

ST. MATTHEW CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK
2017-18



Rev. John Torrez, Pastor

Heather Stessman, Principal

Debra O'Shea, Assistant Principal

Jamie Rodriguez, Secretary

St. Matthew Catholic School
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<http://saintmatthews.org/school>

The policies contained in this handbook are in accordance with those of the Archdiocesan School Office effective August 1, 2017, and subsequent revisions thereto. Not all Archdiocesan policies are listed in this handbook; however, this is interpreted to mean that SMCS is not subject to all Archdiocesan policies.

*The pastor, principal and the School Council retain the right to amend this handbook.
Additions or changes from previous years are highlighted.*

MESSAGE FROM THE PRINCIPAL

Dear St. Matthew Families:

Welcome back to another year at SMCS! We are honored and humbled that you have chosen - or continue to choose - us here at St. Matthew to help you with your God-given responsibility to bring your children up in the love and knowledge of Christ Jesus and His Church. We look forward to partnering with you in this endeavor while also offering top-flight academic preparation. We look to educate the whole child: mind, body, and soul, and joyfully accept this mission.

My door is always open for your child and your family!

In Christ,

Heather Stessman, Principal
St. Matthew Catholic School

SMCS MISSION STATEMENT

St. Matthew Catholic School embraces a call to excellence and nurtures all God's children academically, emotionally, physically, and spiritually, according to the teachings of Jesus Christ and His Church.

PHILOSOPHY

We at St. Matthew are committed to the development of the total individual. Our core values are:

Loving God
Embracing Family
Respecting Always
Excelling Daily
Called to Serve

We believe in the message given to us in scripture and in the teachings and traditions of the Catholic Church. We present the Gospel as the model after which the students pattern their lives. We promote the integration of Christian attitudes. This development is attained through nurturing the gift of faith and acquiring human knowledge and skills so that the students may realize their full potential. In the spirit of love, we value the forming of community to service to others. We attempt to stimulate awareness of social injustices within our society in hope that our students will have a Christian attitude toward these injustices and work always toward global peace. We believe God calls our community to worship Him. In response to the baptismal call, we strive to enhance the development of worship in our students' lives. We encourage the active participation in the liturgy; provide the students with sacramental preparation, and the development of prayer, both spontaneous and traditional.

ARCHDIOCESE OF KANSAS CITY IN KANSAS CATHOLIC SCHOOLS MISSION STATEMENT

To grow as disciples of Jesus; to make disciples for Jesus, who is the Reason for this school. He is the unseen but ever-present Teacher in our classes, the Model of our faculty, the Inspiration of our students.



ST. MATTHEW CATHOLIC SCHOOL FACULTY AND STAFF

Pastor	Rev. John Torrez	jtorrez@ archkck.org
Principal	Heather Stessman	stessmanh@saintmatthews.org
Secretary	Jamie Rodriguez	rodriguezj@saintmatthews.org
Kindergarten	Sarah Hunt	hunts@saintmatthews.org
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Grade 5	Ann Baldrige	baldrigea@saintmatthews.org
Middle school math	Joey Lauts	lautsj@saintmatthews.org
Middle school social studies	Tyler Menke	menket@saintmatthews.org
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Middle school ELA	Jennifer Dessert	dessertj@saintmatthews.org
Resource Teacher	Jane George	georgej@saintmatthews.org
Instructional Facilitator/AP	Debra O'Shea	oshead@saintmatthews.org
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Vocal and Instrumental Music	Chris Hubbard	hubbardc@saintmatthews.org
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Early Learning Center Dir.	Melissa Meinhardt	elc@saintmatthews.org
Custodian	Jon Menke	
Title I	Ashley Youngbird	ayoungbird@tps501.org

SCHOOL COUNCIL

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Debra O'Shea - faculty representative	oshead@saintmatthews.org
Tyler Menke - faculty representative (1st term, 1st year)	menket@saintmatthews.org
Sandra Barnes - parish representative (1st term, 2nd year)	rebarn54@yahoo.com

PTO OFFICERS

Co-Presidents: Marion Dimmer	marion.dimmer@tk2.com
Megan Chavez	meganchavez14@gmail.com
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Secretary: Ashleigh Smith
Treasurer: Nichole Potts
Fundraising Coordinator: Lisa Oyerly
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ACCREDITATION: St. Matthew Catholic School is accredited by the Kansas State Department of Education. All faculty members are certified by the Department of Education. St. Matthew Catholic School is also accredited by AdvancEd. Participation in the accreditation process of AdvancEd is ongoing. This process has been recommended by the Archdiocesan School Office. In addition, the school must conform to the Q.P.A. criteria for the State of Kansas. Our school strives to provide learning experiences that enable all students to master the curriculum outcomes and maximize their God-given talents.

There is a comprehensive curriculum that has been written by the teachers and administrators via Subject Area Committees (SACs) in the Catholic schools in the Archdiocese. The curriculum can be found on the Archdiocesan website: www.archkckcs.org

ST. MATTHEW CATHOLIC SCHOOL STUDENTS

ACADEMIC POLICIES

ACADEMIC DISHONESTY: is to be handled quickly and firmly, yet treated as learning experience. Assignments that are the result of academic dishonesty (copying, plagiarism, etc.) are to be given a zero.

ADMISSIONS: *Guiding principles, per Archdiocesan policies #7000 and 9210:* The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity (See the document, "Church Teaching on Special Issues of Concern" in the appendix for a greater explanation of the dignity of the human person.) and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus. Admissions, as well as continuing enrollment, policies must reflect the beliefs and principles outlined here and in the "Church Teaching on Special Issues of Concern" document.

St. Matthew Catholic School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

SMCS admits students of any race, color, national or ethnic origin and gender. St. Matthew Catholic School is operated by and for the benefit of registered St. Matthew parishioners. St. Matthew Catholic School is supported by the parish. All parishioners are expected to support the parish through total stewardship by giving of their time, talent and treasure. Parish families have priority for available placement in school. Catholic families who are not parishioners will be given priority over non-Catholics.

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

Acceptance requirements include:

- **Parish membership and current stewardship commitment cards (time/talent & treasure).** (St. Matthew parishioners only.)
- If the family are members at another parish, communication with the St. Matthew pastor and the home parish pastor that we have permission to admit their student(s).
- **Completed application for admission**
- **New family questionnaire**
- Completed **Records Request** form; we will submit this to the previously attended school.
- Agreement to **school code of conduct** (signified by signing and returning the last page of this handbook)
- **Per Archdiocesan policy #7030:**
 - Valid birth certificate or certified copy thereof to establish both proof of age for admission to school and proof of identity for all students entering kindergarten or grade 1.
 - And, for students entering in grades 2 through 8, the Principal shall require a certified transcript or other pupil records of data to establish proof of identity.
 - Upon presentation of the certified proof of identity, the school shall make a photocopy to be retained as part of the student school record.
 - Copy of baptismal certificate for student and Catholic parent(s)
 - Adoption or custody verification (if applicable)
- **Health Assessment**, per Archdiocesan policy #7050: Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.
- **Immunization record**/permission to access records from the Kansas Immunization Database, per Archdiocesan policy #7060: Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Failure to Provide Proof of Identity, per Archdiocesan policy #7030.1: If proof of identity is not provided to the school within 30 days of enrollment, the school shall notify the local police department requesting a prompt investigation concerning the identity of the child. The person claiming custody of a child will not be notified of the investigation by either the school or the police department.

ELECTIVES AND SPECIALS:

Elementary Policy (K – 5): All specials are an integral part of our curriculum, therefore, full and complete participation is expected from all students. Music, computers and physical education will be offered to all students each week.

Middle School Policy (6 – 8): A variety of courses are offered to help enhance the curriculum. Beginning in 5th grade, students may participate in band. The school has several instruments available for rent for those interested. In regard to all electives, every effort will be made to honor students' first choices, with preference given to eighth graders who turn in their forms on time, but be sure to indicate a second and third choice for each time slot, just in case classes become filled or if there is a lack of enrollment.

FIELD TRIPS: Field trips are school-sponsored events, which should be extensions of the instructional process. Such activities are encouraged provided that these guidelines are followed:

1. the field trip shall have stated educational outcomes.
2. the students shall be prepared for the observations they will make on the trip.
3. the students shall participate in a follow-up assignment which will help them assimilate the knowledge they have gained from the trip.
4. field trips are privileges given to students. No student has a right to a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements.
5. all applicable Archdiocesan policies are followed.
6. instructions will be given to volunteers that describe their responsibilities.

Per Archdiocesan policy #8040.3: A driver information sheet for those who drive the students on field trips must be completed. The school will keep these forms on file. Archdiocesan Insurance regulations require that drivers must have a valid license, be 21 or older, and have liability insurance for a minimum coverage of \$100,000 to \$300,000, and must have completed Virtus® training. Ten- or fifteen-passenger vans may not be used (Archdiocesan policy #8040.3.1)

Children under 12 should not sit in the front seat of the car.

Permission Forms: In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. A request for participation form signed by parent and teachers must be on file in the office for each school-sponsored field trip. Archdiocesan-approved forms will be available in the office and given at the beginning of the school year. Note: Verbal permission cannot be accepted but fax transmission of the permission form is acceptable. **Our fax number is 785.235.2207.** Handwritten notes are acceptable as long as the language on the Archdiocesan forms is used.

GRADING: The primary purpose of any plan is to communicate to the parent and child the school's assessment of the student's progress. It is very important that everyone concerned – parents, students and teacher, understand this system. St. Matthew Catholic School continues to uphold high standards for student achievement. The grading system reflects these high standards.

Per a memo dated 9.19.13 from the Principal, the following is an explanation of the grading system at SMCS:

formative grades - Any activity (formal or informal) that the teacher uses during the learning process to determine the skill or knowledge level of a student for the purpose of monitoring progress and adjusting instruction. The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments help students identify their strengths and weaknesses and target areas that need work; and help teachers recognize where students are struggling and address problems immediately.

summative grades - Any activity the teacher uses to report/summarize the level to which a student has mastered a skill or material up to that point. Examples of summative assessments include tests, projects, speeches/presentations, or recitals. At this point in the school year, a teacher may not have given a summative assessment yet.

You will see your student's scores for both types of entries, but only those activities that are summative will be figured into his or her quarterly grade. In the past, teachers had to either allow practice work to affect student grades (and risk artificial grade inflation), or not enter it into the online grade book; which prevented the parents from knowing how their student was progressing. Homework and practice activities are the pathway to mastering skills and concepts on summative assessments. Ideally, if a student works diligently at the formative work, the summative assessment will be much easier for him or her.

The following scale will be used when percentages are appropriate:

- A 100%-94%
- B 93%-87%
- C 86%-75%

- D 74%-68%
- F 67% and below

Missing/late assignments: Teachers reserve the right to withhold recess time in order to help a student get missing work completed.

The K – 2 report card grading system reflects the teacher's evaluation of the student's ability, behavior, attitude, and level of participation.

