

**Student and Parent
Handbook
And
Code of Conduct**

Approved by SAC 5/2010

St. Matthew School
2575 S. Webster Avenue
Green Bay, WI 54301

Parish Mission Statement

St. Matthew Parish,
Having been formed by Baptism and Confirmation
As a visible community of disciples of Jesus,
And being continually nurtured by
WORD, SACRAMENT, AND PRAYER,
Is missioned and empowered by the Holy Spirit to
PROCLAIM, CELEBRATE, AND SERVE
The coming of God's reign.

School Mission Statement

To provide a traditional, quality Catholic education that is proud, progressive, and builds responsibility in the students, staff, and parents assuring lifelong learning in the spirit of Jesus Christ.

School Philosophy

St. Matthew School recognizes and values the uniqueness of each of its students. Programs are designed to develop Christian values, an appreciation and understanding of the gospel message, and academic excellence. We believe that students should be actively involved, challenged to think critically, and be personally responsible for their work and behavior. We recognize the absolute need for students to have a positive self-image, pride, and enthusiasm for learning. St. Matthew School further recognizes that parents are the primary educators of their children and that we, as a school, are an extension of the learning that takes place in the home. Faculty and staff are committed to build on the efforts of family as well as the parish community. St. Matthew School strives to instill in students a sense of Christian purpose that will lead students to their own prayer, gospel witness, and community service.

Student Handbook

Site-Advisory Council

The Site Advisory Council (SAC) was created in June 2009 by combining Home/School and School Board. It is a result of the GRACE change and St. Matthew initiative. Policy, budget, and marketing responsibilities move from Parish to GRACE in 2010-2011. The Board of Education role changes when that occurs. SAC provides continuity with change. The SAC provides formal structure for parents to work with each other and the Administrator to enhance the students educational experience.

Enrollment Policy

School enrollment for current St. Matthew School families will take place 2 weeks prior to Catholic School's Week. Enrollment for parish families without students currently at St. Matthew School will take place one week prior to Catholic School's Week. Open enrollment is held on the first Monday of Catholic School's Week. Catholic School's week is typically the last week of January. The school administrator will accept applications, along with an application fee, during the designated time periods.

Prior to each enrollment period, the school administrator and the Site-Advisory Council will establish class size limits. Currently the size limit is 26.

After closure of the enrollment period, the number of applicants for each grade will be compared to the maximum class size for that grade. All applicants will be accepted in those classes where the total number of applicants is less than or equal to the specified size limit.

In those grades where the total number of applicants exceeds the prescribed limit, a prioritized selection process will be used to determine which applicants are admitted into the class. If there are remaining vacancies, the following priorities shall apply to the selection of the remaining applicants:

1. All students currently enrolled K-8 will have 1st priority.
2. New students who are members of St. Matthew families currently enrolled in St. Matthew School will have 2nd priority.
3. New students who are children of registered St. Matthew Parish families will have 3rd priority.
4. New students from non-parish families will have 4th priority.

The registration fee will be refunded to those students who do not receive an offer of admission. Written notification will be given to all students not accepted within 30 days of the last registration date.

Tuition

Tuition payments for students must be in accordance with the tuition agreement. Payments may be made at one time or monthly (August through May). Families must make arrangements for payments monthly for a period of 10 months (August-May) through Electronic Funds Transfer (EFT) or in full prior to the start of the school year. Payments will also be accepted through

St. Matthew's School Student and Parent Handbook and Code of Conduct

VISA and MasterCard with a 3% users' fee. Children of families who have not made arrangements to pay through these processes will not be allowed to begin classes.

The Parish Business Administrator is to be contacted at 435-6811 if any family is having difficulty with payment. Information regarding the family's inability to pay will be discussed with the Pastor for consideration of other alternatives.

Quarterly statements will be mailed reflecting time of payment and the amount due. Families delinquent in their tuition payments and who have not made arrangements with the business administrator regarding repayment at the end of the any trimester may not return for the next trimester.

