

St. Matthew School

Parent/Guardian  
Handbook  
2009- 2010

Home of the Jaguars

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## **I. Philosophy**

Mission Statement of the Educational Apostolate — Archdiocese of Dubuque\*B

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

### **Local Mission Statement/Philosophy**

By registering at St. Matthew School, a student and his/her parents or guardians understand and agree to the educational philosophy, goals and practices that are stated in this handbook.

### **St. Matthew Catholic School Philosophy**

St. Matthew School is a living faith community founded on Christian principles by which we form the total person in Christ. Complementing the family, our school provides an environment in which the child can grow spiritually, emotionally, physically, and intellectually. St. Matthew School strives to make learning relevant and prepare children to find Christ in our changing world.

### **St. Matthew Catholic School Goals**

To build a strong community of Faith.

- by teaching and integrating religious truths and values in daily life.
- by providing an opportunity to share our Faith through prayer.
- by fostering and demonstrating to the students, administration faculty and families the reality of faith community.

To create an atmosphere of justice based on the principles of justice.

- by making a conscious effort to be just in dealing with the uniqueness of others in a school setting.
- by strengthening justice through the total community awareness in areas of multi-cultural and non-sexist education.
- by promoting courtesy among all members of the St. Matthew's Community.
- by encouraging and establishing open communication and involvement among the staff, students, parents, and community.

To provide quality education.

- by meeting the educational needs of individual students.
- by providing a positive atmosphere for learning.
- by continually updating the educational program.
- by developing an appreciation for the fine arts.
- by encouraging and establishing open communication and involvement among the staff, students, parents and community.

## **STUDENTS ARE.....**

- are the most important people in our business
- are not dependent on us. We are dependent on them.
- are not an interruption of our work. They are the purpose of it.
- do us a favor when they call. We are not doing them a favor.
- are not cold statistics. They are flesh and blood human beings with feelings and emotions like our own.
- are not the ones to argue or match wits with.
- are people who bring us their wants. It is our job to fill those wants.
- are deserving of the most courteous and attentive we give them.
- are the life blood of this and every other institution.

## **Board of Education**

St. Matthew School functions under the jurisdiction of the St. Matthew Board of Education. This Board consists of nine elected members of the parish, and the pastor. The membership meets monthly except during the month of July. All Board Meetings are open to the public. Anyone wishing to have an item included on the agenda may do so by contacting the Board Chairperson or Principal at least seven days prior to the meeting. According to the constitution, its duties are as follows:

- a. Coordinate parish educational programs and activities;
- b. Build understanding and support for catholic education in all its forms;
- c. Develop the educational budget in collaboration with the Parish Council in accord with Archdiocesan Pastoral council Guideline and Archdiocesan Board procedures;
- d. Adopt and oversee the implementation of the annual educational budget;
- e. Retain personnel according to the established policies of the Archdiocesan and Parish Boards
- f. Consult with and support administrators who operate parish educational programs;
- g. Work with the Parish Council
- h. Serve as a liaison body with public authority as appropriate
- i. Insure the Archdiocesan and Parish Board policies are being implemented effectively;
- j. Evaluate periodically
  - the accomplishments of goals and objectives;
  - the effectiveness of internal functioning as a Board of Education

## **Accountability of the Administration and Staff**

In all aspects of school administration, the principal and faculty are accountable to the Dubuque Archdiocesan Office of Education both for the content and the process of the educational program. These are continually monitored by a representative of the Archdiocesan Office of education who visits the school and is in close communication with principal of the school.

Every five years, St. Matthew School administration and faculty are required to conduct a self-evaluation of its educational program. This is followed by a day of monitoring by a team consisting of principals, teachers, and Archdiocesan Office personnel. A written summary of the team's findings and a list of recommendations for improvements are sent to the school for study and implementation.

In addition, the Metropolitan Office of Catholic Education coordinates the activities of all the Catholic schools in Cedar Rapids and Marion. This office serves as a liaison with the public school system and with the Archdiocesan Office.

### **Organizational Structure of St. Matthew School**

At St. Matthew School, both teachers and students are organized according to a unit system. There are two units:

Primary Unit:	Preschool, Kindergarten and Grades 1 and 2
Intermediate Unit:	Grades 3, 4 and 5

A faculty member from each unit is selected by the unit members or is appointed by the principal. This person serves as a leader of the respective unit. Faculty unit leaders meet with the unit teachers at least once a month. The principal and the unit leaders constitute the coordinating committee of the school.

