from Immunization 92008-2009. In accordance with state law, the parent/guardian must present a statement signed by the child’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child’s physician judges that it is safe to do so.

INSURANCE
St. Matthew Catholic School carries the required Archdiocesan accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is part
of the regular fees charged each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from school-related activities. Parents/guardians are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

CHILD ABUSE *8601
Link: Texas Department of Family and Protective Services (DFPS) http://www.tdprs.state.tx.us ; http://www.txabusehotline.org The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families.

The Archdiocesan Department of Catholic Schools will:
1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261—Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

REPORTING ABUSE OR NEGLECT
A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report. The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect. Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us). On-line reporting can be done at www.txabusehotline.org. If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

REPORTING SEXUAL ABUSE
Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

TRAINING
Schools shall facilitate annual training for school employees regarding child abuse awareness, prevention and reporting.

STUDENT TRANSPORTATION *8602
If a school or parish is responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed. Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio. The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

ANNUAL STUDENT HEALTH FORM
Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian’s responsibility to update emergency information in writing if changes occur during the school year.

SCHOOL LUNCH PROGRAM
WELLNESS *8701
Appendix: Wellness Policy: Guidelines for Implementation – 8701A Form: Wellness Policy Compliance Evaluation – 8701A
The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. Schools shall establish a local wellness policy. A school that participates in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) is required by the Texas Department of Agriculture to establish a local school wellness policy. Please see www.squaremeals.org for additional information. Schools will implement a wellness policy by developing local school goals based on the Guidelines for Implementing the Wellness Policy issued by the Department of Catholic Schools (Appendix 8701A). In order to protect students’ health and ability to learn by supporting healthy eating and physical activity, schools will:
- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals. At each school, a local Wellness Committee will annually evaluate compliance with the school’s wellness policy and goals (Form 8701A).

FEDERAL PROGRAMS *7601
All schools that participate in programs funded by the government are expected to maintain accurate records. The Principal must keep accurate and current lists of the names and addresses of all students who are eligible to participate in the various programs. All equipment and materials provided by federal funds must be clearly labeled, carefully inventoried, and made easily available to all eligible teachers and students. To ensure that students, teachers, and other personnel have
every opportunity to participate in federal education programs for which they are eligible, Catholic school administrators should contact their local public-school district for consultation and equitable participation.

FOOD SERVICE AND NATIONAL SCHOOL LUNCH PROGRAM
Breakfast and lunch are offered in our school cafeteria. Students may bring their lunch from home or purchase a lunch at school. All students are expected to eat lunch. The cafeteria participates in the National School Lunch Program and is required to meet the federal regulations and standards established for this program. Applications are available for free or reduced-price meals from the school office or from the Food Service Director. The information provided on the application will be used to determine eligibility for this program. The cafeteria manager may verify this information any time during the school year.

FOOD ALLERGIES
Documentation from a physician must be on file for students with food allergies. This information will be kept in the Nurse’s office. The nurse will disperse this information to the appropriate campus personnel.

SHARING FOOD
Each student has a unique health and allergy history. For the safety of each child, students are not permitted to bring lunch for other students, nor are they permitted to share lunch, snacks (healthy or otherwise) or any food/food products with other students.

FAST FOOD LUNCHES / ENERGY DRINKS/ SODAS
In the interest of the student’s well-being, parents are requested to refrain from bringing fast food lunches to their children. Canned or bottled sodas are not permitted to be packed in the student’s lunch. Highly caffeinated energy drinks are not permitted in the St. Matthew School cafeteria. Students may bring only clear, plastic water bottles to school. Students are only allowed to drink water in classrooms.

PAPER, STYROFOAM AND PLASTIC WARE ONLY IN THE CAFETERIA
Glassware and glass containers/bottles are not permitted. Please send lunch foods and snacks in containers that will not shatter.

EATING LUNCH WITH YOUR CHILD IN THE CAFETERIA / PARENTS DELIVERING A LUNCH DURING THE SCHOOL DAY
Parents are invited to have lunch with their child in the cafeteria. All parents must sign in through the school office using the Lobby Guard Kiosk to obtain a visitor’s badge which must be worn to enter the cafeteria. Parents are requested to refrain from bringing fast food lunches to their children. Parents who plan to have lunch with their child should be in the cafeteria before the child goes through the lunch line. Once a child has gone through the lunch line and has received his/her lunch tray, the account will be charged; the lunch cannot be returned. Children will eat during their usual class lunchtime. Children will not be called out of the classroom to join a family member for lunch until the appointed lunchtime. Children are to return with their classmates at the end of their scheduled lunchtime. YOU MAY ONLY BRING A LUNCH TO SCHOOL FOR YOUR OWN CHILD/ CHILDREN. There will be NO exceptions.

FOOD DELIVERIES
The school office will not accept food through delivery services for individual students nor for groups of students.

**CAFETERIA MENUS AND CAFETERIA BALANCES**

The St. Matthew Cafeteria menus and individual student balances can be found on Ren Web. Parents must purchase a meal ticket; money can be added to that meal ticket at any time. The cost of the lunch and seconds requested by the student are deducted from the student meal ticket account.

St. Matthew’s charge policy is that no account may exceed $10.00 at any time. Please check your child’s balance to ensure there are adequate funds in your child’s account. If an account reaches $100.00, you will be notified prior to the child receiving a lunch tray. Seconds are not served to anyone who has a negative balance. Accounts can be paid in advance. Parents are encouraged to call with inquiries relating to the balance on an account.

**FREE AND REDUCED LUNCH**

Families may qualify for the federal free/reduced lunch program. Information about this program is available through the cafeteria manager. RE-ENROLLMENT Cafeteria balances must be up-to-date for re-enrollment to be finalized.

**ASBESTOS NOTIFICATION**

**ASBESTOS *5001**

Form: Notice of Asbestos – 5001A The principal, or their designee, and the head maintenance/facilities personnel of each campus shall be trained on the Asbestos Hazard Emergency Response Act (AHERA). The principal is required to maintain an approved and updated Management Plan in the school office. The plan includes information about the location and condition of asbestos containing materials in the school, as well as inspection and surveillance records and copies of annual notices to parents, faculty, staff, and short-term workers. The cost of the compliance inspections is to be borne by the school and should be included in budget deliberations for the school year. Annually, the school must give written notice to parents and staff of the availability of the Management Plan for their review. A dated copy of this notice must be maintained as part of the Management Plan. Each year, the school shall notify parents, faculty, and staff of all inspections, reinspection and activities being conducted to control asbestos exposure, including periodic surveillance and asbestos removal that are planned or are in progress. A dated copy of this notice must be maintained as part of the Management Plan. Notice must be given to short-term workers (e.g. telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in the school. The notification to short-term workers must identify the location(s) of asbestos containing materials or assumed asbestos containing materials in the building. A dated copy of this notice must be maintained as part of the Management Plan.

**FINANCIAL POLICIES**

**TUITION INTRODUCTION**

FACTS Tuition Management is the billing provider for tuition and incidental fees. Tuition agreements for the school year are sent to families through FACTS. Payment reminders will be
emailed through FACTS (4) business days prior to the due date for families who signed up for email payment reminders.

Tuition and Fee Schedule rate sheets, which are available in the School office, and on the St. Matthew Catholic School website, provide details of the various charges, fees and discounts in effect for the school. FACTS FAQs, which are available in the School Office and on the St. Matthew School website, provide more information on the FACTS Tuition Management Program at St. Matthew Catholic School.

For Tuition Assistance:

For Tuition Assistance:
Hope for the Future, see the website
As a parish school and in recognition of the support received from the parish, St. Matthew Catholic School offers a parishioner discount for families meeting certain criteria. Contributions during the calendar year will be used to determine eligibility for the discount for the following school year. The criteria for a parish discount is:
• Be a registered parishioner of St. Matthew Catholic Church
• Attend Mass on a regular basis at St. Matthew Catholic Church
• Make financial contributions to the parish of at least $500 annually ($42/month) using parish provided envelopes-The financial contribution of at least $500 (annually) is based on envelope contributions to St. Matthew Catholic Church during the prior calendar year.