+--An above average effort indicates the student is working consistently in an exceptional manner

S--A satisfactory effort indicates that the student is working up to ability and making a sincere attempt to master the subject.

/ --An unsatisfactory effort indicates a need for improvement because the student is working at a level below ability and shows a less than average attempt to master the subject.

Progress Reports: While all parents and caregivers have the opportunity to check students' grades online, we cannot presume that is happening and it is our responsibility to make sure that the lines of communication between home and school are well maintained. Toward that end, at the midpoint of each quarter, each teacher will send

home a copy of each student's progress report, requesting that it be signed by the parent/caregiver and returned to the teacher. Teachers will contact parents of those students who don't return a signed progress report by telephone or email to ensure that the parent/caregiver is aware of his/her student's progress. At a minimum, progress reports will go out on or near September 27, November 20, February 5, April 23.

It is the responsibility of each student to take papers, grade cards and evaluations home as their teachers give them to them.

PLACEMENT STATUS: per Archdiocesan policy #7010: Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been home schooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

ENROLLMENT: for a new school year will not be considered complete (for registered parishioners) until:

- the Time, Talent, and Treasure forms have been returned to the Parish Office.
- all past-due financial obligations and/or tuition and fees are paid or payment arrangements made with the principal. Application for enrollment and any other forms will be returned to the family if there is an outstanding obligation that has not been discussed with the principal. These forms may be returned to the school along with the past due obligation and/or tuition and fees and the students will then be considered registered for the new school year.
 - The application fee will be \$225 if paid by the last school day in March. The application fee will be \$250 from the first school day in April until May 31. After May 31, the application fee will be \$300. It is very helpful for budgeting and planning purposes for the school to have an accurate picture of enrollment numbers before the previous school year ends.
- the family is enrolled in Smart Tuition or has made payment arrangements with the school.
- immunization records must be presented at enrollment by students entering a Kansas school for the first time.

To enter Kindergarten, a child must:

- be five years old before the first of September.
- present a birth certificate.
- present a Baptismal certificate for both the child and his/her Catholic parent(s).

INSTRUCTION FOR STUDENTS WITH SPECIAL NEEDS: per Archdiocesan policy #8130: The Catholic Schools in the Archdiocese of Kansas City in Kansas are committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school settings, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program through the public school district. The goal for providing all supports for providing all supports for students with special needs is for the student to become as independent as possible.

While Catholic schools strive to support students with special needs, Catholic schools are not able to provide a comprehensive special education program for students with disabilities. In the event that the resource center/teacher at the Catholic school becomes the primary educational setting for the student with special needs, the student's placement in Catholic school must be reevaluated.

Perfect Wings offers the following services to support schools in serving students with special needs:

- Professional Development
- On-site consultation and transition planning
- Perfect Wings newsletter
- Link to community and state resources
- Mission focus

Individual Educational Programs (IEPs): per Archdiocesan policy #8130.1: Catholic schools may provide learning support services to students with special needs. However, if a student meets the criteria, a student may be provided an IEP from the public school district where the student resides. The public school district is responsible for the creation and implementation of the IEP. The Catholic Schools in the Archdiocese of Kansas City in Kansas will make every reasonable effort to support the student's IEP in the Catholic school setting. However, special education services (e.g., specialized instruction, occupational therapy, speech therapy, physical therapy) are provided by the public school district responsible for implementing the IEP. Concerns regarding the creation or implementation of the IEP must be directed to the public school district.

Catholic School Student Support Plans: Per Archdiocesan policy #8130.2: Section 504 is a Civil Rights Statute prohibiting discrimination on the basis of disability. According to 104.39(a) of Section 504 "A recipient that provides private elementary or secondary education may not, on the basis of handicap, exclude a qualified handicapped person if the person can, **with minor adjustments**, be provided an appropriate education...". Catholic schools will provide Student Support Plans in compliance with Section 504 for Private Schools for qualifying students.

The following are required elements of serving students with Student Support Plans in *compliance* with Section 504:

- Parent must receive a notice of a Student Support Plan meeting.
- Copies of the Student Support Plan must be provided to all staff working with the student.
- Student Support Plans must be reviewed and update annually.
- Dispute Resolution Process must be established.

Dispute Resolution: In the event that a parent is concerned about the creation or implementation of the Student Support Plan in compliance with Section 504, the parent should contact the principal or pastor to attempt to resolve the problem informally.

If the problem is not resolved to the parent's satisfaction, the parent(s) has the right to file a formal complaint with the principal or pastor. Upon receipt of a formal complaint, the principal or pastor will appoint a local Catholic school administrator to complete an investigation of the parent's complaint, maintaining confidentiality. The principal or pastor will mail the written findings of fact and the proposed resolution to the parent(s) within 30 days of receiving the complaint.

REQUEST FOR RECORDS: per Archdiocesan policy #7510.1: Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the

student when 18 years of age, or upon the written request of the receiving educational institution, *only after all tuition and fee requirements of the sending institution have been met*. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred. Records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. Records may be released to parents but should be stamped that the documents were "Released directly to parents."

All permanent records of students shall be kept in the inactive file of each school. Student records reflecting courses taken, grades and credits received, sacraments received, standardized test results, and attendance data will be retained permanently.

RETENTION: per Archdiocesan policy #7520: Retention of students should be considered only after all interventions (Student Improvement Team [SIT], Multi-Tiered System of Support [MTSS]) have been implemented. Teachers shall consult the Principal about the possible grade retention of a student. By the end of the first semester, the Principal and teachers shall consult with the parents or guardian concerning the possible retention of the child in the same grade level due to unsatisfactory achievement and/or lack of attendance. Follow-up conferences shall be held during the remaining months of the school year and a decision made before the end of the current school year. If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. Documentation of such should be placed in the student's file.

STUDENT IMPROVEMENT TEAM (SIT): A student who would benefit from additional support in academic or behavioral areas may be referred to the Student Improvement Team process. The team will consist of the child, the parents, principal, counselor, and other classroom teachers who deal directly with the student. SIT meetings will be planned for days determined to be acceptable to both the family and the school; however, if a family fails to show up at the appointed time for a SIT meeting, the team will go ahead and meet in the best interest of the child.

STUDENT SERVICE OPPORTUNITIES: The school encourages students to use their time and talents in service to the Church, the school, and the community: Each grade level will plan and execute at least one service project per year.

Boys and girls in grades 6-8 have the privilege of assisting the priest at Mass and other Church functions. They are expected to be punctual and faithful in their assignments.

Eighth graders have the opportunity to serve lunch to the needy at Let's Help. All students are encouraged to offer their talents in service to other students, teachers, classroom, and school projects.

TRANSFER STUDENTS: Any student transferring from another parish or school must present his or her most recent report card, academic records and immunization records. Any student wishing to transfer into grades 5-8, in addition to the above information, must provide a letter of recommendation from his or her most recent teacher and a second letter from the administrator of the school. Any student wishing to transfer into grades 5-8 and his parents must meet with the principal prior to receiving acceptance into the school. Students accepted in grades 5-8 are accepted on probationary status and must pass all subjects during the first two quarters of attendance. St. Matthew Catholic School reserves the right to dismiss new students if records and desires of students have been misrepresented or if improper placement has been made.

ATTENDANCE

REPORTING AN ABSENCE: If a student is absent from school, parents should contact the school by phone to report the absence between 8:00 a.m. and 9:00 a.m. Parents are urged to schedule medical and dental appointments during non-school time whenever possible.

When absence from school is known in advance, the student will present a **written request** from the parents or guardian asking that he/she be excused from the school for the necessary time. This should be given to the classroom teacher.

If a parent does not send in a written request for excused absence in advance nor does he/she call in on the day of the absence, the absence will be unexcused.

EXCESSIVE ABSENCES: Per Archdiocesan policy #7300: Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

Age:

Seven (7) but under Thirteen (13)
Thirteen (13) but under Sixteen (16)

Report To:

Secretary of Dept. of Children and Families (or Designee)
County/District Attorney (or Designee)

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Principal, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of the Department of Children and Families or the County/District Attorney, as specified above.

Students who have excessive absences maybe retained at the discretion of the principal per Archdiocesan policy #7310.1; the exception is serious illness. Permission to leave the school grounds when school is in session must be obtained from the school and parents must properly check out at the front office to sign out your child(ren). Children can be released from school before dismissal only by appropriately checking out at the front office. Parents must sign out their student if they are leaving before the end of the day. Pupils will be allowed to leave the school with an adult other than parent or guardian only if authentic identification and authorization has been supplied by the custodial parent. The secretary will page the classroom for the student who will meet his/her parent at the office.

VACATION AND OTHER LONG-TERM ABSENCES: Families are discouraged from planning vacations during school time. Parents requesting permission for their child(ren) to miss school for the purpose of a vacation

must complete a Vacation Request Form (available from school office or Appendix B of this handbook) at least one week prior to the anticipated vacation. If a Vacation Request Form is not filled out before the child(ren) leave on vacation, students will not receive credit for the schoolwork that is missed. Please note the following:

- Teachers are not required to prepare work in advance for students and are not responsible for teaching material missed. This becomes the responsibility of the parents.
- Students should obtain the assignments of the missed classes during the absence and turn in the work on the due date assigned by the teacher.
- Students may miss discussion, activities and participation points that occur in the classroom that cannot be duplicated or made up.
- Students should discuss due dates with their teacher(s) before leaving on vacation.

HOMEWORK REQUESTS FOR SHORT-TERM ABSENCE: School work for any child who is absent may be picked up at the office after dismissal. Please make a request in the morning if you wish the school to provide homework at the end of the day. This homework will be available on the pew in front of the office for pickup at dismissal time. We will not be sending siblings around for homework during school hours in order to avoid inadvertent disruptions to classes.

EXCESSIVE TARDY POLICY: Students who are tardy three or more times in a quarter will receive a letter from the principal informing the family of the dates the student was tardy and that further instances of tardiness may result in 30 minutes of detention time to be served with the principal.

WITHDRAWALS: The principal is to be contacted if a family finds it necessary to change schools for whatever reason. Student records will be released upon written request of the receiving educational institution and all standing financial obligations have been met.

DISCIPLINE

BULLYING AND CYBERBULLYING PREVENTION:

St. Matthew Catholic School Anti-Bullying Policy

“A person is bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

~Dan Olweus, 1993.

Per Archdiocesan Policy #7130: St. Matthew Catholic School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying or cyberbullying while on school property, in a school vehicle or at a school-sponsored activity or event. “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(1) “Bullying” means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. harming a student or staff member, whether physically or mentally;
- ii. damaging a student's or staff member's property;
- iii. placing a student or staff member in reasonable fear of harm to the student or staff member; or
- iv. placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- v. cyberbullying; or
- vi. substantially interfering with a student's education; or

viii. has the effect of substantially disrupting the orderly operation of the school creates an intimidating, threatening or abusive educational environment for a student or staff member; or

ix. excluding or isolating a student within the school community; or

x. any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) **Per KSA 2007 Supp. 72-8256:** "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Addressing bullying and/or cyberbullying: Harassment, intimidation, bullying, or cyberbullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation, bullying, or cyberbullying also constitute violations of this policy.