Provisions for individual differences in grades 1-5 is accomplished through school grade grouping. Presently, students are school grade grouped in reading and math. As a rule religion, guidance, science and social studies are taught by the home room teacher. In all grade levels, music, physical education and art are taught by a specialist. We also employ a remedial teacher, media specialist and band instructor.

## **II. Admission Policies/Notice of Non-Discrimination**

### **Admission**

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade.

Children are charged a tuition. St. Matthew Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

### **Equal Opportunity**

St. Matthew Catholic School is an equal opportunity employer and school. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

### **III. Catholic Dimension/Uniqueness**

#### **Catholic Atmosphere**

Religious education at St. Matthew Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass during the week are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

#### **Prayers, Practices, and Beliefs**

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

#### **Spiritual Program**

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

- **Sacramental Preparation** — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

- **Liturgical Celebration** — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The first mass will begin in September, every Wednesday at 8:35. The Sacrament of Reconciliation is provided during Advent and Lent.

## **IV. Academic Policies/Programs**

### **Copyright**

It is the policy of the educational programs governed by the Archdiocesan Board of Education (AB 2510) that 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 Archdiocesan policy, and are doing so at their own risk and assuming all liability.

### **Field Trips**

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Education field trips are permissible and a privilege, not a right. Students who participate in field trips are to act in a respectable manner. All school rules affecting students during the school day affect them on field trips. They are to obey the chaperones, and refrain from anything that may jeopardize the safety of the other students or the reputation of the students of St. Matthew School. Students who manifest rude or disrespectful behavior and/or jeopardize the safety of the other students will receive disciplinary action and may be denied the privilege of participating in the next field trip.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

### **Guidance**

Our Guidance Counselor complements the academic program by offering support to students in a number of areas.

The guidance program is formulated and approved by the Dubuque Archdiocesan Office of Education. In addition, St. Matthew has incorporated into its guidance program the following:

- Health Education
- Drug & Alcohol
- Sex Education
- Death & Dying

These programs have been formulated by a committee of parents and teachers and have the approval of the Board of Education. These programs are always available to parents

for study and examination. Parents who do not wish their children participate in these programs must notify the principal regarding this decision.

### **Homework**

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

### **Human Sexuality Program**

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time.

### **Internet**

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers and students.(AB 2511) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### **Multi-Cultural/Non Sexist/Global Education**

St. Matthew Catholic School offers a global, multi-cultural, gender fair approach to the educational program. St. Matthew Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” (AB 6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

### **Physical Education Waiver**

A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parent or guardian files a written statement with the school principal that the course conflicts with the pupil’s religious beliefs.” (AB 6144.3)

### **School Parties and Invitations**

Parties which consume valuable school time are discouraged. However, students may bring birthday treats/snacks. If a student should wish to do this, arrangements can be made with the classroom teacher and the treats will be passed and shared. After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week. Please follow the new snack/treat guidelines

Due to hurt feelings, and unnecessary interruptions, the students MAY NOT pass out their personal invitations during the school day or while on the busses coming to or from school. These invitations should be sent through the mail or made by telephone.

### **School Day**

School begins at 8:25 A.M. and dismissal is at 3:00 P.M.

### **Special Services**

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through GWAEA 10. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact the principal.

### **Substance Abuse Education**

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

### **Student Assemblies-School Liturgies**

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, Assembly, Pep Rally), there is to be no

talking among students or improper behavior: shouting, whistling, excessive noise, whispering are discourteous acts.

### **Assessment**

Helping student to make the most of opportunities to learn is a goal shared by teachers and parents alike. An understanding of where a pupil is along his or her particular developmental path is necessary if teachers and parents are to provide appropriate direction. One important source of this information is the standardized test.

The standardized testing program at St. Matthew includes the Cognitive Ability Test (intelligence) which is administered to grades 2 and 4 in the Spring and the Iowa Test of Basic Skills which is administered to grades 3 through 5 in the Fall.

While the results of a standardized achievement test tend to be more accurate than any other single assessment, they are only one source of information. Test results are most useful when thoughtfully considered in conjunction with everything else known about the student. Daily assignments, results of pre and post tests, unit tests, projects and other activities furnish reliable data in addition to the standardized testing program.

## V. Communication

### Absence

Regular attendance is a key factor in the success of school work. The value of the work missed is difficult to make up by out of class work.

Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to call the school between 7:30 and 9:30 am if a child will be absent and inform the school of the reason for the absence. If notification of absence is not reported to the school, the receptionist will contact the parents to verify the absence. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school/teacher.

Please remember that it is important for your child to be in school unless he/she is truly ill. Regular attendance is essential for students if they are to make progress in their school work. The Iowa Compulsory Education Law (Iowa Code 299.1) states: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian is the person held responsible in the law for compelling the child's education." This law specifies procedures for dealing with attendance concerns in accordance with Archdiocesan Policy 5144 and the Iowa Code 299.1, requiring "148 days annually, to be met by attendance for at least 37 days per quarter." Following the 15th day of absence in a semester a review of the student's attendance record is conducted by the local school administration. As per policy 299.1 of the Iowa Code, the County Attorney's office may also be notified.

When a child returns to school, a note explaining the absence must accompany the child. The principal/secretary/receptionist approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

**Students who are absent from school may not participate in after school extracurricular activities on the day they were absent, unless the absence was not related to illness, was excused, and permission is given by the principal.**

If a student falls into one of the following categories during the course of a regular school day:, he/she will be marked as having a half day absence:

1. If a student arrives 90 minutes after the start of the school day;
2. If a student misses 90 minutes or more of the afternoon school session;
3. If a student misses 90 minutes or more of instructional time during the course of the

regular school day.

4. If a student leaves before noon on an early dismissal day.

### **Tardiness**

The school day begins promptly at 8:25 am and any student not in his/her classroom at that time is considered tardy: When a student is tardy the daily classroom attendance record is marked with a **T**. Students who have dental or medical appointments are recorded as **TM** (medical) on the daily classroom attendance record, but is not recorded as a tardy on the student's report card.

## **Communication Methods**

### **Home-School Communication**

Maximum academic, social and character development usually occurs when the students sense that a supportive arrangement exists between the home and school. One means to develop, maintain and strengthen this relationship is through a planned program of communication. St. Matthew School uses several avenues of communication with parents. These include the following:

- Written evaluations of a students progress, three times a year for grades K-5
- Oral evaluations twice a year through Parent-Student-Teacher conferences;
- Open House
- Educational Fairs;
- Student Programs;
- Parent Newsletter
- Email

• **Dual Parent Report** — According to AB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Matthew Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

• **Parent/School Communications** — Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.

• **Parent-Student-Teacher Conferences** — Individual conferences are held after the first and third quarters. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences. The conferences are an attempt by the school to set up a structured opportunity for parents, students, and teachers to communicate about a student's progress and development, or the lack of it, and to receive an oral evaluation of the student's accomplishments. Parents who are not able to participate in these conferences are expected to arrange another time for these conferences with the teachers.

One parent of each child must attend the conference with the student. If, for some reason, this is not possible, the parents should call the school principal.

• **Progress Reporting** — The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background. Because growth occurs best in a positive learning environment which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards based with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards / benchmarks and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

Progress Report code is as follows for grades K, 1, 2:

I - Independent --Student demonstrates excellent progress for his/her ability  
D - Dependent Student demonstrates progress for his/her ability with assistance  
E - Emergent -- Student begins to demonstrate progress for his/her ability  
NA - Not applicable at this time

Progress Report code is as follows for grades 3, 4, 5:

**Evaluation Marks** are numerical indicators of the student's progress toward meeting the designated standard. Students receive evaluation marks based on progress made for his/her individual abilities.

A **number 4** indicates that the student consistently exceeds the standard. It means that the student has consistently gone beyond expectations in a specific area of learning.

A **number 3** indicates that the student has met the standard. It means that the student has met the expectations required in a specific area of learning.

A **number 2** indicates that the student demonstrates he/she is progressing toward learning the skills and knowledge defined by the standard. It means that the student is progressing toward the expectations required in a specific area of learning.

A **number 1** indicates that the student is just beginning to learn the skills associated with the standard and he/she does not exhibit enough understanding to meet the expectations of the standard.

NA will be used when a standard area is not assessed during a specific reporting period and therefore is not applicable.

In addition, the **Student Performance Level** is an indicator of "++" or "+" or "-" which will indicate a student's grade level performance in each curricular area.