The pastor or his delegate has the final responsibility to determine the parish status of a family with regard to all requirements noted above. Those families who do not meet the above qualifications for parish discount may, after consultation with the pastor or his delegate, be granted an exception and receive the discount. Families new to the parish are initially exempt from this policy in the calendar year they register at the school, but they are expected to comply with the above requirements beginning the following calendar year.

Families with two or more students enrolled in St. Matthew Catholic School are eligible for a sibling discount. This discount is not available for students in PreK.

Tuition and Fee Schedules show the parishioner and sibling discount rates and are available in the school office.

TUITION AND FEE PAYMENT OPTIONS
Families may select one of the following tuition payment plans in FACTS:
• Annual Payment Plan - Tuition for the entire school year due in July or at registration.
• Semester Payment Plan – 1st semester tuition due in July; 2nd semester is due in January.
• 11 Month Payment Plan - Tuition paid in 11 equal monthly payments beginning in July through May.
• 10 Month Payment Plan – Tuition paid in 10 equal monthly payments beginning in August through May.
• Bi-Monthly Plan Starting in July – Tuition paid over 22 equal payments beginning in July through May. • Bi-Monthly Plan Starting in August – Tuition paid over 20 equal payments beginning in August through May.

New families must pay all fees at the time of registration. Returning families must pay a portion of the Annual Fees upon re-registering and the remainder is billed in June. See the Tuition and Fee Schedule for timing of other fees. All registration fees are non-refundable.
Families may pay their tuition through FACTS by automatic payment from their checking or savings account or credit card. A 2.85% processing fee is charged by FACTS for the use of a credit card or debit card. There is no fee for payments through a checking or savings account.

TUITION DUE DATES
The tuition due dates are stated on the tuition agreement and on the payment schedule listed in FACTS. Families who have their tuition automatically deducted may select deduction dates on the 1st, 10th, 15th and 20th of the month in FACTS. Families who are set up on an invoice plan and do not have their tuition automatically deducted have a due date on the 10th of the month. Tuition payments may be made online through their FACTS account or by calling FACTS at 1-866-441-4637 to pay over the phone.

If mailing a payment, please include the Customer Number on the check, make payable to FACTS Management Co and mail to PO Box 2597, Omaha NE 68103.

Monthly payments due in May for graduating eighth grade students must be paid on or before May 20th.

INCIDENTAL FEES
All fees other than tuition are referred to as incidental fees in FACTS. Incidental fees will be due on the 15th of the month regardless of the tuition deduction date selected. Invoices for incidental fees will be sent at least 10 days prior to the withdrawal date and a payment reminder will be emailed (4) business days prior to the due date for families who sign up for email payment reminders. Incidental Fees include but not limited to the following:
• Registration fees listed on the Tuition and Fee Schedule
• After School Care
• Homeroom Fees
• Extracurricular Activities such as Cheer, Dance, Twirl, Music, Stem Club, Robotics, Fine Arts, Chess Club, etc.
• iPad Insurance
• Tardy Fees

Parent as Partner Hours Families may pay their incidental fees through FACTS by automatic payment from their checking or savings account or credit card on the 15th of the month. Families who are not enrolled in Auto Pay for incidentals may pay their invoices for incidentals online through their FACTS account or by calling FACTS at 1-866-441-4637 to pay over the phone. If mailing a payment, please include the Customer Number on the check, make payable to FACTS Management Co and mail to PO Box 2597, Omaha NE 68103. A 2.85% processing fee is charged by FACTS for the use of a credit card or debit card. There is no fee for payments through a checking or savings account.

LATE AND RETURNED PAYMENT FEES AND POLICIES
Any returned payment is subject to a $30.00 returned payment fee. FACTS will notify families of returned payments. For returned tuition payments, the notice will state the date the $30.00 returned payment fee will be processed which is 5 days after the returned payment date. The notice will also state the date on which the failed tuition payment will be rescheduled which is approximately 15 days after the original scheduled date (unless action is taken before the scheduled payment
date). For returned incidental fee payments, the $30.00 returned payment charge and the failed payment will not be automatically reattempted by FACTS but families are expected to pay the fee online or by phone through their FACTS account by the due date. Tuition and fees not paid by the due date will be charged a $25.00 late fee. Late fees on automatic tuition payment plans will automatically process with the next tuition payment. Incidental late fees and late fees on tuition invoice plans are not automatic, but families are expected to pay the fee online or by phone through their FACTS account by the due date stated on the notice sent by FACTS.

PAST DUE ACCOUNTS
Archdiocesan Policy 4405 B, Delinquent Tuition and Fees Payment Agreement, describes the steps to be taken by the party responsible for tuition and by the school, when tuition and fees are delinquent. The Parent/Guardian must sign a statement indicating that the responsible party has received, read and agrees to the terms and conditions of this Archdiocesan Policy. See the document, Delinquent Tuition and Fees Payment Agreement Based on Archdiocesan Policy 4405 B, in Appendix A – Forms. Tuition and Fees for the St. Matthew Catholic School policy and signature form. A student will not be allowed to register for the following academic school year unless all tuition and fees are paid to date or a payment contract signed.

Any reimbursements or payments due to families in past due status will be applied to their past due balance. During the school year students will not be allowed to participate in field trips and/or school sponsored activities including, but not limited to, pep squad, dance team, twirling, cheerleading, music lessons and middle school sports. Eighth graders cannot take part in special events and graduation exercises, nor receive any scholarship monies awarded through the school-sponsored scholarship awards which are presented at the graduation ceremony, until all financial obligations are met.

WITHDRAWAL PRO-RATION REFUNDS
Students withdrawing during the school year will be charged or receive a refund based on a pro-ration of their tuition (school days enrolled to school days scheduled.) Upon withdrawal, any balance applicable to the withdrawn student(s) will be deducted when computing any refund due.

FUNDRAISING ACTIVITIES *4409
Any organization or group proposing to conduct any fund-raising activity for the school and using the school name shall receive the approval of the Principal. Any funds raised from these activities shall be spent at the sole discretion of the Principal and Pastor, in consultation with the organization who raised the funds. All revenues collected must be remitted to the school or its representative. All fund-raising activities must adhere to local, state and federal regulations, where applicable.

TUITION DISCOUNTS FOR EMPLOYEES *4403
To the extent that local resources will allow, schools are encouraged to establish employee discount rates for tuition. Employee tuition discount rates should apply to employees who are personally responsible for the tuition of a student in the school. The tuition discount rates and procedures shall be published in the Faculty Handbook and shall also be promulgated at the time of employment and/or registration. Likewise, as local resources allow, schools are encouraged to establish tuition discount rates for employees of other Catholic schools within the Archdiocese of San Antonio. Employee tuition discount rates and policies shall be reviewed annually by the Pastor/Authorized Agent, Principal and the school council to ensure equity.
EMERGENCY PROCEDURES
South Texas can experience rapid changes in weather, for this reason schools must at times close. The Safety of our children and their families is our primary concern.

St. Matthew Catholic School will use the following method to notify the community of EMERGENCY/UNSCHEDULED school closures:

• St. Matthew Catholic School will send A TEXT MESSAGE ALERT to all parents/guardians indicating that school will be closed; an email or text message may follow to announce when school will re-open.
• St. Matthew is located in the Northside Independent School District. If the public schools in NISD close, St. Matthew would close. If this happens, the announcement will be made on WOAI-TV, WOAI.com, WOAI-AM 1200, and several other TV and AM and FM radio stations. • Public schools sometimes announce late starts for their schools. The Archdiocese and St. Matthew Catholic School do not recognize late starts. If Northside announces a late start, St. Matthew will start school at the regularly scheduled time and ask parents to use discretion and arrive as soon as they can do so safely.

MAKE-UP DAY FOR UNSCHEDULED SCHOOL CLOSURE
Should it become necessary to use a day to make up for inclement weather, the make-up day for St. Matthew School is Easter Monday.