Informal Complaint Process: Anyone may use informal procedure to report and resolve complaints of harassment, intimidation, or bullying. Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainants to explain that the conduct is unwelcome, disruptive, or inappropriate. A staff member may explain that the conduct is not appropriate and could lead to discipline if proven or repeated. A meeting with the school administrator, the involved students and parents may be necessary.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying. The following process shall be followed:

- A. **All formal complaints shall be in writing** and shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The complainant will review and sign the document. A copy may be given to the complainant upon student or parent request.
- B. Regardless of the complainant's interest in filing a formal complaint, a complaint may be drafted based on the information present to the administration.
- C. The administration shall investigate all formal, written complaints of harassment, intimidation or bullying.

- D. When the investigation is completed the administration shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, a meeting with the Pastor may be required.
- E. Corrective measures deemed necessary will be instituted as quickly as possible.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, or cyberbullying, and their rights and responsibilities when they witness acts of harassment, intimidation, bullying, or cyberbullying.

DISCIPLINE POLICY: Discipline is attained and maintained in a classroom or school when pupils work cooperatively and happily with the faculty, staff, students and principal. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

In order to build a community that reflects Gospel Values, we ask that our entire school community consistently exhibit our core values: Loving God, Embracing Family, Respecting Always, Excelling Daily, Called to Serve.

Individual classroom discipline is handled by the teacher through:

- Positive-action planning, including our Virtuous Behavior Formation program;
- Positive reinforcement of appropriate behavior;
- Time-out practices;
- Student-teacher conferences;
- Parent-teacher communications;
- Referral to the principal.

All persons have a right to be treated with dignity. Demeaning behavior is prohibited. **Discretion should be used when discussing school matters and faculty in front of your children.**

INAPPROPRIATE BEHAVIOR THAT IS NOT ACCEPTABLE IN THE CLASSROOM OR ON THE PLAYGROUND, includes but is not limited to:

1. Excessive talking or disruptive behavior to students or teachers
2. Talking back, arguing, showing disrespect
3. Making fun of, "put downs," ridiculing students or teachers
4. Profanity, inappropriate language
5. Dishonesty, excessive roughness
6. Any action that interferes with students' right to learn and teachers' to teach
7. Cheating on daily work, tests or in games
8. Chewing gum on school premises

DISCIPLINARY ACTION: For grades 6-8, please see the SMCS Middle School Discipline Policy chart at the back of this handbook, Appendix A. Violation of school policies, either acute or chronic, may result in one of the following actions:

Detention: If it is deemed that a student's actions warrant formal discipline, the first step is detention. The first time a student is assigned a detention, he/she will spend 30 minutes with a teacher or other staff member helping him or her clean or do other menial tasks. The second time a student is assigned a detention, he or she will sit in the principal's office or with her designee for 30 minutes. The third referral will result in suspension.

In-School/Short-Term Suspension: a temporary withholding of the privilege of attending class/school. A suspension may be an in-school suspension, in which case the student will be admitted to school but not to class; or it may be an out-of-school suspension. Sports eligibility for the week will also be suspended.

Disciplinary probation: High standards of behavior are expected to be maintained both in school and while involved in school activities. This requires self-control, good manners, respect for authority, reverence in church and during prayer activities, responsibility in completing assignments and following directions, respect for other people, and care for facilities and equipment. Appropriate behavior and self-discipline are necessary so that a positive and safe learning environment can exist. Thus, students will assume personal responsibility for their behavior and actions and will accept the consequences of any inappropriate behavior. Situations may arise which indicate that a child is not functioning in a manner conducive to his or her growth and development as a Catholic. Likewise, situations may develop where the behavior of a student is disruptive to the teacher's ability to teach and other students' ability to learn. In those situations, a student may be placed on disciplinary probation.

The St. Matthew Catholic School Disciplinary Probation Program is designed to assist those students who have demonstrated a need for specific measures in order to bring about the development of attitudes and actions which are in keeping with the important values in the SMCS Parent/Student Handbook.

The goal of the program is two-fold:

1. To promote an atmosphere conducive to spiritual, physical, social, emotional and academic success at home and at school.
2. To assist and encourage students on disciplinary probation to meet or exceed the expectations necessary for continued attendance at St. Matthew Catholic School.

In this program, students, parents/guardians, teachers, counselor, and the principal will join together in a united effort to accomplish the stated goals.

Long-Term Suspension Procedure: A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing thereon. However, if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school, the Principal may suspend the student forthwith without a hearing for a term not to exceed five (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of said suspension and a hearing shall be afforded the student not later than seventy-two (72) hours after said suspension has been imposed. Included in the notice shall be the date, time and place of the hearing.

The principal or designee shall conduct the hearing specified herein. A student may be readmitted to school on a probationary basis.

Expulsion Procedure: Expulsion is the termination of enrollment permanently or for the remainder of the school year. Expulsion shall be imposed on a student only after the student has been afforded an opportunity for a formal hearing. In all cases wherein a student might be expelled, she/he shall first be suspended for a term not to exceed five (5) school days. Written notice of any intent to expel and the charges upon which the same is based shall be given to the student and his/her parents or guardians within seventy-two (72) hours after the student has been suspended. The notice shall also contain the date, time and place that the student will be afforded an opportunity for a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

Report of a Formal Hearing: Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five (5) days) or expulsion, the principal or person (s) conducting the hearing shall make a written report of the findings and results of the hearing. Such report shall be at the school and shall be open to inspection of the student and his/her counselor or other advisor. The principal shall also send a copy of such report to the Archdiocesan Superintendent of Schools.

Appeal to Pastor/Pastoral Leader: Any student who has been suspended for long-term (exceeding five (5) days) or expelled, one of his/her parents or guardians may appeal such suspension or expulsion to the Pastor by filing a written notice of appeal with the principal of the school within then (10) days after receiving the written notice of the findings of the hearing. The Pastor shall hear any such appeal not later than twenty (20) calendar days after such notice of appeal is filed. The student and his/her parents or guardian shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior to hereto. A record of the appeal hearing shall be made. The Pastor shall render his decision on any such appeal not later than five (5) days after the conclusion of the appeal hearing. The Pastor's decision is final.

Probation, Suspension and Expulsion: may be assigned for the following offenses if they occur during school time or on school property or while using school resources:

1. Carrying or using weapons. See definitions below.
2. Carrying or using matches or lighters, fireworks, etc.
3. Possession or use of cigarettes, narcotics or alcoholic beverages.
4. Willful defacing or damaging school property, e.g. books, walls, etc.
5. Habitual or continued possession or use of tobacco.
6. Forged notes for excuses for absences.
7. Profanity or vulgarity on playground or in classroom.
8. Commission of a serious act of defiance against a teacher either in actions or words.
9. Continued willful disobedience.
10. Direct and intentional or verbal abuse towards other children, in school or on the playground or at school-sponsored events.
11. Threatening statements or behavior that poses a threat for any student, faculty or staff.
12. Harassment, bullying, or cyberbullying.

WEAPON POSSESSION: per Archdiocesan policy #7140: A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity.

If it is determined in accordance with the Policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The President of a secondary school and the Principal of an elementary school have sole discretion to modify such expulsion.

Reports of Weapon Possession #7140.2: A student determined to be in possession of a weapon at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

Definition of Weapon #7140.3: Weapon means: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in (1):

any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an 61 Catholic explosive or other propellant, and which has any barrel with a bore of more than inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sandclub, metal knuckles or throwing star; any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or any other object that may be defined by law from time to time as a weapon.

The Definition of a Weapon Does not Include: an antique firearm: any device which is neither designed nor redesigned for use as a weapon, except as noted below; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4784 (2), 4685, or 4686 of title 10 of the United States Code; class C common fireworks. Although excluded from the definition of a weapon as set out in this policy, students shall not possess fireworks of any type at school, upon school property or at a school supervised or sponsored activity. Possession/use

Weapon-like Objects #7140.4: Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity. Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies.

HOMEWORK WHILE ON SUSPENSION: Teachers will supply homework while a student is on suspension, but assignments (other than major projects and tests) may be graded and entered into the grade book at 50% credit.

Finally, every student is different and at a different stage of maturity. Therefore, each student needs individual consideration in matters of discipline. Parents and students should not equate fairness with being treated the same. Parents should contact the teacher regarding concerns about school. If the concern is not resolved to the parent's satisfaction, the principal should be consulted. The pastor may become involved if a satisfactory solution is not obtained.

ELECTRONIC DEVICES: Cell phones and other electronic devices are to be kept in book bags and OFF. They may not be used from 7:30 a.m. until after dismissal in the afternoon. Failure to comply with this policy will result in the device being confiscated and not returned until the parent can come to the office to pick it up.

NON-VIOLENCE POLICY: St. Matthew Catholic School strives to follow the non-violent mandate of Jesus by encouraging non-violence in our works and actions toward one another. The following list supports this goal:

1. Students are asked to solve individual differences in non-violent ways (i.e., no hitting, fighting or verbal abuse).
2. War toys and games will not be used at St. Matthew Catholic School.
3. Art and written work depicting fighting, shooting and other forms of violence will not be accepted from students and not displayed in the school.

4. T-shirts, notebooks, lunch boxes, cards, etc. with bloody characters or drawings will not be worn or brought to school.
5. No bloody or otherwise gory Halloween costumes.

EMERGENCY SAFETY INTERVENTIONS: Archdiocesan Policy #7131. The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all of our students is our primary concern. Through the implementation best practices, prevention and de-escalation strategies, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Effective April 19, 2013, Kansas law requires that any learning environment, including non-public schools, put into place policies and procedures for the use of Emergency Safety Interventions (ESI) for all students. The only time the use of seclusion or physical restraint is permitted in the Archdiocese of Kansas City in Kansas Catholic Schools is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is PROHIBITED. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools. In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh, Associate Superintendent for Student Services, is a certified trainer in SCM and is available to train school employees as requested by the principal.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined. In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion. In the event a parent is concerned about the use or implementation of Emergency Safety

Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon receipt of a complaint, the Principal or President will schedule a hearing.



DRESS CODE

in accordance with Archdiocesan policy #7320

As the primary influence in their children's lives, parents have the obligation to exercise good judgment in sending their children to school dressed appropriately and in compliance with St. Matthew Catholic School dress code. Modest and proper grooming affects the attitude and self-image of the students and the image of our school in its entirety. Uniform dress among our students promotes pride in our school and sets the tone for a serious, but warm and familial environment.

VIOLATIONS AND CONSEQUENCES: parents will be informed, by way of a standardized pink form, of each violation. Parents are asked to acknowledge receipt of the documentation by signing it and having it returned to the office the next school day. After three documented violations, 30 minutes after-school detention time will be assigned. If a student continues to violate the dress code, more stringent consequences will be assigned by the principal.