++ indicates a student is performing above grade level

+ indicates a student is performing on grade level

- indicates a student is performing below grade level

### **Complaints**

The following policies of the Archdiocesan Board of Education (AB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities, AB 1312
- Complaints Against Teacher/Employee, AB 4119.4g
- Complaints Against Administrator, AB 4119.4h
- Complaints Against Board Members, AB 8252

### **Emergency Closing**

When school is canceled or has a late arrival because of weather, our procedure will be the same as past years. St. Matthew always follows the same procedure of the Cedar Rapids Community Schools. Parents are asked to please listen to local radio stations when seeking information concerning early dismissals, late starts, or school cancellations.

### **Student Privacy Act**

In conformity with the Student Privacy Act, and AB 5125, St. Matthew Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate.

### **Student Records**

A permanent record of each pupil is kept on file at school in accord with AB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

### **Telephone**

Students are expected to have the permission of the principal/teacher to use the telephone during and after school.

### **Visiting Classes**

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call us and let us know what times would be convenient for you.

## **VI. Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Matthew Catholic Board of Education and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Matthew Catholic student. Neither ignorance or lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Matthew Catholic School, are to be respected and followed.

**Gambling**

Card playing and/or gambling is not allowed during the school day.

## **VI Discipline Code**

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each others efforts. Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form.

Unacceptable student behaviors include:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism

Consequences:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the AB 5144.1. (see also Gangs AB 5133)

### **Fire Extinguishers**

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

### **Gangs**

In accord with AB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.

3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

### **Bullying/Harassment**

It is the policy of the educational programs governed by St. Matthew Board of Education to maintain learning and working environment that is free from sexual harassment, harassment and/or bullying of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any type. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassing/bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal C/DRE, Director of Catechetical Services, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code Chapter 216 and ABE policies 2515.1, 2515.11

## **Harassment**

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### **The Policy**

- A. It is the policy of the educational programs governed by the Archdiocesan Board of Education to maintain learning and working environment that is free from any

- type of harassment. No employee, volunteer, or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer, or student through conduct or communications as defined in “Definition of Harassment” below.
  - C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state, and federal laws and board policy and procedures governing harassment within the educational program or office.
  - D. Violations of this policy or procedure will be cause for disciplinary action.

### **Definition of Harassment**

- A. Harassment may be on the basis of race, color, religion, gender, national origin, age, or disability. If so, it also constitutes discrimination and, as such, violates civil law and the policies of the Archdiocesan Board of Education. Harassment may also occur without regard to any of the above categories. It also violates the policies, of the Archdiocese of Dubuque.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. It may be, but does not have to be, because of one's race, color, religion, gender, national origin, age, or disability, or that of one's relatives, friends, or associates, that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's performance; or 3) otherwise adversely affects an individual's opportunities. Threats to injure or kill another person or threats to do harm to another's property, constitute harassment.
- C. Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; 3) bullying which may be emotional, physical, racist, sexual, or verbal (e.g. name calling, sarcasm, spreading rumors, excessive teasing); and 4) hazing.
- D. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to make a showing that the victim was psychologically harmed.
- E. Prevention is the best tool for the elimination of harassment. An educational program governed by the Archdiocesan Board of Education has an affirmative duty to maintain an environment free of harassment. Harassing conduct may be challenged even if the complaining person is not the intended target of the conduct.

### **Procedures**

- A. Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Archdiocesan Board of Education should file a complaint in writing directly to his or her teacher, immediate supervisor, principal, C/DRE, Director of Catechetical Services, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- B. In the case of someone who threatens to injure or kill another person for any reason, or who threatens to do harm to another's property, a "no-tolerance" stance will be taken. The perpetrator will be suspended immediately. Reentry will be contingent upon a report from a competent mental health care professional indicating that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.
- C. The filing of a grievance or otherwise reporting of harassment will not reflect upon the complainant's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- D. The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible but consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The person receiving the complaint shall investigate the matter to determine if the charges are substantiated, after which a summary of the investigation will be developed. If charges are substantiated, contact should be made with the Office of Educational Services for counsel.

### **Sanctions**

- A. A substantiated charge against an employee or a volunteer will subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in any educational program governed by the Archdiocesan Board of Education will subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code. (See also ABE 5144.1)

### **Notifications**

Notice of this policy will be circulated to all educational programs governed by the Archdiocesan Board of Education and incorporated in employee, volunteer and parent/guardian/student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the Archdiocesan Board of Education.

### **Rationale:**

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (Title VII); the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 et seq.

(ADEA); the Americans with Disabilities Act, 42 U.S.D. § 12101 et seq. (ADA); the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq; 29 C.F.R. § 1604.1.