In the event of a real emergency, parents will receive a TEXT message, if a valid cell phone number is in the RenWeb data base, communicating the nature of the emergency and the procedures that have been put into place to ensure the safety of the students.

CRISIS RESPONSE PLAN
The crisis response plan shall be used as guidance for administration and staff in the event of an emergency. The school’s crisis response plan is updated before the start of each school year. Annual training for staff on the procedures outlined within the school’s crisis response plan takes place during the week of in-service before the start of the school year. All employees shall be trained and familiar with the crisis response plan.

BUILDING SAFETY PROCEDURES
It is administration’s duty to be diligent in conducting the appropriate drills such as lockout, lockdown evacuate, shelter and hold, as well as fire drills, tornado drills, and any other disaster drills. Evacuation routes are posted throughout campus and in each room.

Employees who notice or become aware of a potential building safety issue are to immediately report circumstances to the principal and pastor/authorized agent. Examples include but are not limited to a broken exterior door or window.

BOMB THREAT
In the event of a bomb threat, the school will observe the following procedures:

1. Evacuate the school in the manner as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
3. Inform the Pastor/authorized agent and Superintendent immediately.
FIRE DRILLS
St. Matthew Catholic School complies with the state Fire Marshal by conducting mandatory school fire exit drills at least once each month that has ten (10) or more instructional days. This includes summer school programs.

School personnel will be trained in the use of fire extinguishers and fire safety equipment.

Details regarding the school’s evacuation and response plan to a fire can be located within the crisis response plan.

LOCKDOWN DRILLS
The school will conduct drills of the Lockdown standard response protocol. It will be announced that the Lockdown drill is a drill. Drills are a critical component of the school’s crisis response plan because they provide participants with the “muscle memory” should an actual Lockdown occur. Drills also reveal deficiencies to the administration that may exist in either the school’s procedure or school personnel.

IN THE EVENT OF A LOCK DOWN, NO ONE WILL BE ALLOWED ACCESS TO THE SCHOOL PROPERTY. CHILDREN WILL NOT BE RELEASED UNTIL THE SCHOOL IS OFFICIALLY RELEASED FROM LOCK DOWN.

TORNADO WARNING
If a warning is in effect in the locality of a school, students should be taken to a safe place. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

- Sit on the floor
- Head between raised knees
- Hands clasped covering the head and neck.

SCHOOLS AS WEAPONS FREE ZONES
Schools must follow the regulations as stated in Texas State law with regard to weapons. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic, social or extracurricular activities. The person who does this will immediately be reported to the police. The principal will notify the parent/guardian of any student who is arrested for violation of this statute

PARENTS AND COMMUNITY RELATIONS
PARENT INVOLVEMENT
Parents and grandparents are always welcome to participate in activities held at St. Matthew Catholic School. By working together, we can enrich the educational experience of our children. The following procedure for volunteering should be followed:
1. Contact the classroom teacher or other appropriate personnel.
2. Stop by the school office to sign in and receive a Visitor’s tag.
3. Wear the Visitor’s tag at all times while on campus.
4. When the volunteer activity is completed, return to the school office and sign out.
5. All volunteers who will be in direct contact with children must have a completed background check, conducted and verified by the Archdiocese of San Antonio, on file and have viewed the Sexual Misconduct Video prior to working with or supervising children.

Applications are available in the school office.

THE SCHOOL COUNCIL
The School Council is an advisory body comprised of ten members, elected and appointed. The pastor has the final authority on all matters regarding the school. The principal and the president of the PTC, Parish Council Representative and School Financial Manager are ex-officio nonvoting members of the Council. The Council recommends changes in school policy and the annual budget and recommends, along with the principal, both short and long-term goals for the school. The pastor retains the canonical responsibility of leadership and decision making in both the parish and the school and is the person responsible for all changes in school policy consistent with the teachings of Vatican II. The officers of the Council consist of a President, Vice-President, Secretary and Financial Officer, all of whom shall be elected annually by the members of the Council at a meeting in June. A meeting is not official unless the pastor or his delegate is present and changes in school policy cannot take place without the presence and assent of the pastor or his delegate. No Council member may serve more than two consecutive three-year terms. The School Council meets on the third Thursday of every month at 7:00 p.m. in the school’s music room, except for the month of July. The School Council does not act as a grievance committee. All meetings of the council, both regular and special, shall be open to observation by the public unless the president or the Council by consensus deems it necessary to go into executive session for discussion, deliberation, or vote. If any person other than a member of the Council wishes to bring a matter before the Council such a person must submit in writing to the president, a brief but concise summary of the matter that is to be considered, seven days prior to the meeting. The Council will act on matters relating to policy.

If the matter is deemed a matter of policy, the chair may choose to have the council discuss the issue(s), or defer to executive session or a future meeting. Serving on the School Council will fulfill the Parents as Partners yearly requirement (10 hours) for each year served.

PARENT-TEACHER COUNCIL (PTC) *1403
Forms: PTC Constitution – 1403A PTC Bylaws – 1403B Every school must have a Parent-Teacher Club. The purpose of the club is to foster a partnership between the home and school and to aid the principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultation. The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Clubs. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation. The Parent-Teacher Club is financially accountable to the principal and pastor/authorized agent. All organization funds shall be deposited into the school’s main operating account and made available to the Parent-Teacher Club when the funds are needed. Funds held for the organization should not be used for the school’s operating expenses unless the organization specifically designates the funds for that purpose. As with any other school organization, specific approval must be granted by the principal and pastor/authorized agent for the Parent-Teacher Club to maintain a separate bank account. The approved, separate bank account must use the school’s name and be recorded in the Archdiocesan mandated accounting system.
The principal and pastor/authorized agent must be listed as signers for the account.

The Parent Teacher Club (PTC) is a school organization whose membership consists of the parents/guardians of the student, as well as the faculty and staff of the school. The purpose of this club is to foster unity and understanding between the home and school. The PTC will also assist the principal in providing programs and financial resources for the improvement of the educational programs of the school. Serving on the PTC Board will fulfill the Parents as Partners yearly requirement (10 Hours) for each year served.

PARENTS AS PARTNERS PROGRAM

Parents as Partners is a Parent Teacher Club (PTC) sponsored program created to bring out the best parents have to offer to help St. Matthew Catholic School achieve the strong faith community we aspire to in our Mission Statement. It was designed to involve parents in the life of our school. Each family is required to participate in the Parents as Partners Program. Parents as Partners Requirement: A minimum of 10 hours of volunteer participation in a school or church activity is required per school year per family. A minimum of 10 hours of volunteer participation in a school or church activity is required per school year per family. Parents as Partners hours must be reported by a PTC specified date each school year. Any hours reported, or earned and reported after that date can be applied to the following school year. Each family is responsible for entering their own hours throughout the school year on Renweb. Failure to complete AND report all Parents as Partners hours (10 hrs/yr) will result in a fee of $12 per uncompleted hour (maximum of $120). New families coming to the school during the school year will have their service hours prorated.

VOLUNTEERS ARCHDIOCESE OF SAN ANTONIO POLICY *2115

Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be in contact with children or young people without first satisfying these requirements. Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools. The Principal reserves the right to accept, decline or discontinue any offer of volunteer service at any time for any reason.

PARENTS AS PARTNERS OPPORTUNITIES

There are many opportunities to volunteer that can earn Parents as Partners hours. Contact the school office for more information. A family can earn hours by volunteering at an event (one hour earned for every one hour worked) or by donating items for class parties, classroom supplies, etc. ($25 of donation items equals one hour earned).

SCHOOL WEBSITE *5106

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have written authorization from the parent/guardian before posting photos and videos on the school’s or any Archdiocesan website.
See Policy 5004. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

SCHOOL SPONSORED SOCIAL MEDIA *5107
Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school’s social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students. See Policy 5004. Definitions Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

MEDIA *5108
Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall notify the Superintendent if members of the media come onto school property. The Principal shall receive the approval of the Superintendent and Archdiocese Communications Office prior to any information released or communicated to the media.