The uniform for St. Matthew Catholic School shall consist of:

SHIRTS: in white, black, or **hunter** green. The long- or short-sleeved shirt may be in an oxford, polo or turtleneck or sweater style and may be purchased at any store. If a student wears a St. Matthew Catholic School sweatshirt, it must be worn with a uniform shirt underneath so that the collar is visible. Shirts, with the exception of sweaters or sweatshirts, must be tucked in at all times.

- Every student is asked to please buy a hunter green St. Matthew Catholic School polo with the school emblem shown above. This shirt is to be worn to school on days when we will be attending Mass at Hayden High School, field trips, First Fridays, and other special occasions. The school will provide advance notice of these occasions. If purchasing these shirts presents a financial burden for a family, arrangements can be made with the principal to reduce or waive the cost. No logos on shirts other than that of St. Matthew Catholic School. Items with the school logo may be purchased through the Parent-Teacher Organization (PTO).
- **UNDERSHIRTS:** may be worn during cold weather for warmth, but must be solid white in color. The length of the sleeve of the undershirt must not be longer than that of the uniform shirt.
- **SWEATSHIRTS:** No sweatshirts or hoodies other than those with St. Matthew Catholic School insignia are allowed to be worn inside the school. They may not be worn inside school when the outside temperature is over 80 degrees. They are not to be worn in order to conceal non-compliance with other dress code requirements.

PANTS: navy, tan, or khaki. The pants may be walking shorts, skorts, capris, or slacks. **NO SKINNY-CUT PANTS, PLEASE.** Girls may wear Macbeth plaid shorts, jumper, skirt or shorts (purchased at Class Act); or solid

tan, khaki, or navy jumpers (purchased at any store). No jersey or sweatpants, cargo pants or shorts. Pants, skirts, shorts, etc., may NOT be rolled at the waist. Pants should be in good repair.

BELTS: MUST BE WORN by students wearing shorts or slacks in grades 3-8.

SHOES: must be closed-toed and have a back, i.e., no flip-flops or Crocs (or similar) shoes. Shoes with ties must be tied. No shoes with rollers on the bottom.

SOCKS or HOSIERY: must be worn with any style of shoe and must be a solid black, hunter green, navy or white. **Solid color** black, white, or navy leggings may be worn as long as socks are also worn and are solid black, white, or navy.

JEWELRY, MAKEUP, TATTOOS: Girls only may wear earrings of modest length and design. No student may have additional piercings or tattoos. Other jewelry must be simple and not present a possible safety hazard. Girls only in grades 6-8 may wear light makeup that does not cause a distraction to themselves or to classmates. Makeup cannot be applied in class.

HAIR: must be well-groomed with no outlandish hairstyles (with writing, signs, emblems, unnatural colors, mohawks, etc.) that may cause a disruption to the learning environment. Boys' hair must be worn above the eyebrows, the top of the ear and above the collar. Boys must be clean-shaven; sideburns must not extend below the top of the ear. Girls' hair must be worn out of the face so that eyes are always visible.

BOY/GIRL SCOUTS: are allowed to wear their official Scout uniforms on meeting days, if the meeting is immediately after school.

COATS: All coats and non-St. Matthew jackets, hoodies, etc., must be removed once students are in the building.

JEANS DAYS: Are normally the third Thursday of every month and every Thursday in Advent (a schedule will be available in the First Friday parent newsletter and on the school website). Students may wear jeans (not skirts or athletic shorts) and a shirt of their choosing. Jeans must be in good repair and not be worn with the waistline at the waist.

HEALTH POLICIES

Should you have any concerns regarding school health policies, please contact the school office.

To maintain a healthy learning environment for all students and staff, it is necessary to implement the following guidelines:

Children must be excluded from school if the following symptoms are present or have occurred within the previous 24 hours:

- Fever greater than 100 degrees F
- Suspected contagious disease as outlined by the *Communicable Disease Handbook for the State of Kansas*
- Vomiting

- Diarrhea
- If he or she is too ill to function at school

All students with the above symptoms should be excluded from school until they have been symptom free for 24 hours. It is recommended that a student be seen by his or her physician if the symptoms persist greater than three days without improving or sooner if the symptoms appear to be worsening.

The management of events at school will be guided by the protocols found in the *Injuries and Illnesses for Kansas Schools Handbook*.

It is **critical** for all students who have chronic or life-threatening health conditions to have an emergency plan on file. This information is confidential and shared with only the necessary personnel to keep the student safe. It is the responsibility of the parent/guardian to coordinate the appropriate plan with the school. The health condition must be verified by a doctor.

Medications at School Policy: The school medication policy of our school is guided by the policies approved by the Archdiocese of Kansas City, Kansas (#7200.1-3), the Kansas Board of Education (#92-31-3(f)), the Kansas Nurse Practice Act, and regulations mandated by the State of Kansas.

We cannot dispense medications at school unless the following requirements are met:

1. All medication, prescription and non-prescription, is to be brought to the school office immediately upon arrival at school. The school office shall keep and dispense medications. All over-the-counter medications, including pain relievers, etc., are to be taken to the school office upon arrival. **No student is to carry medicine to class.**
2. No medication will be given at school without signed parental/guardian consent.
3. Annual written permission from the doctor must be on file in the school office if a child is to receive any over-the-counter medications.
4. **All medication must arrive at school in the original containers.** We cannot dispense any medication that arrives in envelopes or in containers containing multiple medications, as they cannot assure the identity of the medication or its safety. Should a medication arrive at the school in an unlabeled container, the medication *will not be given*.
5. **Prescription medication that must be given at school, including inhalers, will be in a pharmacy labeled container, dated within the time period for which the medication is to be dispensed, and will have specific directions for use.** Should a physician change a medication order from what is on the pharmacy labeled container, a physician's order must be obtained before the medication will be dispensed differently from the labeled container. The parent may bring in written physician documentation of the change.
6. Parents are to avoid scheduling medicine given at school when possible. Medication prescribed three times a day does not need to be given at school **unless otherwise specified by the physician.**
7. This policy only pertains to the school day. It does not cover extracurricular activities.
8. The first dose of a medicine new to the student will not be given **at** school, due to complications of a potential reaction.

Kansas law describes different procedures of self-medication for students being treated for anaphylaxis or asthma. It is the policy of the Archdiocese of Kansas City in Kansas to comply with Kansas law in these matters. See Archdiocesan Policy #7200.4. **SCHOOLS MAY RESERVE THE RIGHT TO REFUSE TO ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATION. THE CONDITIONS SET FORTH IN POLICIES #7200.3 AND #7200.4 MUST BE MET IN ORDER FOR SCHOOLS TO DISPENSE MEDICATION TO A STUDENT.**

ACCIDENTS: In the event of a serious accident or illness, the school will make every effort to contact the parents immediately. If this is not possible, we will contact the persons named on the Emergency Form as the emergency contact. For this reason, it is very important that any changes are sent to the office as soon as they occur. Physician name and telephone number as well as hospital preference should be indicated as well.

HEAD LICE: Kansas Administrative Regulations (K.A.R.) 28-1-1 states that a student infested with head lice shall be excluded from school until treatment with an antiparasitic drug is initiated.

After a student has received the appropriate treatment for head lice, parents are asked to contact the school to let us know when he/she will be returning. We also ask that the parent stay with the student at school until his/her head is checked if a nurse is available to determine if complete removal of lice has occurred. If so, the student will be allowed to return to class.

As there are no licensed health professionals on staff at SMCS, diagnosis will be made by Virtus-trained, volunteer nurses, usually members of St. Matthew parish. These volunteers will check for live lice and nits (eggs). Finding a live louse can be difficult, as they move quickly. Even if no crawling lice are seen, finding nits within 1/2 inch of the scalp confirms that a person is infested and should be treated. Treatment should be started when live lice or nits within 1/2 inch of the scalp are observed. Generally, when nits are more than 1/2 inch from the scalp and no active lice are seen, the infestation is probably old and no treatment is necessary.

If there is presence of a nymph, adult louse and and/or nits within 1/2 inch of the scalp:

A call is made to the parent/guardian requesting that the student be picked up from school and treated with an antiparasitic hair product. Information will be sent home for parents/guardians regarding head lice, treatment, and prevention.

Parents will be encouraged to do follow-up by checking their children weekly.

The volunteer nurses will check other students who were most likely to have had direct head-to-head contact, such as siblings and classmates.

Parents are asked to contact the school to let us know when the student will be returning so that we can try to have a volunteer nurse on hand to re-check the student before being admitted to school.

When a student is sent home for repeated head lice infestations (e.g., more than three in one school year), school personnel will work with the family to determine the necessary assistance (i.e., Department of Children and Families Community Solutions).

When an outbreak occurs (more than 2-3 students in one week), a more extensive screening will be done as volunteers become available.

HEALTH ASSESSMENT: per Archdiocesan policy #7050: Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

IMMUNIZATIONS: No pupil shall be allowed to enroll or to attend any classes at the beginning of any school year without having first presented evidence that at least one dose of each vaccine entity; diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, mumps, rubella (German measles), and measles (rubella), has been received or that a medical exemption has been claimed. Due to the resurgence within Archdiocese of Kansas City in Kansas in communicable diseases that may place pregnant women and their unborn children at risk, parents in the Archdiocese may no longer claim religious exemptions to immunization. However, parents are reminded of the obligation to immunize “under protest.” [“Under protest” means that parents should write to the manufacturers of vaccines developed from tainted materials (i.e. aborted fetuses), imploring them to develop vaccines from other sources (Archdiocesan policy #7060.1). The only exception allowed will be for children who have already moved into the community (within three months) and who are awaiting transfer records, thus, for new students a Kansas Certification of Immunization form will be necessary to be admitted.

ASTHMA AND ANAPHYLAXIS MEDICATIONS: per Archdiocesan policy #7200.4: Students enrolled in kindergarten or grades 1 through 12, who meet each of the requirements described in Archdiocesan policy #7200.5, may self-administer medication for the treatment of anaphylaxis or asthma prescribed by or required by written order of a health care provider. A health care provider is defined as:

- a physician licensed to practice medicine and surgery;
- an advanced registered nurse practitioner certified pursuant to K.S.A. 65-1131 and any amendments, who is authorized to prescribe drugs as provided in K.S.A. 65-1130 and any amendments; or
- licensed physician’s assistant who is authorized to prescribe drugs pursuant to a written protocol with a responsible physician under K.S.A. 65-28a08 and any amendments.

STUDENT REQUIREMENTS FOR SELF-ADMINISTERING ASTHMA AND ANAPHYLAXIS

MEDICATIONS: per Archdiocesan policy #7200.5: Before a student will be permitted to self-administer medication for the treatment of anaphylaxis or asthma, each of the following requirements must be met.