## **Sexual Harassment/Harassment Complaint Procedures**

Harassment of any kind is not tolerated by St. Matthew School. If a student or employee is being harassed, as defined by Archdiocesan Policy #4116.1 and/or 4116.11, they should report this using the following procedure. These phases refer to the students' entire career at St. Matthew School. They do not start over each year.

**Phase One** - Any student or employee who has knowledge of a student or employee who is being harassed should report the complaint to the guidance counselor or to the principal. The counselor will meet with the parties involved in an attempt to resolve the situation. Any retaliation by an involved party or friend(s) of an involved party will move the harassment complaint to Phase Two automatically. (This Phase goes with Step 2 of the School Wide Bullying Program)

**Phase Two** - All parties involved, along with their parents/guardians, will meet with the principal, and the counselor to put an end to the harassment. Any continued harassment complaints will be dealt with as a Phase Three violation. (This Phase goes with Step 3 of the School Wide Bullying Program)

**Third Phase** - The harassment complaint will be investigated by a harassment committee appointed and chaired by the principal. This committee will consist of the principal, the counselor and four teachers. The committee will investigate whether the sexual harassment/harassment complaint is valid and to what level.

**Level One: Minor**

**Level Two: Moderate**

**Level Three: Major**

**Level Four: Severe**

The committee will give their decision in writing to the discipline committee. If the decision results in an identifiable level of harassment, the discipline committee will determine the level of discipline. The discipline can include suspension, school service work, or expulsion. All Phase Three harassment allegations will follow procedures as outlined in the discipline code.

### **Policy #4116.1 Sexual Harassment**

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#### **The Policy**

- A. It is the policy of the educational programs governed by the Archdiocesan Board of Education to maintain a learning and working environment that is free from sexual harassment. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment.

- B. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer or student through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, State and Federal laws and Board policy and procedures governing sexual harassment within his or her school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

### **Definition**

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in programs or activities;
2. Submission to or rejection of such conduct by an employee, volunteer or student is used as the basis for decisions affecting the employee, volunteer or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's volunteer's or student's performance or creating an intimidating or hostile learning or working environment;
4. Sexual harassment, as set forth in Section II(A) may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person, with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

- A. Any person who alleges sexual harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his or her teacher, immediate supervisor, principal or the Superintendent of Schools for the Archdiocese of Dubuque. The filing of a grievance or otherwise reporting of sexual harassment will not reflect upon the individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Sanctions**

- A. A substantiated charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

## Notifications

Notice of this policy will be circulated to all educational programs governed by the Archdiocesan Board of Education and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for employees, volunteers and students in all educational programs governed by the Archdiocesan Board of Education.

### St. Matthew School Wide Anti-Bullying Program

*Think and do what helps you! Do the right thing! Make good choices! Show good character! Don't do something you will regret later!  
Stop yourself from doing something you know is wrong or that will hurt another person!*

#### Step 1

*If someone says something to you or does something to you that you don't like...  
**TELL THEM TO STOP!** If someone asks you to stop—**THEN STOP!***

#### Step 2

*If the person using the bullying behavior doesn't stop—see your teacher or counselor.  
You and the counselor will write a letter to the person that is bullying you.  
You, the counselor and the person using the bullying behavior will meet and get the behavior to stop!*

#### Step 3

#### PROBLEM SOLVING MEETING

*Parent(s), teachers, counselor and principal will meet with the child using the bullying behavior!*

### Bullying Vocabulary List

**Bullying**: Physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. It is characterized by an imbalance of power.

**Bully**: Instigator(s) of the bullying behavior.

**Victim**: Person(s) being targeted for bullying.

**Witness**: Bystander(s) who witnesses the bullying behavior. If witnesses do nothing to report or stop the behavior, they are supporting the bully.

**Direct Bullying Behaviors:** Teasing, taunting, threatening, hitting or stealing initiated by one or more students against victim(s).

**Indirect Bullying Behaviors:** Spreading rumors, causing victim(s) to be socially isolated through intentional exclusion.

### **School Dress Code**

It is essential that all parents and students know the details of the dress code, and buy school clothes in accordance with the prescriptions and spirit of the code. Any violation on a single day invites more violations on the next day. Judgments as to whether a particular student is complying with the dress code can be made by the teacher, or the teacher in conjunction with the principal, or the principal alone. Appropriate action will be taken in regard to violations.