COMMUNICATION
- between parents, teacher, administration, president, pastor, and/or authorized agent

ADMINISTRATION/PARENT COMMUNICATION
The school secretary is the first point of contact for parents at St. Matthew Catholic School. The secretary can be reached at (210) 478-5044 to answer your questions, direct your calls, forward your messages and emails to the appropriate administrator or faculty/staff member, and to help make appointments with the Principal or with an administrator.

RENEWB
RenWeb is the web-based school management tool that is used to communicate with parents. Through RenWeb parents receive:
- emails from school personnel
- progress reports mid-grading period and quarterly report cards
- student grades
- discipline notices
- email messages
- text messages – from the administration in the event of a school

CHANGE OF INFORMATION FORM
For RenWeb to be a useful and effective tool for parents and the school, it is important that personal information is accurate. When an address, phone number, email, or custody arrangement has changed, a
CHANGE OF INFORMATION FORM must be filled out and returned to the school.
USE OF PARENT INFORMATION ON RenWeb

Names, addresses, phone numbers, emails are maintained in RenWeb for use by St. Matthew Catholic School and the secure St. Matthew Catholic School RenWeb portal. This data is visible in the RenWeb directory and accessed by room parents to plan events for the school and for individual classrooms. This information may be used only for events and business conducted by the school and school sanctioned organizations. Using this information for any reason other than school business could jeopardize re-enrollment at St. Matthew Catholic School. If a parent does not want his/her information available to other parents through the RenWeb school directory, he/she must contact the school to have this feature de-activated from RenWeb.

PHONE AND EMAIL COMMUNICATION

Each faculty and staff member has a direct phone extension and an email address.

TEXTING

TEXTING is reserved for EMERGENCY communication between the school and parents. Teachers do not have access to the texting features of RenWeb.

SCHOOL WEBSITE

The school website www.smccsa.org is your first stop for information about St. Matthew Catholic School. The Parent Resources section currently has the Student Parent Handbook, The School Calendar, access to the Faculty and Teacher Websites, Tech Support, information about and access to FACTS Tuition Management, links to RenWeb and St. Matthew Parish, school supply lists, and cafeteria and uniform information. The school website is updated regularly. St. Matthew also has Social media accounts on Facebook, Twitter, Pinterest and Instagram.

SCHOOL NEWSLETTER

A colorful and informative weekly school newsletter is published weekly. It highlights the events of the week and informs parents of events to come.

ACADEMIC POLICIES

CURRICULUM

The primary goal of curriculum and instruction in the Archdiocese of San Antonio is to offer those learning experiences most conducive to providing students with the virtues, knowledge, understanding and skills necessary for each student’s spiritual, intellectual, social, cultural and physical development in keeping with the stated philosophy of St. Matthew Catholic School. “We teach knowledge and critical skills so that students can function fully as citizens within a changing technological and multicultural society.” The curriculum of St. Matthew Catholic School incorporates our mission statement by:

• Integrating the living Gospel message
• Maximizing each child’s potential
• Teaching the value of service, The Gospel message is ever-present in the minds, hearts and actions of our faculty, staff and students and the Word is incorporated daily as we start together with Morning Prayer and celebrate weekly at the school liturgy.

Immersion in our faith provides a focus on and for the student designed to maximize their academic potential. Our students are taught the value of service: service to our school, to our parish, to our community and to our world is integrated throughout the curriculum in school-wide
service projects and class-adopted projects. Some projects are continual while others are planned
during special times, such as Advent and Lent. Service hours are a requirement for graduation
from the middle school.

St. Matthew Catholic School will provide STREAM-oriented curriculum units for all students in
grades Pre-K through eighth. In these interactive and hands-on lessons, students will apply
knowledge and skills to real-world situations. Students will communicate, collaborate, and
strategize ways to solve a problem through a cross-curricular model.

Science: Students will begin their study with a Science related theme or topic of discussion.

Technology: Students will use technology to communicate results, compile data, analyze
information and to document findings and information.

Religion: Religion will be infused across all subjects by finding a correlation between the
topic/unit of discussion and our faith.

Engineering: Students will create, build, and/or design a product based on their research and
findings.

Art: Students will use creative thinking skills to communicate and advance STEM in the real world
by creating a product in any of the Fine Arts.

Math: Students will incorporate math concepts and skills in the learning process and/or in the
creation of the final product.

**CORE CURRICULUM**

RELIGION is the center of our curriculum. The aim of religious instruction is to teach the basic
doctrines and traditions of our Catholic faith. This incorporates the value of life from conception to
death, the value of the family and the value of the human community. The development of a
lifelong personal relationship with God is fostered through experiencing the depth and beauty of
spiritual life within the St. Matthew Catholic Church Community. Students participate in liturgies,
prayer services and the traditional activities and celebrations of the Liturgical Year. Formal
instruction takes place in daily religion class. Students attend Mass weekly. The students (by class
or grade level) prepare the liturgies for the all-school weekly Mass. The Sacrament of Penance is
celebrated during the Advent and Lent seasons. Students in second grade are prepared for the
initial reception of the Sacraments of Penance and First Holy Communion. Older students who
have not received these sacraments will also be prepared for those sacraments. Parents are
expected to participate in this preparation and to attend special sacramental preparation meetings.
Middle School religion classes incorporate Theology of the Body curriculum. There is a grade-
appropriate retreat at each grade level. THE GOSPEL VALUES are integrated throughout the
curriculum.

LANGUAGE ARTS Language Arts incorporates the components of reading, spelling, language
structure, composition and penmanship at all grade levels. The main goal of the language arts
program is to teach the child to think and read clearly, listen attentively and develop self-
expression in both oral and written form.
READING is taught through a strong phonics approach, which leads to the further development of oral and comprehension skills. Reading exposes children to literature and fosters a lifelong interest in reading for pleasure. Language Arts in fourth through eighth grade is taught through a holistic approach using Novel Studies. Teachers in fourth through eighth grade integrate and incorporate grammar, spelling, writing and critical thinking components of Language Arts instruction through the various genres of literature, including non-fiction and fiction classics. The novels are on the student iPads.

MATHEMATICS is developmental and sequential. The students learn mathematical facts, operations, and algorithms appropriate to their grade level in accordance with Archdiocesan Standards and the Texas TEKS. St. Matthew uses the Pearson Math program. In the elementary grades, students use consumable math workbooks along with their iPads to access Math curriculum. In the grades 5 through 8 the Math curriculum is accessed online.

SCIENCE provides the student with an awareness of the physical world, knowledge of the life forms that share our planet and knowledge of the earth. St. Matthew uses the Pearson Science program. It is an on-line based science program. The program incorporates “Hands On” science which makes the content relevant to the students and makes abstract concepts concrete. Labs are an integral part of the middle school science program. Middle school students will study and use the scientific method in science lab experiments and manipulate data in computer lab activities.

SOCIAL STUDIES The study of social studies develops the responsibilities of citizenship within the family, church, school, community, country, and the world. It is taught at all grade levels with an emphasis on Texas History and Government in grades four and seven, world cultures and governments in grade six, and United States History and United States Government in grades five and eight. Seventh and eighth grade students participate in Project Based Learning through participation in the National History Day Contest which is incorporated as part of the History curriculum.

CO-CURRICULUM

SPANISH is the foreign language offered to students at St. Matthew. The course of study includes vocabulary and grammar using the spoken language. Students investigate the various cultural traditions in which Spanish is spoken enriching their understanding and appreciation of the language, and of our local culture.

PHYSICAL EDUCATION promotes physical growth and development as well as the mental, emotional and social well-being of each child. Physical development, coordination and basic skills are taught with an emphasis on good sportsmanship. A parent/guardian must send a note to the school nurse if his/her child is unable to participate in physical education.

COMPUTER LITERACY is offered in grades second through sixth and is a required course seventh and eighth grade. The course of study incorporates word processing, keyboarding and spreadsheet proficiency. Students will learn the nature and history of the Internet, as well as, the mechanics and effective use of the Internet.