- The parent or guardian must submit a written request asking that the student be permitted to self-administer medication under this policy.
- The student’s health care provider must prepare a written statement providing the name and purpose of the medication, the prescribed dosage, the time the medication is to be regularly administered, any special circumstances under which the medication is to be administered and the length of time for which the medication is prescribed.
- The student must demonstrate to the health care provider or such provider’s designee and the school nurse or such nurse’s designee the skill level necessary to use the medication and any device that is necessary to administer such medication as prescribed. If there is no school nurse, the school shall designate a person for this purpose. The health care provider or its designee must provide the school with written notice that a student possesses the skill level necessary to administer the medication.
- The student’s health care provider must prepare a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use of the student during school hours. A copy of this treatment plan must be given to the school.

- The parent or guardian of a student must complete and submit any written documentation required by the school pursuant to this policy.
- The parent or guardian shall sign the statement set forth below authorizing self-medication and acknowledging that and the school is not liable for any damage, injury or death resulting directly or indirectly from the self-administration of the medication.
- If a parent wishes to leave back-up medication for treatment of asthma or anaphylaxis, the procedures set out in **Policy #7200.2** must be followed.

SCHOOL PROCEDURES FOR IMPLEMENTING SELF-ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATIONS POLICY: per Archdiocesan policy #7200.6: Once the school has granted permission for a student to self-administer medications under this policy, the school must take the following actions.

- All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted.
- Any back-up medication provided by the student's parent or guardian must be kept in a location at the school to which the student has immediate access in the event of an asthma or anaphylaxis emergency. The location of the medication shall be given to the student and parent or guardian.
- The school shall maintain the student's written treatment plan for managing asthma or anaphylaxis and all written documentation from the student's parent/guardian required by the school as described above in a location easily accessible in the event of an asthma or anaphylaxis emergency.
- The school must permit the student to possess and use the student's medication at any place where the student is under the jurisdiction or supervision of school employees.
- The school shall require annual renewal of parental authorization for the self-administration of the medication.
- The school shall provide written notification to the parent or guardian of a student who wishes to self-administer medication pursuant to this policy, that the school and its officers, employees and agents are not liable for any damage, injury or death resulting directly or indirectly from the self-administration of medication.

PROCEDURES FOR REVOKING AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATION: per Archdiocesan policies #7200.7 and 7200.8:

Students shall not be permitted to continue self-administering medication as authorized by this policy under the following circumstances:

- if the student or parent/guardian fails to satisfy any of the student or parent/guardian requirements in this policy,
- if the student uses the medication for any purpose other than self-administering medication under this policy,
- if the student's possession and/or use of the medication materially disrupts the educational experience of other students,
- if the student has an adverse reaction to the medication.

Before permission to self-administer medication is withdrawn, the school shall notify the parent/guardian in writing of the intent to revoke the authorization and of the time and place a meeting will be held to discuss the proposed revocation. Such meeting shall be conducted with the parent/guardian and child within five (5) days of the date of the notice. If the school finds that extenuating circumstances exist, the meeting may be conducted at a later time, but no later than 10 days after the date of the notice. The decision of the school concerning the proposed

revocation of authority to self-medicate is final. If the parent/guardian fails to attend the scheduled meeting, the authority to self-medicate will be withdrawn and the school will notify the parents of such decision both orally and in writing.

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118 as provided by the school.

Per Archdiocesan policy #7200: If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional (LCSW, School Counselor, Ph.D. Child Psychologist, Ph.D. Child Psychiatrist, KSDE Certified School Psychologist) in order to determine how to best address the situation, including how to communicate the situation. Schools may consult with the Superintendent of Schools for assistance.

INTERNET USE POLICY

As required by the Protecting Children in the 21st Century Act, schools must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. This training will happen in the context of the computer class that each child takes here at SMCS.

Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese (Archdiocesan policy #9340.1):

School technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner. The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.

7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

Parameters for acceptable use of non-school technological resources per Archdiocesan policy #9340.2:

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

ACCEPTABLE USE: The purpose of Internet access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

PRIVILEGES: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students who receive access will participate in a discussion with the appropriate instructor/system administrator pertaining to the proper use of the network. The system administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access.

NETIQUETTE: Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a) Be polite. Messages should not be abusive to others.

- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Do not reveal personal addresses or phone numbers or the addresses and/or phone numbers of fellow students or other school personnel.
- d) Illegal activities are strictly forbidden, i.e., the illegal copying or installation of software, or violation of copyright laws.
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that another user's work would be disrupted or invaded.

St. Matthew Catholic School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Matthew Catholic School and its personnel will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say that St. Matthew Catholic School is not responsible for the accuracy or quality of information obtained.

STUDENT SAFETY: in accordance with the amendments to the Children's Internet Protection Act of 2008, the online activities of students will be closely monitored and SMCS will provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students have no expectation of privacy for anything done electronically at school.

SECURITY: Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, the user is to notify the system administrator or classroom teacher. A security problem could mean that a user has gained access to data in error. Attempts to access the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, of the Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

PLAGIARISM: All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.

COMMUNICATION OVER THE NETWORK SHOULD NOT BE CONSIDERED PRIVATE.

Professional supervision, system maintenance, and other interactions may require review and inspection of directories and messages.

ALL TERMS AND CONDITIONS as stated in this document are applicable to St. Matthew Catholic School students, faculty, and staff. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of other State of Kansas and the United States of America.

ST. MATTHEW CATHOLIC SCHOOL

PARENTS

EXPECTATIONS FOR PARENT CONDUCT AND COMMUNICATION: In accordance with Archdiocesan policy #6010, parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school & parish community and community at large.

Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. When parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. Schools may reserve the right to re-evaluate a student's enrollment based upon parental behaviors that violate this policy.

Per Archdiocesan policy #6000: Parents must be acknowledged as the first and foremost educators of their children (Vatican II Declaration on Christian Education). Today, more than ever, the Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children. It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

Catholic schools are called to become communities of faith within the school, parishes and the local communities, reflecting the acceptance of Jesus Christ and His teachings. Presidents, Principals, teachers and parents shall work together to make the Catholic school, whether elementary or secondary, an integral part of the parish community. Parents of both elementary and high school aged students shall strive to ensure that their children are active in their parishes as age-appropriate.

AFTER SCHOOL SUPERVISION: Parents are asked to provide pick-up of their child(ren) no later than 3:30. **If the children cannot be picked up by this time, they should be enrolled in the After School Program** through St. Matthew Early Learning Center at 233.1220. If you do not wish to join this program, please make other arrangements. **THERE IS NO SUPERVISION AFTER 3:30 p.m.**

BEFORE-SCHOOL SUPERVISION: SMCS faculty and staff meet to begin the day with prayer at 7:30 each morning. Adult supervision of children will not start until 7:35. Please do not drop off your children before 7:35 a.m. If you need to have supervision for your child before 7:35 a.m., please contact the St. Matthew Early Learning Center at 233.1220 to enroll in their before school program.

On a typical morning, students will gather on the school's front porch from 7:35 - 7:45, when we will start the day with prayer and the Pledge of Allegiance, then report, in groups, to individual classrooms. Students arriving after 7:45, but before 8:00, should report directly to their classrooms. Students who arrive after 8:00 are considered tardy and should report to the office for a tardy slip before proceeding to class.

On mornings when it is raining or the wind chill factor is 20°F or below, students will be allowed to come into Trompeter Gym beginning at 7:35 a.m. and sit with their class until morning prayer.

BIRTHDAY TREATS AND PARTIES: Students may provide treats for their classmates on birthdays. However, the treats should be simple. Pizza parties, piñatas, or elaborate treats are not permitted. Balloon-a-grams, flowers, etc. will be kept in the office until dismissal time. Birthday treats should be given close to dismissal time. Keeping the treats simple makes for a better spirit than the “can you top this?” philosophy. Make arrangements with the teacher. *Gum should not to be given as a treat.* Please do not distribute birthday party invitations at school or on school grounds unless everyone in the class or everyone of the same gender as the birthday child are invited to avoid any hurt feelings. To minimize disruptions to other classes, students should bring any leftover treats to the office and teachers will pick them up there.

Please do not send any frozen treats to be stored at school until party time.

CHILD CUSTODY: **per Archdiocesan policy #7350:** In cases in which a student’s parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change).

Catholic schools in the Archdiocese of Kansas City in Kansas shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, school shall communicate with both parents regarding matters involving the child. In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

CRISIS PLAN: St. Matthew Catholic School has a crisis plan. Parents may ask to see a copy of the school crisis plan at the school office. **Current and accurate information, e.g., cell phone numbers, business phone, e-mail addresses, etc should be on file in the school office in the event of an emergency.**

DAMAGED BOOK REPLACEMENT: Parents will be responsible for paying the replacement cost of any textbook or library book that is returned in unacceptable condition.

FAMILY DIRECTORY: A Family Directory, which can be accessed through the school’s website, is made available to all families and to parish organizations. This includes information that is general in nature: parent names, student names and grades, addresses and phone numbers. Previous to publication, parents are given an opportunity to request that specific information, such as phone numbers, not be listed. A paper copy can be requested from the office.

FAMILY VOLUNTEER SCHOLARSHIP: SMCS offers a \$250 scholarship to each family for providing 25 volunteer service hours to the school and/or parish each year. Hours accrue beginning June 1 of each year. Hours

of service are to be tracked by each family and then submitted to the school office or via email. Each month an email will be sent to families reminding them to turn in their hours for the previous month.

What counts toward your volunteer service hours? Below are some examples of things that will count towards your hours: helping teachers with projects or in the classroom, office help, lunchroom assistance, field trip driver, scouting events, serving on a school or parish council or committee, PTO, parish workdays, parish auction, fall festival, assisting with any parish or school sponsored function. The rule of thumb is that hours count if the activity is on the stewardship of time and talent information sheet, or other volunteer service APPROVED BY THE PASTOR OR PRINCIPAL BEFORE IT'S SUBMITTED. When in doubt, please ask for clarification before submitting the hours. Liturgical ministries at mass (greeter, lector, etc., do NOT count per our pastor. If you have questions about whether hours count towards your service hours, email smcsvolunteer@saintmatthews.org.

What does not count: liturgical ministries, mandatory attendance at meetings, sacramental preparation meetings, hours served by someone other than the student and his/her parent, coaching teams that are not participants in the Topeka Parochial League.

Earning the annual volunteer scholarship is easy since nearly all of the time that you voluntarily give counts toward the scholarship. So be sure to turn in your hours – we appreciate families turning in their volunteer hours beyond the 25 required; it's uplifting to have a good reflection of the amount of time our school families to generously give of themselves!

FINANCIAL INFORMATION:

Tuition/parent fees (All Families): A Catholic school education calls for a commitment on the part of parents to be active in the development of their child(ren), spiritually as well as in the classroom. Consistency in fulfilling the financial commitment outlined below must be maintained for the benefit of the school.

The cost of educating a child at St. Matthew Catholic School is around \$5200.00. However, it is the philosophy of the school that we try to offer a Catholic Education to all of God's children. Tuition/parent fees help us offset school costs and support the parish financially.