#### **Procedures for violations**

When a student begins to violate the code, the following procedures shall be followed.

1. Attention will be called to the fact that the student is not following the dress code. It is expected that the student make some immediate attempt to comply with the code.
2. When a student has received several reminders of a dress code violation, he/she will be expected to correct it immediately. If this is not possible, the parents will be called and appropriate clothes will be requested to be brought to school. If parents cannot bring the clothes to school, the student will be asked to spend time after school at a time agreeable to all concerned.
3. If frequent non-compliance continues, parents will be notified, the student will be excluded from classes, and the time will be made up after school. **GENERAL COMMENT:** It is impossible to list all the ways in which apparel and grooming may be objectionable in an educational setting. One simple statement summarizes all the regulations regarding dress: Inappropriate grooming and clothing in school will not be permitted.

### **Search and Seizure**

It is the policy of St. Matthew Board of Education to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Matthew School adopts the policy as stated in AB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas. Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

### **Weapons and Dangerous Instruments**

It shall be the policy of the St. Matthew Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in AB 5131.7a.

### **Tobacco, Drinking, Use of Non Prescribed Drugs**

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also AB 5131.6, AB 5131.61, AB 5144 and/or AB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

## **VII. Extracurricular Activities**

**Sportsmanship** — At athletic contests students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers which interfere with the organized cheers of the cheerleaders of either team. We should strive to be known for our good sportsmanship.

## Student Activities

We are all identified with St. Matthew Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

### **Public Conduct on School Premises**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Board of Education Policy Manual, AB 1251

## **VIII. Health/Safety Issues**

### **Abuse**

In compliance with School Laws of Iowa and AB 4116.30a any certificated or licensed employee of (Name of Site) School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law,

shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty four hours and follow the verbal report with a written report on appropriate forms. Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level one investigator (the principal) and alternate (Associate Directors of Educational Services), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—15 (280) and Archdiocesan Board of Education policy 4116.30a.

### **AIDS**

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HIV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with AB 5141.2 .

### **Alcohol/Drug Policy**

The St. Matthew Catholic Board of Education develops guidelines that are in accordance with AB 5144 and AB 5144.1 on student responsibility and discipline. Students who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive.

### **Asbestos**

Federal regulations and AB 7113, require us to inform you that there is asbestos in the St. Matthew Catholic School building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was 2003.

### **Chemical Right to Know Law**

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

### **Fire and Tornado Drills**

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

### **Lead in the Drinking Water**

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

### **Medication**

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). Prescription Drugs must be provided to the school in the original container and be accompanied by a physician's signed, dated authorization including the name of the medication, and dosage/frequency to be given . A record of each dose of medication administered will be documented in the pupil's health record. *Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school/program office. Such forms must be filed annually.* Contraceptives will not be dispensed. Dispensing of non prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

The St. Matthew School Authorization form signed by the parent or legal guardian must be on file for EACH medication to be given during school hours. **IOWA LAW NOW REQUIRES THAT THE 'PERMISSION FOR PRESCRIPTION MEDICATION CARD' BE SIGNED BY THE PHYSICIAN PRESCRIBING THE MEDICATION.** Only medication prescribed by a physician will be given at school. Exception: in special circumstances and after consultation between parent/guardian and the school nurse or staff delegate(s), certain non-prescription drugs may be given for short term therapy (e.g., antihistamines, antitussives, antipyretics, etc.)

All prescription medication must be kept in the ORIGINAL pharmacist's container, with the original label attached, and must include:

- name of pupil
- name of medication
- strength and dosage prescribed
- name of physician
- name and address of pharmacy
- date of prescription

All medications will be kept in a closed, locked container. Only the school nurse or staff delegate(s) will have access to the container. Any staff member administering medication will have knowledge of:

- reason for medication
- usual dosage
- mode of administration
- possible side effects

A written record of the administration of each medication will be maintained. This record will include:

- student's full name

name and strength of medication  
dosage and time of administration  
date given and name of person administering  
pertinent observations (seizure, elevated temperature, etc.)

Aspirin and other medications will be dispensed **ONLY** if a **PERMISSION FOR PRESCRIPTION MEDICATION FORM** is filled out and signed by the parent.

(Adopted December, 1983)

(Revised May, 1999)

### **Radon Testing**

During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the radon levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

### **Smoking / Smoke Free Building**

St. Matthew Catholic School has been designated a “Smoke Free Building”. At no time will smoking be permitted within the building.