FINE ARTS nurture an understanding and an appreciation of creative self-expression. • Art is a weekly part of the curriculum in Pre-K through fifth grade. It is offered as a middle school elective. • Music is a weekly part of the curriculum in Pre-K through fifth grade. Seventh and
Eighth grade students may choose the Hand Bell Choir as an elective.

HONORS COURSES Honors courses are offered for middle school students at St. Matthew Catholic School. The faculty recommends students for placement into honors classes. These recommendations are based on an annual review of each student’s grades (an A in the regular class), standardized test scores (NWEA-MAP and STAR), and student attitudes and behaviors. The student decides whether to accept the recommendation into a particular class. The Course Card, signed by both the student and the parent/guardian, acknowledges the student’s commitment to the program and explains the evaluation and re-evaluation procedures.

Honors Courses offered for the school year 2019-2020 Math and Language Arts

6th Grade-Math 6H
7th Grade-Math 7H and Language Arts 7H
8th Grade-Math 8H and Language Arts 8H

SERVICE HOURS
Service hours are a requirement of the religion curriculum in Grades 6, 7 and 8. The service hours are required over the course of the school year. • 6th grade students are required to perform 6 hours of service • 7th grade students are required to perform 12 hours of service • 8th grade students are required to perform 26 hours of service.

Students who perform activities for the parish, school or local community without compensation can receive service hours for the work done. Household chores are not considered service hours. Service hours awarded over the summer break can be applied to the service requirement. An explanation of the service requirements, and a full discussion of the activities that can be performed for service credit, will take place in religion class.

INTEGRATED TECHNOLOGY
St. Matthew Catholic School supplements instruction with technology at all grade levels. Students in Grade 4 through Grade 8 are issued a school iPad, which is prepared for the specific grade level. The iPad is used for homework/research/study. Most textbooks are accessed online or loaded onto the iPad. The PreK and K classes each share a grade-level set of iPads to enhance their skills. Students in Grade 1 through Grade 3 will use their iPads to enhance their learning in the classroom.

TEXTBOOKS
Proper care of each textbook is the responsibility of the student. The parent/guardian must pay for all books that are damaged.

HOMEWORK POLICY
Homework assignments serve to review and reinforce that which has been presented in class. Homework gives parents/guardians an opportunity to observe their child’s progress as well as any problem areas that might require immediate consultation with the teacher. Parents/guardians should offer their child positive encouragement, thus aiding in the development of good work habits, independence and a sense of responsibility. Written homework is not the only kind of homework. Students are encouraged to read or drill in areas of weakness even when no formal homework has been assigned. In an effort to foster family activities, homework is normally not assigned over the weekend. There will be times, however, when completed homework will be
expected after a weekend. Long-term projects (History Fair, book reports, etc.) are examples of assignments that could involve weekend homework.

These are the St. Matthew Catholic School guidelines regarding the total length of homework assignments each night:

1st – 3rd 15 – 45 minutes
4th – 5th 45 - 60 minutes
6th – 8th 1 – 2 hours

STUDY HALL
All middle school students will attend study hall after 4th period to complete homework assignments, incomplete or make-up tests/quizzes and incomplete class work. Teachers may request that students use that time to make up work due to absences

MAKE-UP WORK
Each Student has the responsibility to make up work and/or tests that are missed due to the absence. Students will be allowed a reasonable amount of time to make up the work and the due dates are to be coordinated with each teacher during the first day back. If an assignment, a long-term project or a test was assigned, prior to the absence, it will be due as scheduled or the first day back. Exceptions to be approved by the teacher. Assignments may be requested from the front office or the classroom teacher(s) on the second day the student is absent. Assignments may be picked up in the front office at the end of the school day. E-mail communication may also be used to gather homework information when a student is absent.

Assignments for excused absences for two or less days may be requested from the teacher when the student returns to school. This should include a meeting with the Art, Computer and Spanish teacher for first through fifth grade students. The student must take the initiative to meet with the teachers and schedule a time to make up the work. A student who misses school for reasons other than illness must be prepared to return to school and make up the work and/or tests missed. Prompt arrival at school is expected of all students.

ACADEMIC HONESTY
St. Matthew Catholic School Cardinal rule # 6: BE HONEST

COLLABORATIVE ASSIGNMENTS
St. Matthew Catholic School expects honesty in every aspect of school life. Academic dishonesty involves presenting work that is not yours or helping others to do the same. These are some examples of cheating or dishonesty:

- Copying someone else’s homework or class work
- Giving homework or class work to someone to be copied
- Plagiarizing – claiming as your own another person’s work ideas, or words (as in using a quotation without citing the source)
- Using notes (“a cheat sheet”, writing on your hand, etc.)
- Giving or receiving help on a test by-
  - Talking
  - Showing work to another person during a test
  - Talking about the test to someone who has not yet taken the test
  - E-mailing, photographing, text messaging or any form or electronically communicating
information about the test to someone who has not yet taken the test

Learning to work with others is an important component of academics. There are many occasions when students will be working in pairs or groups on specific assignments and projects. These activities will be clearly stated as collaborative or group activities and these do not fall under the umbrella of cheating. Students will sometimes need the help of a parent, sibling or peer with homework and long-term assignments. These are open to discussion and to demonstration for the purposes of comprehension. Assignments which are handed to the teacher for a grade should ultimately be the work of the student.

GRADING SYSTEM
REPORT CARDS
Report Cards will be issued electronically four times per school year. Hard copies can be requested through the school office.

Parents/guardians are encouraged to keep in close communication with their child’s teacher during the school year. Conferences can be arranged through communication with the office, with the school counselor or with the child’s teacher.
• Progress reports are sent at the midway point of each grading period.
• Parent-teacher conferences will be scheduled during the first grading period.
• An electronic copy of the report card will be sent home at the end of each quarter.
• A hard copy of the report card, signed by the principal and indicating promotion status, is placed in the student’s permanent record folder. A hard copy of the report card can be requested through the school office. Parents are encouraged to follow student progress and grades through regular visits to their online, RenWeb school accounts.

GRADING SYSTEM/HONOR ROLL
GRADING SYSTEM ARCHDIOCESAN ACADEMIC GRADING SYSTEM GUIDELINES:

Pre-Kindergarten, Kindergarten and First Grade and the academic development in P.E., Art, Music, Technology and Handwriting.

E-Excellent
S-Satisfactory
P-Progress
N-Needs Improvement

Second Grade through Eighth Grade
94-100- Exceptionally High Achievement
85-93- High Achievement
75-84- Average Achievement
70-74- Low Achievement
0-69- Failure to Master Material

Pre-Kindergarten through 5th Grade: Interpretation of Mastery in Standard Skills
+ Skill Mastery Exceeds Expectations
/ Skill Mastery Meets Expectations
- Skill Mastery is Below Expectations
CONDUCT GRADES
St. Matthew follows the Archdiocesan guidelines in its Conduct Grading System. The following indicators show the progress in Christian Growth, Work Study Skills, and Conduct.
O Outstanding
S Satisfactory
I Improvement Needed
U Unsatisfactory

HONOR ROLL
Students in fourth through eighth grade are eligible for honor roll each nine-week grading period. Honor Roll is awarded in two categories Honors and High Honors.

The following criteria must be met for honor roll awards:

HIGH HONORS 4th – 8th
94-100 in all subjects
S or above in conduct for all subjects

HONORS
4th – 8th 85-100 in all subjects
S or above in conduct for all subjects

The student’s conduct grade is assigned as stated above. The student’s conduct grade will be assigned based on the following:
O (Outstanding) - no Disciplinary Notices (DN), detentions and no marks in the discipline folder
S (Satisfaction) - no more than 1 detention and 1-3 DNs
I (Improvement needed) - 2 detentions and 4-6 DNs
U (Unacceptable) - 3 detentions or a suspension during the nine weeks

PROMOTION POLICY
There are no social promotions in Archdiocesan schools. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for the various grade levels:
PreK - Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.
Kindergarten – Sufficient progress in Reading and Mathematics must be demonstrated in order for a student to be promoted.
1st Grade. A student must have at least a “P” final average in Reading and Mathematics in order to be promoted to the next grade.
Grades 2-5. A student must have at least a “70” final average in Religion, English, Reading, Mathematics and an overall 70 average. A student who fails Reading and Mathematics is not promoted.
Grades 6-8. A student must have at least a “70” average in all core subjects: Religion, English, Mathematics, Science and Social Studies.