Tithing/financial pledge (St. Matthew Parish Members): St. Matthew Parish and school operate on the stewardship funding model. Registered, tithing St. Matthew parishioners include the cost of education in their tithe. Parishioners will turn in the tithing (pledge of treasure) forms annually.

As stewardship is a disciple's grateful and prayerful response to God's gifts, the current suggested level of tithing is 5% of the gross family annual income to St. Matthew Parish, who, in turn, funds the school.

To make up the balance of a biblical tithe, the suggested level of giving is:

- o Pledge 1% of your income to Archdiocese through the Archbishop's Call to Share.
- o Pledge 4% of your income to other charities of your choice (SMCS families should strongly consider making this other 4% pledge to the parish, as it bears the majority of expenses for the school).

Contributions (Members of other Topeka Catholic Parishes): Registered, contributing parishioners from other Topeka parishes will send some financial school support to St. Matthew School for each child. The full cost is not assumed by the other parish. Parents are encouraged to pay the remainder of the cost to St. Matthew.

Tuition (Non-Catholic): Non-parishioners will be assessed tuition of \$3925 per child. Those parents who are not financially able to pay the full cost should take advantage of our Need-Based Financial Assistance Policy through the Catholic Education Foundation.

Smart Tuition: is a tuition collection service that will help improve the cash flow of the school by making the tuition collection process more streamlined and predictable. Families can sign up online or in hard copy and can make their tuition payments on an annual, bi-annual, or 10-month basis and may choose to receive paper invoices in the mail, emailed invoices, or pay by automatic funds transfer with debit or credit card. Enrollment forms are available in the school office. Families should strive to keep up with payments, as a late fee of \$35 is assessed for late payments. Further, families should strive to have half their tuition paid by the end of the first semester so as not to get behind and possibly jeopardizing further enrollment. Families should make the principal and/or pastor aware if financial hardships arise that could delay tuition payment.

Fees: Additional fees, such as sacramental preparation materials fees, athletic fees, PTO fees, etc., will be billed and payable in August of each school year.

Catholic Education Foundation (CEF) *Need-Based Financial Assistance Policy*

Purpose: It is our mission to provide a Catholic education to all who want one. Therefore, the purpose of the Need-Based Financial Assistance Policy is to reduce the financial barriers for our families, thereby, enabling students to enroll whose families could not otherwise afford to attend the school. Financial assistance can only be used to offset tuition, not tithing or fees, including the application, PTO, extracurricular, or sacramental preparation fees.

Confidentiality: All financial information regarding individual students and their families is confidential. 2) Families receiving financial assistance must also maintain confidentiality.

Process: 1) Complete the Smart Tuition forms and return to the school or complete online. 2) The information will be reviewed. A letter will be sent home indicating whether the application was approved, and, if approved, the amount awarded. If the application is not approved, you will be contacted to discuss other options. 3) Students must be on track with their spiritual formation, academics, and conduct.

PARENTAL CONCERNS: Both teachers and parents must maintain a strong support system in order for the educational process to be effective and worthwhile. Cooperation and communication between the home and school is vital in providing quality education. In order to maintain this communication between parents and teachers, the following steps will be taken: If the concern involves a child, a conference with the teacher and parent is held. Then if there are still concerns, a conference is held with parent, teacher, and principal. If the concern is directed toward school policy, suggestions may be made to the School Council.

PARENT-TEACHER CONFERENCES: in accordance with Archdiocesan policy #9220: Conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student growth and development. In addition to evaluation and reporting to parents a pupil's progress in the cognitive domain, it is the responsibility of the school...to report to parents a pupil's spiritual, affective, social, and physical growth.

Fall conferences will be mandatory for all families. Appointments can be made at the back-to-school night in August or by phoning the school. Spring conferences will be by teacher or parent request.

PARENT TEACHER ORGANIZATION (PTO): All St. Matthew Catholic School parents and guardians are members of the PTO. All families are urged to participate in the scheduled activities. The PTO supports the school through organizing school activities, fundraisers, educational opportunities and service projects. Each family shall pay a \$25 PTO fee each year at enrollment. This fee will be used for teacher and student appreciation, scholarships to Hayden High School, and other activities that benefit the school, faculty, and students.

PARENTS, VOLUNTEERS & BENEFACTORS: St. Matthew Catholic School depends on volunteer parents and friends, not only for treats, driving, and carnival activities, but also for the tutoring program, teacher aides, library help, coaching and assisting with nursing procedures for children, such as eye checks, etc.

Each family is asked to donate twenty-five hours of service to the school in addition to the financial commitment. A tuition reduction of \$250 is offered in return. Hours may be reported to smcsvolunteer@saintmatthews.org or by sending in a hard copy note to the office. Only hours served by the SMCS student and his/her parent (not grandparent or other volunteer) will count.

Volunteers who will be working with or around children must complete Virtus® training. This includes lunchroom volunteers.

PARKING LOT SAFETY: When waiting for students, it would encourage safety if parents/caregivers would park away from the gym. This eliminates crowding and backing up. Parking across the street from the school on 28th Street is PROHIBITED and is marked with signs. Additionally, it is unlawful to park within 20 feet of the school crosswalk across 28th Street. It is dangerous for students to cross the street between cars. Thank you for cooperating to insure SAFETY FOR OUR STUDENTS. If you park your car, please walk your child through the parking lot to ensure safety. Please see the map of dropoff procedures on the school website.

REGISTERED SEX OFFENDERS: per Archdiocesan policy #6020: Parents who are registered sex offenders must notify school principals of their status and abide by the required restrictions. If a principal becomes aware that a parent is a registered sex offender from a source other than the parent, the principal must meet with the parent in question to explain and document required restrictions with the parent.

RELIGIOUS EDUCATION: Parents are reminded that the Christian home is the first school where discipline, values, prayer, religious ideals, accountability and manners are inculcated. The religious formation of each child depends on the modeling and nurturing begun at home by the parents.

It is expected that all St. Matthew families will attend Mass each Sunday and Holy Days and participate in other parish activities. We ask parents to be faithful to their responsibility as Catholics and as the primary religious educators of their children. It is their example that will make the difference.

In accordance with Archdiocesan policy #9260: To assist parents in developing and implementing the religious and moral formation of their child(ren), formal and spontaneous prayer, morals, ethics, as well as the Church's teachings on the social and cultural issues of today, e.g. peace, justice, consumerism, etc. are integrated into the total educational program. Emphasis is stressed on responsible choices and accountability to God, society and to one's

friends. To counteract the violence and insensitivity in today's culture the children are constantly reminded of the importance of Christian behavior and manners.

Weekly Eucharistic liturgies, prayer services, and paraliturgical functions enrich the spiritual growth of students and faculty. A weekly Eucharist will be celebrated. Parents and friends are invited to participate in these special liturgies. **Please know that this does not fulfill your family's Sabbath obligation.**

SCHOOL COUNCIL: St. Matthew Catholic School Council meets on a monthly basis during the school term, currently the 2nd Wednesday of the month, from August to May (excluding December). Their duties, in part, consist of preparation of the school budget, policy revision, assisting the principal in carry out the mission of the school. Those interested in serving on the School Council shall complete a questionnaire and application.

Scheduled meetings are open to parents or guardians of children currently enrolled in St. Matthew Catholic School. Non-members who wish to address the Council shall make the request to the President in writing, at least ten (10) days prior to the end of the month; however, members may waive such notice.

Matters not on the agenda presented to the members of the Council may be discussed but shall not be decided or voted on at that meeting, unless five of the members are present and all vote in favor of considering the matters at that meeting. The Council may meet in executive session at any meeting.

SCHOOL/PARENT COMMUNICATIONS AND NOTICES: Communications from the school will include weekly and/or monthly notes from teachers, First Friday newsletters from the principal, email blasts from (see School Messenger below) and, chiefly, the school website. Teachers will also send papers and notes home as needed. It is the responsibility of the children to take the letters home and give them to parents. A check of book bags on a consistent basis should assure that information in the letters is received.

Whenever any written notice is required to be given to the parents or guardians of a student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered.

Communication with Persons under the Age of 21: per Archdiocesan policy #4405.1: No teacher shall initiate or respond to communication with an individual under the age of 21, unless such an individual is a parent/guardian of a student enrolled in the school and the communication is related to school matters. In this case, such school communication shall be limited to information regarding scheduling and/or making appointments with the individual. Communication regarding student progress shall be communicated via telephone or in person. Even if inquiries are made by parents/guardians over the age of 21, communication regarding student progress shall be conducted via telephone or in person.

SCHOOL MESSENGER is a system used to share information with SMCS families. It allows for quick and efficient communication. These messages could come in the form of email, text message, or voice mail. If parents wish not to receive information in any of these forms, they should alert the school. Parents can expect two types of communications from SMCS:

- 1) General messages aimed at improving communications, including schedule changes, jeans days, fundraisers, etc.

- 2) School closings due to weather or other factors will also be announced in this way in addition to television and radio announcements.

SMOKING: Smoking is not allowed in any part of the building at any time.

SOCIAL EVENTS AFTER GRADUATION: per Archdiocesan policy #7400.1: Schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents.

SUSPECTED CHILD ABUSE AND DUTY TO REPORT: per Archdiocesan policy #7340: KSA 38-717 provides that “. . .every teacher, school administrator or other employee of a school which such child is attending. . .having reason to suspect that a child has had injury or injuries inflicted upon him or her as a result of physical or mental abuse or neglect shall report. . .the matter promptly to the district court of the county in which such school is located. . .or to the Department of Children and Families. Such report may be made orally, by telephoning or otherwise and shall be followed by written report if requested. . .” It is the individual teacher, school administrator or other employees of the school who have reason to suspect child abuse, are legally required to report such suspected abuse. Failure to report could result in a class B misdemeanor, a fine, and up to six months in jail.

VIRTUS® TRAINING FOR ADULTS: per Archdiocesan policies #7130.4 and #9060: In response to the USCCB mandate to provide —safe environment programs, the Archdiocese of Kansas City in Kansas recommends Virtus® to be used in all Archdiocesan schools and parishes. A Code of Ethical Standards, Child Protection Policy, and Harassment Policy are all to be read and signed. A background check will be completed.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned. Msgr. William P. Fay General Secretary, USCCB.

As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained. Per Archdiocesan policy #9070: Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

ALL ROOM PARENTS MUST BE VIRTUS® TRAINED.

VIRTUS SAFE TOUCH TRAINING FOR CHILDREN: per Archdiocesan policy #7130.4: In response to the USCCB mandate to provide “safe environment” programs, the Archdiocese of Kansas City in Kansas recommends Virtus to be used in all Archdiocesan schools and parishes.

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Msgr. William P. Fay General Secretary, USCCB

ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

VISITORS: Parents and other visitors are welcome to visit the school. However, arrangements should be made with the principal and/or classroom teachers at least 24 hours prior to the visitation. *Teachers are not to have conferences with parents during school hours* unless during a scheduled planning period. As students are easily distracted, particularly the smaller children, visits should be brief. **Parents are requested not to drop in the classroom in the early morning or near dismissal.**

GENERAL SCHOOL POLICIES

ASSEMBLIES: Honors assemblies are held to give special note of scholastic excellence and improvements as well as honoring students who manifest effort, good manners, generosity, citizenship, and Christian behavior.