### **Visitors**

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, a pass must be issued and signed by the principal. This pass must be shown to each teacher before class begins and the visitor introduced to the teacher. Teachers have the right to refuse permission to a visitor.
3. Student’s having guests are responsible for that persons conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

### **Illness and Injury at School**

If a student is injured at school or becomes ill during the day, parents will be notified. Since St. Matthews does not have a nurse, sick or injured children cannot remain in the school for any length of time. Only simple first aid will be administered at the school. It is essential that every parent submit to the school office an emergency card which contains data as to whom to call in the event of an emergency or illness. Information on this card should be kept up-to-date.

In case of an emergency, when an ambulance is necessary, school personnel will make decisions until the parents can be reached.

### **Medical Exams**

Good health is a basic requirement for mental and physical growth. We strongly encourage that all students have a physical exam several times during their elementary years.

By law, every student attending school must have, on file in the school office, a record of his/her immunizations. It is recommended that parents check with their family doctor regarding the possible need of booster shots for their children.

**Health and Wellness Policy**  
**Board Approval May 2006**

St. Matthew School will facilitate and promote quality USDA Child Nutrition Programs targeting the education, health and well being of our school community.

The 6 targeted areas include:

- Quality School Meals
- Other Healthy Food Options
- Nutrition and Physical Activity
- Pleasant Eating Experiences
- Nutrition Education
- Marketing

**Guidelines for Snacks during the School Day**

The Reauthorization of the USDA Child Nutrition Programs by Congress in 2004 requires all schools to have a plan for addressing the health and wellness issue. Our plan is to promote a healthy lifestyle whereby more students:

- Eat breakfast regularly
- Try new foods
- Read food labels to make the best nutritional choices
- Be aware of proper serving sizes
- Limit sweets
- Drink more milk
- Increase daily activity
- 

**Snacks**

Snacks served during the school day or in after-school care or enrichment programs (Spanish Club, Art Club, DI, etc) will make a positive contribution to children's diets and health, with an emphasis on serving fruits, vegetables and whole grains as the primary snack. St. Matthew School will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. In order to accomplish this, St. Matthew School will be following these guidelines.

Snacks brought to school should have (per serving):

No more than 7 grams of fat **and** contribute less than 30 % of its calories from fat.

2 grams of saturated fat **and** contribute less than 10% of its calories from fat **and** 0 trans fats.

No more than 15 grams of added sugar **and** contribute less than 25% sugar by weight.

No more than 370 mg of sodium.

100% Fruit juice

The list of items that follow these guidelines along with the proper serving size will be given to each family in the Fall and posted on the school webpage.

### **Lunches**

The lunch program follows very strict guidelines. The lunches are monitored to restrict the fat content, cholesterol, sugar, and sodium, while making sure the kids receive enough calcium, potassium, fiber, magnesium, Vitamin A, C, and E. In fairness to all students and in support of our guidelines, the lunch program and care program reminds you that no fast food items may be brought into the cafeteria or care lunch room.

### **Sack Lunches**

A lunch sent from home should include an item from each of the food groups. An example of a sack lunch would be a peanut butter and jelly sandwich or a meat sandwich, fruit and/or vegetable, and milk.

### **Curriculum**

Any food developed as part of a chosen curriculum (ie: science class, history class, Titanic, and cultural celebrations) will be allowed with approval of the principal as long as consideration is given to the relationship with the timing of the lunch period.

### **School Sponsored Events**

Foods and Beverages sold or served on school grounds or at school sponsored events during the normal school day shall meet the nutritional standards. School activities, athletic and academic functions that occur after the defined school day, are not covered by this policy. Organizations hosting the school functions should include some healthy choices in their offerings.

### **Definition of terms:**

Normal school day is the time period spanning from the first bell of the day that begins the first class period to the last school sponsored event of the afternoon.

## **IX. Services**

### **Bicycles**

Students who live a distance from school are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

### **Bus**

Transportation is provided by the local public school district and through other arrangements.

### **Lockers**

Lockers are to be kept clean and orderly. Please do not put valuables in your locker. No decals, are to be pasted on lockers nor may scotch tape or paste be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing student and school values.

### **Lost and Found**

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

### **Lunch**

Lunch and milk tickets may be purchased by putting the monies in an envelope marked hot lunch with the child's name and homeroom number on it. Free and reduced price lunches are available through the program. Forms are given to all families. Those who qualify should return the form to the office and it will be given to lunchroom personnel. Free and reduced price lunch tickets are issued by the personnel. These tickets are the same as all other tickets. All students are expected to eat lunch in the school cafeteria. Students may bring a bag lunch or eat hot lunch.