A student who fails more than two (2) core subjects will not be promoted.

Archdiocesan summer school is available, in some cases, for students who fail one or two core curriculum subjects. The administration reserves the right to refuse re-admission to any student
who has failed any grade for the year.

Proof of completion of summer assignments, as directed by the administration, will be required for re-admission to St. Matthew Catholic School.

CONFERENCES
Parent-teacher conferences are scheduled after progress reports are issued during the first quarter. Parent-teacher conferences may be requested at any time during the school year. The phone number for the school secretary is (210) 478-5044. All faculty members can be accessed through the school secretary. Teachers can also be contacted via email and through their school phone extension. A parent wishing to discuss a concern (academic or behavioral) will first address the teacher or teachers concerned. A parent may request a conference with an administrator if questions or concerns remain.

ARCHDIOCESAN TESTING PROGRAM AND REPORTING
NWEA- MAP TEST SCORES
NWEA-MAP scores will be sent home as soon as available. A report concerning the NWEA scores of the students will be given to the School Council at the first meeting possible after the scores are received.

STUDENT ACADEMIC SUPPORT
A teacher may refer a student to the Academic Interventionalist. After a screening/evaluation process the student may be eligible to receive academic support services. The student’s progress will be monitored through assessments in the classroom, evaluation by the interventionist, and scores on the NWEA/MAP assessment instrument. Students needing additional academic support may be referred to outside tutoring options or recommended for outside academic testing. Parents can request a Building Strong Foundation Meeting if they have academic, behavioral, or social concerns regarding their child. Please contact the homeroom teacher.

THE DYSLEXIA INTERVENTION PROGRAM
St. Matthew Catholic School offers Dyslexia Intervention for students exhibiting characteristics of dyslexia that go beyond the scope of standard academic support in the classroom or through the academic interventionist. Referrals for screening originate with the school. After completion of the screening process for Dyslexia, the school will determine qualification for placement into the Dyslexia Intervention Program.
Student/Parent Handbook Contract 2019-2020

A separate contract packet must be signed and submitted for each student and turned in to the office or to the child’s homeroom teacher the first day of school.

Student/Parent Handbook Contract

I have read and agree to uphold and be governed by the policies and procedures of the St. Matthew Catholic School Student-Parent Handbook for the academic school year 2019-2020.

I understand that my failure or my child’s failure to cooperate with the administration and staff in all educational endeavors and disciplinary matters may jeopardize my child’s continued enrollment at St. Matthew Catholic School.

The Archdiocese, the Pastor, the Administration or the School Council of St. Matthew Catholic School may amend the policies and procedures found in this Handbook at any time.

Parents as Partners Commitment

Parents as Partners is a Parent Teacher Club (PTC) sponsored program created to bring out the best parents have to offer to help St. Matthew Catholic School achieve the strong faith community we aspire to in our Mission Statement. Each family is required to participate in the Parents as Partners Program.

Parents as Partners Requirement:

- Minimum of 10 hours of volunteer participation in a school or church activity per school year (August through May) per family

Failure to complete all Parents as Partners hours (10) in the school year will result in a fee of $12 per uncompleted hour (maximum of $120).

New families coming to the school during the school year will have their service hours prorated.

PARENT/STUDENT COMMITMENT: I have read and agree to comply with the Parents as Partners Program as described above and my child and I will follow the rules as stated in the St. Matthew Handbook.

Print student name ___________________________ Grade Level: _________

Parent Signature ___________________________

Student Signature: __________________________

Date: __________________________
STUDENT HEALTH FORM

School Year: __________________ Grade: _______ Homeroom Teacher: __________________

Student’s Name: ___________________________________________ M / F

Last Name
First Name
M.I.
Date of Birth

Primary Address:

Street Address_________________________________________ City
State
Zip

It is the Texas Catholic Conference of Bishops policy that every student in a Catholic School in the State of Texas
be immunized against vaccine preventable diseases caused by infectious agents in accordance with the
immunization schedule adopted by the Texas Department of State Health Services.

Children will be screened as set forth by the Texas Department of State Health Services for hearing, vision, scoliosis
and acanthosis nigricans. The school follows the required screening schedule from the State of Texas.

WHERE CAN PARENTS/GUARDIANS BE REACHED?

Mother/Guardian Name: ____________________________ Primary Phone: ____________

Address if different: ____________________________ Secondary Phone: ____________

Work Place: ____________________________ Work Phone: ____________

Work Address: ____________________________ Email: ____________________________

Father/Guardian Name: ____________________________ Primary Phone: ____________

Address if different: ____________________________ Secondary Phone: ____________

Work Place: ____________________________ Work Phone: ____________

Work Address: ____________________________ Email: ____________________________

Please list designated persons allowed to assume temporary care of your child if you are not available. ONLY the
designated individuals listed below will be able to pick-up your child/children from school. Changes or additions
to this form must be made in writing.

1) Name: ____________________________ Primary Phone: ____________

Address: ____________________________ Secondary Phone: ____________________________

Relationship: ____________________________ Work Phone: ____________________________

2) Name: ____________________________ Primary Phone: ____________

Address: ____________________________ Secondary Phone: ____________________________

Relationship: ____________________________ Work Phone: ____________________________

** You may list additional Authorized Persons to assume temporary care of your child/children on the reverse.

ONLY the designated people will be able to pick up your child/children from school.”
3) Name: ___________________________ Primary Phone: ___________________________
Address: ___________________________ Secondary Phone: ___________________________
Relationship: ___________________ Work Phone: ___________________

4) Name: ___________________________ Primary Phone: ___________________________
Address: ___________________________ Secondary Phone: ___________________________
Relationship: ___________________ Work Phone: ___________________

* Is any person, including mother or father, legally restrained from picking up this child?   Yes / No
If yes, please give a brief description of the restrictions in the space below:

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<th>COMMENTS</th>
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<td>Congenital Deformity</td>
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<tr>
<td>Diabetes</td>
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<td>Hearing Loss</td>
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<td>Hypertension</td>
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<td>Neurological Disorder</td>
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<td>Otitis Media (Ear Infection)</td>
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<td>Seizure Disorder (Epilepsy)**</td>
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<td>Surgery – Serious**</td>
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<td>Urinary Problem</td>
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<td>Vision Loss</td>
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<td>INJURIES</td>
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<td>Head**</td>
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<td>OTHER:</td>
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</table>

** Details required, please use COMMENTS section.

List all medications (prescription, over-the-counter, and herbal) that your child takes regularly: ___________________________

Primary Physician’s Name: ___________________________ Phone: ___________________________
Hospital Preference: ___________________________
Dentist: ___________________________ Phone: ___________________________

In the case of accident or illness, I request the school contact me. If the school is unable to reach me, the school has permission to take whatever action they deem necessary for the health and welfare of my child in the event of an emergency. I give permission for release of information on this form for confidential use in meeting my child’s health and educational needs in school.

Parent/Guardian Signature: ___________________________ Date: ___________________________
Parent/Guardian Name Printed: ___________________________
MEDICATION PERMISSION REQUEST FORM

Please fax form to ______________________ at fax number ______________________.

(School Name)

According to the policies of the Archdiocese of San Antonio, students are not allowed to carry any medication on their person. (An exception may be allowed if, by physician direction, a student requires diabetic or rescue medication.) The principal designates a responsible person to supervise the storing and administration of medications at school. Medication may be administered by non-medical personnel. The school will be held harmless for adverse drug reactions and side effects of properly administered medication. The following steps must be taken before a student is allowed to take medication at school:

1. The prescribing health care provider (either a licensed Physician, Dentist, Physician Assistant or Nurse Practitioner) must complete this form so that medication may be given by school personnel.
2. Parent/guardian must present this completed consent form to the school.
3. Parent/guardian must bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. If bringing a prescribed over-the-counter, must be accompanied by prescription and in original, unopened container labeled with the student’s name.