Proper and mannerly behavior is expected of all students at any type of assembly, play, other entertainment, or field trips. Our greatest advertisement is the Christian behavior of our children.

BUILDINGS AND GROUNDS: As required by 40 CFR art, 763, you are hereby notified of the activities relating to the presence of asbestos-containing building materials in your school building.

A management plan has been developed which contains the results of these activities. The activities involve inspections, periodic surveillance, re-inspections and all actions dealing with the asbestos containing materials. This notification and the management plan are routine documents required by law for all schools and their preparation does not mean that an asbestos problem exists at the school.

In accordance with paragraph 763.84 (f), the management plan is available for inspection during regular business hours of the school or that administrative office. Copies of the plan are available at a cost of 25 cents per page. Request for copies of the management plan shall be made in writing three business days prior to the date the copy is desired. Written request must specify which pages are desired.

Materials and Facilities: The upkeep of our school materials and facilities should be the concern of all who are involved; students, staff, and parents. Parents assume liability for the willful or negligent destruction of school property by their child. All books should be carried to and from school in a book bag or backpack. Students will be held responsible to reimburse the school for losses or careless damage to books and materials.

Bicycles are to have locks and are to be chained in a designated area on the school grounds. *Skateboards and skates are not permitted on the school playground.*

Gym Use: The St. Matthew Parish has set the following policies regarding use and scheduling of the school gymnasium:

1. Scheduling of all school teams practices will be made through the Athletic Director who will in turn coordinate the schedule with the parish office.

2. The parish office will be responsible for scheduling all other uses of the gym.
3. The primary use of the gym will be for St. Matthew Catholic School and Parish activities.
4. In the event of any damage occurring during the scheduled use of the gym, St. Matthew Parish will hold the scheduled party responsible.

EQUAL OPPORTUNITY: per Archdiocesan policy #1020: Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards. Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender (unless in conflict with Catholic moral teachings), disability or national origin.

EXTRACURRICULAR ACTIVITIES: per Archdiocesan policy #8050: Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teachings of the Catholic Church, which may or may not be consistent with societal trends. Thus, school sponsored practices, competitions, events, and meetings should not be scheduled on Sundays so that families and school faculty may honor the Lord's day. Any exceptions to this must be made in consultation with the Superintendent of Schools.

FACULTY MEETINGS/COLLABORATION TIME: To provide an opportunity to coordinate learning activities throughout the school, it is necessary for the faculty to meet as a group and in cohorts. The meetings will be held immediately after school on Tuesdays, Wednesdays, and Thursdays of each week. Teachers may not be available for consultation on after school on those days, depending on which cohort group is meeting. Please email teachers to set up meetings with them.

INSPECTION POLICY: The principal and faculty may exercise the right of inspection and/or search of any items brought on campus, including, but not limited to, student backpacks and electronic devices in the interest of the maintenance of the health and safety of all children. The school will employ every safeguard to protect the well-being of the children. Students should not keep valuable items or large amounts of money at school.

LIBRARY – MEDIA SERVICE: The purpose of a school library is to support the curriculum of the school and to help students to become lifelong learners. Using a variety of formats, students will learn how to pose questions and answer them with the use of all types of media and sources.

St. Matthew Catholic School library is available to all students. Each child may check out library books every week. These books are to be returned within a week and may be checked out for a second week. Parents are urged to read to the younger children and encourage the older students to read worthwhile books and literature. St. Matthew Catholic School library collections have selections in most areas of interest.

Criteria used in selecting items for the library is based on need and funding. The choosing of materials, e.g., books, DVDs, and reference materials must be age-appropriate and in conformity with the beliefs and tenets of the Catholic Church. Parent interest, donations, and comments are welcomed.

Volunteers have staffed the libraries for many years donating their time, talent, and monetary contributions in order that our library facility can be an integral part of our educational program. The library staff assists the students in procuring books that are educational and enjoyable.

LOST AND FOUND: A box for lost and found items is kept in the main hall. Students are asked to check after school for any lost belongings. Items not claimed will be donated to the poor.

LUNCH PROGRAM: Students may either bring a lunch from home or purchase a hot lunch at school. If a student chooses to bring a lunch from home, he or she may purchase a milk to go with the cold lunch or bring a drink from home. **Soda pop is not allowed in the school cafeteria during lunch time.**

Appropriate behavior in the cafeteria is expected at all times and students are to:

- wait in a single line, keeping voices low.
- walk at all times.
- use good manners when eating.
- raise hand and wait to be dismissed to turn in your tray.
- empty tray in trash bin and stack trays neatly/throw away disposable trays.
- clean table after eating to make sure it is ready for other students.
- wait at table for cafeteria monitor to begin prayer and dismiss all students to recess or class.

If a student has a food allergy or intolerance, a note from the doctor must be in the child's health folder. We need a new doctor's note each year.

Applications for free and reduced lunches are available at registration or may be requested from the school office or cafeteria manager at any time during the school year.

The full-pay cost of a student lunch is \$2.85 per meal. Extra milks are .50 each. Second lunches are available for \$1.85 for kids 5th-8th grade; parent will need to sign a permission to allow their children to take a second meal. Please be sure to put the money in an envelope marked with the students' names and grades or use the online system outlined in the letter from the hot lunch director that families received this summer. Adult and other visitor meals are available for \$3.85 each.

Because of several cases of high lunch negative account balances in the past that have made it very difficult for the lunch program to stay current in paying its bills, it has become necessary to implement a policy in which a student will only be allowed to charge two meals before he or she will not be able to have a hot lunch until the account is replenished. Until the account is replenished, the student will receive a package of crackers and a carton of milk at the cost of \$1.00. Every effort will be made to make sure the parent is aware that the lunch account balance is getting low, and will be called by his or her child on the day that the child will not be able to eat hot lunch so that the parent can either pay into the lunch account or bring a cold lunch from home.

Parents and other adults are always welcome to eat lunch with us. Parents wishing to eat with their children should make a reservation before 8:15 a.m. of the day you plan to eat. **Reservations cannot be accepted after 8:15 a.m.**

for the same day. The payment for all adult and guest lunches is \$3.90. You are also welcome to sit with your child and not purchase a lunch, but we ask that you not bring fast food or soda into the cafeteria.

Lunch will occur daily from 11:15 – 12:45 and will be split into three periods.

Balances need to be checked MySchool account and will no longer be available in EduConnect.

MESSAGES: Students will not be called to the phone during school hours unless there is an emergency. Messages may be left with the school secretary. If a student needs to use the phone, permission must be given by the teacher.

MONEY: Students should not bring money to school except when sending payments for tuition, fees, lunches, activities, etc. It must be in an envelope marked clearly with the following: Student's name, grade, amount enclosed, and what it is for. Money may be sent home if the above information is not included.

NON-SCHOOL FUNCTIONS: In accordance with Archdiocesan recommendations and the recommendations of the Topeka Parochial School Principals, parents are requested neither to sponsor nor to permit their children to attend parties/functions that are not appropriately supervised and/or promote values that are consistent with the Catholic Church, particularly within the middle school years. Many problems experienced at these functions filter into the school and may hinder student progress such as unhealthy competition, cliquishness, pettiness and other undesirable habits. We are grateful to those parents who do not permit their children to attend these functions and/or sponsor appropriate activities for their children.

If invitations to a child's party are not inclusive of all the girls and/or boys in a particular class, invitations must be mailed rather than distributed in the classroom or on schools grounds. Exclusivity/selectivity causes hurt feelings, cliquishness and alienation among the students. A stamp is far less costly than hurt feelings that some children feel when excluded from sleepovers, parties, etc.

PERSONAL PROPERTY: Cell phones, i-Pods, etc., should not be brought to school. In the event these items are in the book bags, the school **will not be responsible** for damage or theft to them. If such a device is used during the school day, the teacher may confiscate the item, which will be picked up in the office by a parent.

Coats, hats, lunch boxes, and other personal items should be well marked with the student's name.

PLAYGROUND: Students are asked NOT to bring toys, electronics, or playground equipment to school. These often present problems of danger to the children and risk getting lost or broken. The school supplies playground equipment for use during recess. School balls and equipment should not be taken from the school.

Christian behavior is one of peace, caring and sharing. Recess is a very integral part of the school program. Reverence and respect for oneself and others excludes fighting, pushing, bullying, inappropriate language, interrupting other student's games, excessive roughness in any manner and insubordination. Children, who display unruly or disruptive behavior, before or after school, or during recess, will have appropriate consequences.

PRINCIPLE OF SUBSIDIARY: per Archdiocesan Policy #3000: The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastor.

RECESS GUIDELINES: There will be outdoor recess when the outside air temperature and/or wind chill is 20 degrees Fahrenheit or greater and there is no falling precipitation. There will be shortened outdoor recess when the outside air temperature and/or wind chill is between 10 and 19 degree Fahrenheit. There will be indoor recess when the outside air temperature and/or wind chill is lower than 10 degrees Fahrenheit and/or if there is falling precipitation. Source: Archdiocesan Education Office via Kansas Health Dept. Similar policies have been developed in regard to extreme heat. See your child's teacher for more information.

RELEVANT CANON LAW: per Archdiocesan policy #1000* Catholic Schools in the Archdiocese of Kansas City in Kansas are subject to the Code of Canon Law of the Catholic Church.
(*Code of Canon Law Annotated, Second edition revised and updated of the 6th Spanish language edition, prepared under the responsibility of the Instituto Martín de Azpilcueta; edited by E. Caparros, M. Thériault, J. Thorn, Montreal: Wilson & Lafleur, 2004).

Book III. The Teaching Office of the Church

Title I. The Ministry of the Divine Word

- Can.747, #1 — It is the obligation and inherent right of the Church, independent of any human authority, to preach the Gospel to all peoples, using for this purpose even its own means of social communication; for it is to the Church that Christ the Lord entrusted the deposit of faith, so that by the assistance of the Holy Spirit, it might conscientiously guard revealed truth, more intimately penetrate it, and faithfully proclaim and expound it. #2 — The Church has the right always and everywhere to proclaim moral principles, even in respect of the social order, and to make judgments about any human matter in so far as this is required by fundamental human rights or the salvation of souls.
- Can.756, #1 — As regards the universal Church the duty of proclaiming the gospel has been especially entrusted to the Roman Pontiff and to the college of bishops. #2 — As regards the particular church entrusted to them, the individual bishops exercise this responsibility since within it they are the moderators of the entire ministry of the word; sometimes, several bishops simultaneously fulfill this office jointly for various churches at one in accord with the norm of law.
- Can.757, #1 — It is proper for presbyters who are co-workers with the bishops to proclaim the gospel of God; pastors and others entrusted with the care of souls are especially bound to this office as regards the people entrusted to them; deacons also are to serve the people of God in the ministry of the word in communion with the bishop and his presbyterate.
- Can.758, — By reason of their consecration to God, members of institutes of consecrated life bear particular witness to the Gospel, and so are fittingly called upon by the Bishop to help in proclaiming the Gospel.
- Can.759, — The lay members of Christ's faithful, by reason of their baptism and confirmation, are witnesses to the good news of the Gospel, by their words and by the example of their Christian life. They can also be called upon to operate with Bishops and priests in the exercise of the ministry of the word
- Can.760, — The mystery of Christ is to be faithfully and fully presented in the ministry of the word, which must be founded upon sacred Scripture, Tradition, liturgy and the magisterium and life of the Church.
- Can.761, — While the pride of place must always be given to preaching and catechetical instruction, all the available means of proclaiming Christian doctrine are to be used: the exposition of doctrine in schools, in institutes of higher learning, at conference and meetings of all kinds; public declarations by lawful authority on the occasion of certain events, through the printed word and other means of social communication.
- Can.774, #1 — The care for catechesis, under the direction of lawful ecclesiastical authority, extends to all members of the Church, to each according to his or her role. #2 — Before all others, parents are bound to form their children, by word and example, in faith and in Christian living. The same obligation binds sponsors and those who take the place of parents.