Beverages, Candy, Food, Gum: If a student has an appointment during the day and is gone during the lunch time, any food purchased off the school grounds must be eaten before returning to school. Students or parents may not bring fast food items or pop to the lunch room.

### **School Supplies**

A list of school supplies for each grade level is provided for parents in the spring and fall newsletter. Students are expected to have these supplies at all times.

### **Tuition Tax Credits:**

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

### **Tuition Grants**

The St. Matthew Board of Education is aware that certain factors may make it difficult or impossible for some parents to pay full tuition for a Catholic Education for their children. Recognizing this fact, the Board of Education has set up a fund for educational grants for St. Matthew Parishioners. To be eligible for these grants you must request this grant

through an application from the principal. Forms may be obtained from the principal. After completion and return of the application to the principal, (along with a copy of the most recent income tax return, completed Free and Reduced Hot Lunch Application). Upon completion and return of the grant application to the principal, you will be contacted about the amount of tuition grant monies you are to receive. Application must be made for each year that tuition assistance is requested. Confidentiality is maintained. (Archdiocesan Board of Education policy 3240.1)

### **Volunteer Aides**

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

### **Bookbills/Fees/Tuition**

The tuition costs for students of St. Matthew Parish are determined by the St. Matthew Board of Education. Parents may elect one of several methods of paying tuition: monthly, semi annually, or in full. Statements are sent to each family as tuition becomes overdue. If a parent elects to pay monthly it must be done through an automatic withdrawal from their bank account.

Immaculate Conception families are treated with equal regard to St. Matthew families for enrollment into school. Immaculate Conception subsidizes out of parish tuition.

Children of families not registered in St. Matthew Parish will be charged out of parish tuition.

St. Matthew School will accept students of any religious conviction. However, as a student everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of religious nature.

Tuition costs for students of other faiths are established by the Board of Education. The per pupil cost is used as a basis for determining this amount.

### **Payments**

Any money sent to school MUST be put in a sealed envelope and labels with the student's name, grade, amount and what it is for.

The school is not responsible for money brought to school by students. If a student has a legitimate reason for having money he/she should bring it to the office for safe keeping until dismissal.

### **Textbooks**

Textbooks and workbooks are obtained through the school and are retained by the school. Books purchased through the Title IV and State funds remain in the property of the respective school districts. Students are expected to exercise reasonable care in handling books. If a student damages a book, the student will be expected to pay for the damages. If a book is lost or damaged beyond repair, payment for the book is expected.

### **Arrival/Departure**

Doors will open at 8:15 am. Before this time there will be no supervision. Classes begin promptly at 8:25 am. School is dismissed at 3:00 pm each day.

### **All School Concerts/Programs**

At times during the school year, it is necessary to have all school concerts/programs to give the students and faculty a chance to show the hard work that has been taking place in the classrooms that is otherwise unseen. Since these concerts/programs are an extension of the school curriculum, all students are expected to attend and participate in their various presentations.

If situations occur that make it impossible for a student to attend and participate, written notice should be given to the principal in advance of the concert/program. Students who do miss a concert/program will be expected to make up the time missed. This will be determined in a conference with the student, teacher, parents, and principal.

All St. Matthew students are welcome and encouraged to attend any and all of our school programs as long as they are under supervision of their parent/guardian.

Any unsupervised student at a school sponsored program that is undisciplined in their behavior shall be escorted from the premises and will not be allowed to return. Repeated offenses may result in a permanent ban from these events.

### **Personal Property**

Every student has the right to protection of his/her personal property and the duty to preserve this right for others. Any items not used for educational purposes may be confiscated by the teacher. Items not related to educational purposes are not to be brought to school unless requested by the teacher. All clothing and other personal belongings should be marked with the child's name.

### **Use of the Gym**

No students, individuals or groups, may be in the gym without an adult supervisor. This includes the time before and after school.

### **Gum Chewing**

Gum chewing is prohibited in school at all times.

### **Snowballing**

Snowballing is not permitted on school grounds or in going to or from school. Parents are asked to remind their children to avoid throwing snowballs at anyone, also at passing automobiles, buses, and other vehicles. The bodily dangers involved, risks of permanent injury, and of possible lawsuits are too great.