Student Name: ___________________________ Grade: ___________________________
Date of Birth: ___________________________ School: ___________________________

*******************************************************************************

TO BE COMPLETED BY HEALTH CARE PROVIDER

<table>
<thead>
<tr>
<th>Medication #1</th>
<th>Name</th>
<th>Strength</th>
<th>Dose</th>
<th>Route</th>
<th>Time (at school)</th>
<th>Duration</th>
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<th>Name</th>
<th>Strength</th>
<th>Dose</th>
<th>Route</th>
<th>Time (at school)</th>
<th>Duration</th>
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<tr>
<th>Medication #3</th>
<th>Name</th>
<th>Strength</th>
<th>Dose</th>
<th>Route</th>
<th>Time (at school)</th>
<th>Duration</th>
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Allergies: ___________________________

Special Instructions: ___________________________

Printed Name of Health Care Provider (MD/DO/PA/NP/DSS/DMD): ___________________________
Signature of Health Care Provider: ___________________________ Date: ___________________________

*******************************************************************************

TO BE COMPLETED BY PARENT

I, ___________________________, request that my child be given the above medication as directed. The school and its employees will be held harmless for adverse drug reactions and side effects of properly administered medication.

Signature of Parent/Guardian: ___________________________ Date: ___________________________
Telephone: (Home) ___________________________ (Work) ___________________________ (Mobile) ___________________________
St. Matthew Catholic School
Agreement for the Use of Computers, iPads and Telecommunications

THE PROVISIONS OF THIS AGREEMENT APPLY IN ALL CASES TO SCHOOL PROVIDED DEVICES AND TO ALL PERSONAL ELECTRONIC DEVICES USED BOTH THROUGH THE SCHOOL NETWORK AND THROUGH OFF-CAMPUS ACCESS.

All students attending St. Matthew Catholic School use the Internet as a learning tool and all students will abide by the Cardinal Rules, the rules of Digital Citizenship, and all laws regarding appropriate use of the Internet. The use of the school’s Internet connectivity resources and equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school’s computer resources. Students should never access, save, or send anything that they would not want their parents or teachers to see. Serious infractions of Internet use both at school and off-campus may result in removal from St. Matthew Catholic School and will be reported to law enforcement, as mandated by the law.

Definitions - Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school’s equipment, connectivity resources (e.g. Wi-Fi) or using a personal device (off campus).

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, Flickr and others. Additional social media may be developed in the future that could be covered by this policy.

Acceptable Usage:
Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on campus grounds. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that students will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below.

Whether the communication occurs within or outside of school property, during or after school hours, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. Violations of the school’s electronic communication policy will be addressed in conformance with the school’s disciplinary policy as referenced in the Parent/Student Handbook, and in accordance with Department of Catholic Schools policy, state, and federal laws.

The school reserves the right to confiscate and/or examine any electronic device in the student’s possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Limited Access – Students may access only those websites to which, according to school policy, they have been given permission. The school follows state and federal laws regarding the use of filters on school computers connected to the Internet. Students may access websites that have been specified by the teacher for a specific class activity. If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe policy infraction and may result in disciplinary action.

Privacy – Users of the school’s equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. Administrators and or teachers may review activity to maintain system integrity and insure that students are using the system responsibly.

Storage capacity - Employees and students are to store all materials as specified by the computer or classroom teacher.
Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto a school computer or iPad unless they have permission from the school’s technology coordinator. Nor should any student copy other people’s work or intrude into other people’s files.

Prohibited electronic communication – The following types of electronic communication are prohibited: (1) electronic communication of a sexual nature; (2) electronic communication with the intent to or does threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school’s existing behavioral standards covered by the Parent/Student Handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Electronic communication by or between students – The school provides education on digital citizenship for students.

**Student Acceptable Use Guidelines**
The following are guidelines to maintain your status as a student in good standing at St. Matthew Catholic School:
1. Do not use social media, any computer, or other electronic device to harm other people or their work.
2. Do not alter (change the school settings) or damage the school’s network, equipment, or resources in any way.
3. Do not interfere with the operation of the computers by installing software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view or display offensive/obscene messages or pictures.
6. Do not share passwords by giving or asking for the password of a fellow classmate.
7. Do not waste limited resources such as storage space or printing capacity.
8. Do not trespass into another’s computer or work files.
9. Do not access unauthorized sites.
10. Notify an adult immediately, if you encounter materials which violate the rules of appropriate use, even if by accident.
11. Be PREPARED to be held accountable for your actions; these could range from the loss of privileges for the use of electronic devices to being reported to the authorities for criminal behavior.
12. Report to the principal or teacher information learned from social media that could affect someone’s reputation, health, life and/or safety.

St. Matthew Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

**Student User Agreement**
As a user of the school’s computer network and as a representative of the school’s mission and values on and off campus, I agree to comply with the above stated rules to conduct myself using electronic communication within or outside of school property, during or after school hours, in a manner that does not jeopardize the safe environment of the school or is contrary to Gospel values.

Student Name (print) __________________________________________ Grade _________

Parent Name (print) __________________________________________

Parent Signature __________________________________________ Date __________

**Parent Permission Form**
As the parent(s)/guardian(s) of ______________________________, a student at St. Matthew Catholic School, I have read the attached information regarding the appropriate use of electronic communication and the school network resources by school students and I understand this agreement will be kept on file at the school.

Parent Name (print): __________________________________________

Parent Signature: __________________________________________ Date: __________

Form taken from Sample form provided by the Catholic Schools Office of the Archdiocese of San Antonio
Authorization for the Use of Pictures/Projects 2019-2020

Permission for the Publication of Student Work/Pictures/Interviews

I understand that from time-to-time the school will publish examples of student projects, videos and/or photographs of students and other work on an Internet accessible World Wide Web server. The student's name will be removed or blurred for his/her protection.

Also, during the year many pictures/videos will be taken of the students in the course of their learning and involvement in various school activities. These pictures are taken for use on various social media sites (For example: Facebook, Instagram, Twitter and etc). These photos are also used for the St. Matthew Yearbook. Additionally, they may be used for publicity (i.e. newspapers and various forms of advertisements), for development and/or for other educational purposes. With the exception of the yearbook, the student’s name will be removed or blurred for his/her protection.

__________My child’s pictures/videos/projects CAN be used for education and/or publicity as they relate to St. Matthew Catholic School.

__________My child’s pictures/videos/projects CANNOT be used for education and/or publicity as they relate to St. Matthew Catholic School.

In order to be included in the yearbook, the first choice must be checked.

Student Name (print)____________________________________________________

Parent Name (print)____________________________________________________

Parent Signature_______________________________________________________Date________________________
Delinquent Tuition and Fees Payment Agreement
Based on Archdiocesan Policy 4405 B

The success of our Catholic school hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child’s education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school’s Business Manager and/or principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:
- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school’s Business Office to bring the account up to date or to create an alternative tuition payment plan with the school. The business office telephone numbers are (210) 478-5042 or (210) 478-5039.

60 days past due:
- When an account becomes 60 days past due, the school’s principal will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.
Exclusion Policy:

- Non-payment of a prior year’s tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at the end of a semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and/or fees.
- During the school year students will not be allowed to participate in field trips and/or school sponsored activities including, but not limited to, pep squad, dance team, twirling, cheerleading, music lessons and middle school sports.
- Eighth graders cannot take part in special events and graduation exercises, nor receive any scholarship monies awarded through the school-sponsored scholarship awards which are presented at the graduation ceremony, until all financial obligations are met.