- Can.777, — In a special way, the parish priest is to ensure, in accordance with the norms laid down by the diocesan Bishop, that: 1 – an adequate catechesis is given for the celebration of the sacraments; 2 – children are properly prepared for first confession and first holy communion, and for the sacrament of confirmation, by means of catechetical formation over an appropriate period of time; 3 – children, after they have made their first holy communion, are given a richer and deeper catechetical formation; 4 – as far as their condition allows, catechetical formation is given to the mentally and physically handicapped; 5 – the faith of young people and of adults is strengthened, enlightened and developed by various catechetical methods and initiatives.
- Can.780, — Local Ordinaries are to ensure that catechists are duly trained to carry out their office properly, namely, that continuing formation is available to them, that they have an appropriate knowledge of the teachings of the Church, and that they learn both the theory and the practice of the principles of pedagogy.

Book III. The Teaching Office of the Church

Title III. Catholic Education

- Can.794, #1 — The duty and right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of the Christian life. #2 — Pastors of souls have the duty to arrange all things so that all the faithful may enjoy a Catholic education.
- Can.795, — Education must pay regard to the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of society. Children and young persons are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and a right use of freedom, and be formed to take an active part in social life.
- Can.796, #1 — Among the educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task. #2 — It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.
- Can.800, #1 — The Church has the right to establish and to direct schools for any field of study or of any kind and grade. #2 — Christ's faithful are to promote Catholic schools, doing everything possible to help in establishing and maintaining them.
- Can.803, #1 — A Catholic school is understood to be one which is under the control of the competent ecclesiastical authority or of a public ecclesiastical juridical person, or one which in a written document is acknowledged as Catholic by the ecclesiastical authority. #2 — Formation and education in a Catholic school must be based on the principles of Catholic doctrine; and the teachers must be outstanding in true doctrine and uprightness of life. #3 — No school, even if it is in fact Catholic, may bear the title 'Catholic school' except by the consent of the competent ecclesiastical authority.
- Can.804, #1 — The formation and education in the Catholic religion provided in any school, and through various means of social communication, is subject to the authority of the Church. It is for the Bishops' Conference to issue general norms concerning this field of activity and for the diocesan Bishop to regulate and watch over it. #2 — The local Ordinary is to be careful that those who are appointed as teachers of religion in schools, even non-Catholic ones, are outstanding in true doctrine, in the witness of their Christian life, and in their teaching ability.
- Can.805, — In his own diocese, the local Ordinary has the right to appoint or to approve teachers of religion and, if religious or moral considerations require it, the right to remove them or to demand that they be removed.

- Can.806, #1 — The diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of religious institutes. He has also the right to issue directives concerning the general regulation of Catholic schools; these directives apply also to schools conducted by members of a religious institute, although they retain their autonomy in the internal management of their schools. #2 — Those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary, that the formation given in them is, in its academic standards, at least as outstanding as that in other schools in the region

SCHOOL CLOSINGS: When snow, ice or extremely cold weather comes after the students are in school, they will remain for the day. Individual students will be dismissed when requested by the parent. Please call the office to make these arrangements. Closings are determined by collaboration between the public schools districts and the Topeka Regional Catholic Schools Institute.

In the event of school cancellation the local radio and TV stations will be notified by 6 a.m. and a School Messenger email will be sent. If no announcement is made, school is in session. If Topeka Catholic Schools are closed, the St. Matthew Early Learning Center will also be closed.

SCHOOL HOURS: The school day begins at 8:00 a.m. The time of day is determined by the Time and Temperature Weather line (233-6471). Students are counted tardy if they arrive after this time. Dismissal time is 3:20 p.m. The school is not responsible for students playing on the grounds after dismissal.

SPORTS PROGRAM

St. Matthew Catholic School students in grades 5-8 may participate in the Topeka Parochial League. Schedules of games for boys and girls will be sent home before each season begins. Boys may participate in soccer, basketball, and track; girls may participate in soccer, volleyball, basketball, and track. Saints' football is available for boys, but is not specifically linked to just SMCS.

1. For each student participating in the League and or Saints' football the participant and parent/guardian must submit two forms: a physical (form PPE) signed by a licensed health care provider no earlier than May 1 of the preceding school year for which it applicable; and a concussion information form.
2. Students **are expected to maintain acceptable behavioral and academic standards.** Teachers and coaches will establish effective methods of communication to determine students' ongoing eligibility for participation. Judgment of academic effectiveness shall be based on effort, cooperation, and satisfactory scholastic performance. (Policy adopted 2-18-92 by Catholic schools). **Grades will be checked on Monday mornings. Students who have one F and/or two or more Ds will conference with the administration so that they are aware of their low grades and to formulate a plan for bringing them up. Students will report to an after-school study hall on Tuesday and/or Wednesday of that week to try to get caught up. If a student shows good effort, participation in class and improvement in the grade(s), he/she will be allowed to continue to participate.** Additionally, incomplete or missing assignments, unacceptable or disruptive behavior, disrespect in word or action for others, self, property, may result in a student's ineligibility for Topeka Parochial League sports.

3. Early dismissal and absence from school due to participation in football is discouraged. Students who leave school before dismissal are required to turn in all assignments for that day and are to have the next day's assignments when due.
4. Uniforms worn for particular sports not returned, lost or damaged will be replaced at the expense of the individual player.
5. Parents and students' attendance at the various activities during the year encourages our teams, supports our coaches, and enriches school spirit. Our coaches are a most dedicated sacrificing group of men and women, who give freely of their time and talent to SMCS students.
6. Good sportsmanship on the part of students, coaches and parents, indicates Christian values as well as good manners. **Loud and/or rude criticism of coaches, referees, and their decisions by parents or spectators is never acceptable.** It is distracting to the players who are trying their best; it is demeaning to coaches and referees, and does not reflect the philosophy of the St. Matthew Catholic School or the Topeka Parochial League.
7. A \$45 athletic fee will be collected from each athlete via Smart Tuition to help defray the cost of offering an athletic program.
8. An athlete must be in class for a full day of a game or activity (or the Friday before if the game/activity falls on a weekend) in order to participate. Any special case must be approved by the athletic director or the principal before the athlete may compete.
9. School rules apply while representing SMCS at competition in any venue.

Appendix A:

Discipline Policy for SMCS Middle School

The discipline policy will consist of a point system. Every poor choice made by a student will have a point value assigned to it. Each point and/or accumulation of points will have a consequence suitable for the offense. Levels 1 & 2 points start over each semester.

LEVEL ONE	LEVEL TWO	LEVEL THREE
ONE POINT	TWO POINTS	THREE POINTS
Code of Conduct Notice *3 rd notice will result in after-school detention 3:30 – 4:00 p.m.	After-school detention 3:30 – 4:00 p.m.	1-3 day in-school suspension, possible referral to long-term discipline policy
<ul style="list-style-type: none"> ● Dress code violation ● Cell phone use without permission ● Not bringing materials to class ● Chewing gum ● Sleeping in class ● Inappropriate behavior/minor class disruption ● Tardy ● Chronically late/incomplete homework 	<ul style="list-style-type: none"> ● Talking back to an authority figure ● Refusing a reasonable request ● Profanity- Could be Level 3 if directed at a person ● Major disruption in class ● Academic dishonesty ● Computer network violation/misuse or abuse of school technology ● Disrespect to staff/student - Could be Level 3 ● Inappropriate display of affection ● Skipping class ● Graffiti ● Repeated Level 1 conduct 	<ul style="list-style-type: none"> ● Destruction of property ● Fighting ● Sexual harassment ● Possession of dangerous material ● Drug/alcohol consumption or possession ● Serious computer network violation/misuse or abuse of school technology ● Bullying/Cyberbullying ● Missed detention ● Graffiti ● Theft ● Repeated Level 2 conduct

At 7 points, the student will be suspended for 1 school day.

At 12 points, the student will be suspended for 2 school days.

At 15 points the student will face a disciplinary probation, long-term suspension or expulsion hearing.

St. Matthew Catholic School Vacation Request Form

Parents requesting permission for their child to miss school for two or more days for the purpose of a vacation should complete this form and return it to Mrs. Stessman at least a week prior to the anticipated vacation. If this is not filled out before the child(ren) leave on vacation, students may not receive credit for the schoolwork that is missed. Please note the following:

Student Name (one student per form): _____

List the dates the student will be absent from school for vacation: _____

Student will be returning on: _____.

Please list all the teachers the student sees on a regular basis. Teacher(s) will then sign off that they know about the absence and, upon the return of the student, the teacher will discuss the assignments missed and decide upon a completion date.

Teacher	Subject	Current grade	Teacher Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent and students should be aware of the following information:

- **Teachers are not required to prepare work in advance** for students and are not responsible for teaching material missed. This includes class discussions, activities, and participation points that may occur in the classroom that cannot be duplicated or made up.
- Students should obtain the assignments of the missed classes during the absence and turn in the work on the due date assigned by the teacher.

We fully understand the conditions of vacation absences as stated above.

Student Signature

Date

Parent/Guardian's Signature

Date

Principal's Signature

Date

2017-18
PARENT/STUDENT HANDBOOK OF
POLICIES AND PROCEDURES FOR
ST. MATTHEW CATHOLIC SCHOOL
TOPEKA, KANSAS

Please sign below and submit (this page only) to the office. Those that are in by **Friday, September 8, 2017**, will receive a free Jeans Day!

RECEIPT

I hereby acknowledge that I have reviewed the 2017-18 Parent/Student Handbook of Policies and Procedures for St. Matthew Catholic School, Topeka, Kansas, and agree to comply with its contents.

Parent Signature

Print Name

I/We hereby acknowledge that we will abide by the policies and code of conduct of St. Matthew Catholic School, Topeka, Kansas.

Student(s) Signature(s)

Print Name(s)