The school encourages all responsible parties to maintain open communication with the Business Manager to ensure a complete understanding of each family’s financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

I, ______________________________, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

Printed Name (Parent/Guardian) ______________________________ Student(s) Name ______________________________

Signature (Parent/Guardian) ______________________________ Date ______________________________

I, ______________________________, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

Printed Name (Responsible Party for Payment of Tuition) ______________________________

Signature (Responsible Party for Payment of Tuition) ______________________________ Date ______________________________
1. **What tuition plans will be offered?**
   St. Matthew School will offer a variety of tuition payment plans for the 2017-2018 school year to accommodate families’ financial needs. We will offer Annual, Semester, 11-month (July – May), 10-month (Aug-May), Bi-Monthly Plan beginning in July and Bi-Monthly Plan beginning in August.

2. **What payment options do families have to pay their tuition?**
   Families have a choice of paying their tuition by automatic payment from their checking or savings account or credit card on the 1st, 10th, 15th or 20th of every month. A 2.85% processing fee is charged by FACTS for payments made by credit card or debit card. There is no fee for payments made by checking or savings account.

3. **Will other charges be billed through the FACTS System?**
   Yes, all other fees that are currently billed on your monthly invoice will be billed through FACTS. These fees are referred to as incidental charges in the FACTS system. All incidental charges will be due on the 15th of every month regardless of the tuition deduction date selected. Invoices for incidental charges will be emailed at least 10 days prior to the withdrawal date and payment reminders will be emailed (4) business days prior to the due date to families who sign up for email reminders.

4. **Can incidental fees be paid from a different account or credit card than the tuition payment?**
   Yes families can pay their tuition from one account or credit card and their incidental charges from another account or credit card. When a family first selects their tuition payment plan and deduction date, they will not be able to put in a different account for incidental charges at that time. However, once the school has finalized the family’s tuition agreement, the family will be able to change their account for incidental charges. If a separate financial account is not entered for incidental charges, the payment will default to the same account or credit card as their tuition payment. A 2.85% processing fee is charged by FACTS for payments made by credit card or debit card. There is no fee for payments made by checking or savings account.

5. **Can I view my account online?**
   Yes families can view their account online at any time at https://online.factsmgt.com/signin/45GCD. Families can also view their accounts from their mobile phone. Families who sign up for email payment reminders will also receive an email (4) business days prior to the date their payment is scheduled to be withdrawn.

6. **Can I make a payment online on my account before the scheduled due date?**
   Yes families can make payments online on their account prior to their scheduled withdrawal date. However, payments will need to be made at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.

7. **Can I change my account or credit card information online or does the school need to change this information?**
   Yes, families can change and update their account or credit card information at any time. Any changes or updates to their financial accounts must be made at least two (2) business days prior to the automatic payment date to affect the scheduled payment. Families can also change their demographics at any time online.

8. **Can I change my payment plan or payment date online or does the school need to change this information?**
   Families will not be able to change their tuition payment plan or their tuition deduction date online after they have initially set-up their payment plan for the school year. If families would like to change their tuition payment plan or their tuition payment deduction date after their initial set-up, they will need to contact the school’s Business Office. All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.

9. **Is my information safe and secure?**
   Yes, FACTS is used by many schools locally and over 7000 schools nationwide. Your personal information, including payment information is protected with the highest security standards in the industry. For more information on security, visit FACTSmt.com.

10. **Who should I call if I have questions or concerns about my payment plan?**
    FACTS is available 24/7 at 1-866-441-4637. You can also contact the school’s Business Office during business hours.

11. **How do I get started with my FACTS account?**
    Families will need to go to https://online.factsmgt.com/signin/45GCD and create their account. If families already have a FACTS account from a child at another school or from applying for Hope for the Future, they will use their existing username and password.
Financial Aid: 
Hope For The Future

Hope For The Future provides need-based tuition assistance for Catholic and non-Catholic students who meet eligibility requirements and enroll in one of the Catholic schools in the Archdiocese of San Antonio. Tuition assistance is prioritized by financial need and based on available funding. For more information on tuition assistance through Hope For The Future, please contact their offices at (210) 734-1642 or click here.
Change of Address/Phone/E-Mail/Text
Emergency Contact Information

Fill out a form to change your address, phone number, e-mail, or to add/ delete someone as an Emergency Contact. **Bring the completed form to the office.**

**Parent(s):**
Name: ________________________________  Date: ________________
   Last                               First
Name: ________________________________  Date: ________________
   Last                               First

**Child/Children**

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<tr>
<th>Last</th>
<th>First</th>
<th>Grade</th>
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Address Change:

<table>
<thead>
<tr>
<th>House # and Street</th>
<th>City/State</th>
<th>Zip</th>
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Phone # Change:

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<thead>
<tr>
<th>Home: (Area Code)</th>
<th>Number</th>
<th>Cell: (Area Code)</th>
<th>Number</th>
<th>Work (Area Code)</th>
<th>Number</th>
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E-Mail Address: -
Emergency Contacts---- Please add the following names to the emergency contact list. I authorize the following individual (s) to pick up the child/children listed above.

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<th>Last Name</th>
<th>First Name</th>
<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

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<th>Last Name</th>
<th>First Name</th>
<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

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<th>First Name</th>
<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

Please REMOVE the following individuals from the emergency contact list: *

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

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<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

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<th>Relationship to the child</th>
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**Home:** (Area Code) Number  **Cell:** (Area Code) Number  **Work:** (Area Code) Number

*Note that removal from the emergency contact list due to legal custody arrangements must be accompanied by a copy of the court-ordered custodial documentation.

Signature:
How to access RenWeb1:

Parent Login - RenWeb > Logins > ParentsWeb Login
https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?

1.
RenWeb ParentsWeb Login. District Code: User Name: Password (case-sensitive): Forgot User Name/Password? Parent Student Staff. Create New ParentsWeb ...

The District Code for St. Matthew Catholic School is: SM-TX

RenWeb ParentsWeb Login

District Code:

SM-TX

User Name:


Password (case-sensitive):


Forgot User Name/Password?

Parent  Student  Staff

Login

Create New ParentsWeb Account

Powered By RenWeb  |  Privacy
STUDENT NAME: ____________________________  GRADE: ______

ST. MATTHEW CATHOLIC SCHOOL SERVICE HOURS

Service hours are a requirement of the religion curriculum in grades 6, 7 and 8. Students are encouraged to complete half the service hour requirements during the first semester.

6th grade - 6 hours  
7th grade - 12 hours of service  
8th grade – 26 hours of service

Students may begin earning service hours over the summer.

<table>
<thead>
<tr>
<th>ACTIVITY DESCRIPTION</th>
<th>HOURS SERVED</th>
<th>SUPERVISOR SIGNATURE</th>
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Student Signature ____________________________  Parent Signature ____________________________
ST. MATTHEW CATHOLIC SCHOOL SERVICE HOURS

Saint Matthew, our patron saint, tells us how Jesus wants us to serve:

*Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you? When did we see you ill or in prison and visit you? And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’* Matthew 26:37-40

What is the goal of service in Middle School?
The goal of service for our Middle School students is to guide students into service as a habit of faith that will become a habit for life.

What are good service ideas for Middle School Students?
- Service is giving of time, talent and resources. It often involves some level of “inconvenience;” it may take the student away from a preferred activity like watching a favorite TV program or meeting friends at the movies or mall.
- Service is done without reimbursement.
- Service is, often, its own reward.

Examples of service:
Assisting at Vacation Bible School
Going to the food bank with a parent or other responsible adult
Helping an adult who is elderly, ill or incapacitated with daily routines
Serving our church community as an Altar Server
Serving our community in various scouting service projects
Volunteering to baby-sit for community events (like PTC meetings, etc)
There are MANY other options to serve

What is NOT service:
Performing expected family responsibilities
Doing household chores or helping clean the garage or attic
Participating as a member of a School Team: Academic or Athletic

How will service hours accumulated during school be accounted?
A Maximum of 5 service hours/semester can be earned by students who – Serve on the Safety Patrols/Flags Ushering and Greeting at school liturgies
Altar Server Serve on Student Council

NJHS has service hours awarded on an individual activity basis.
Peer Tutoring service hours are awarded on the number of actual hours served.

Service type activities that are included in a grade for class (ex. Reading at the class mass is a service but given a grade for Religion) are NOT considered as service hours.