Final payment of tuition is required by the May payment date. In order for a student to graduate, all tuition must be paid in full. Report cards will not be issued to families who have not made arrangements for payment of delinquent tuition.

Tuition Aid

Limited tuition aid is available for qualifying students in grades K-8. Application for tuition aid is made through the Parish Business Administrator at the time of registration. All applications are confidential.

Discrimination Policy

St. Matthew School does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, or disability. All students regardless of race, color, ethnicity, religion, sex, national origin or disability will be held to the same disciplinary standards.

School Visitors

All guest speakers and visitors must report to the school office upon entering the school building. Individuals will sign-in at the office and will be given a visitor pass to wear during their stay.

Phone Numbers and Contacts

School - 432-5223 School Fax – 432-5139
Parish Center, Religious Education, Parish Business Administrator – 435-6811
School e-mail: stmatthews1@new.rr.com
School website: www.stmattsgb.org

Daily School Schedule

7:45 AM	Playground Supervision begins
7:55	School begins – Grades 5, 6, 7, & 8
7:57	School begins – 4K AM program (M-Th)
8:00	School begins – Grades K-4
8:30	School Begins – 2 Day Preschool (T, Th)
10:00-10:15	Recess – Grades K-4
11:00	Dismissal – 2 day Preschool/4K AM program
11:30	Dismissal – AM Kindergarten (no lunch)
11:40-12:10	Lunch Break – Grades K-4

St. Matthew's School Student and Parent Handbook and Code of Conduct

11:55-12:15	Recess – Grades 5-8
12:10-12:30	Recess – Grades K-4
12:10	School Begins – 4K PM program (M-Th)
12:15-12:45	Lunch Break – Grades 5-8
12:30	Dismissal – AM Kindergarten (with lunch)
1:45-2:00	Recess – Grades K-4
3:05	Dismissal – Grades K-4
3:10	Dismissal – Grades 5-8
3:13	Dismissal – 4K PM program

Arrival and Dismissal

- Playground supervision begins at 7:45 AM. Students are expected to follow all school rules from the time they arrive on school grounds.
- Bikers walk their bikes to the bike rack. Bikes, scooters, skateboards, rollerblades, and other wheeled play devices may not be used in the parking lot or on the playground. St. Matthew School does not assume responsibility for any of these items. Please secure these items.
- Crossing guards are provided by the city at the corner of Webster Ave. and St. Matthew St. at arrival and dismissal time. Please respect the crossing guards.
- Parents bringing or picking up students should not enter the playground area with their vehicles reserved for students indicated by the orange cones.
- Students will not be allowed to leave school without written permission signed by a parent or guardian and submitted to the office. Each child is checked out of the office by a parent or guardian and student reports back to the office upon return.
- At dismissal, students leave the school in a timely manner. No staff supervision is provided for students after school. If a student is not picked up as scheduled, notify the office as soon as possible.
- Please be aware that on early dismissal days students are excused at 12:35 PM. Announcements will be made regarding early dismissal dates.
- **For the safety of all students, parents are asked to refrain from using their cell phones while driving in the St. Matthew parking lot.**

Absent/Tardy

If your child will be absent or tardy, the school should be notified with a phone call by 8:15 AM. This information will be communicated to the teachers. This procedure will eliminate the need for a written note from you or a phone call from the school office regarding the absence. Students tardy at the beginning of the day need to be signed-in by their parent or guardian.

When a student will be absent for a period of four or more days the school office will be notified. Parents, students, and teachers must sign a Vacation Form (**Appendix A**) at least a week prior to the vacation. The Vacation Forms are provided from the school office.

Illness/Injury

When a child becomes ill or injured during the school day, the parent or the persons designated on the Family Emergency Dismissal Form (**Appendix F**) will be called. Please keep this information updated. All attempts will be made to contact someone who can pick up the child.

St. Matthew's School Student and Parent Handbook and Code of Conduct

The child will remain in the office until a parent or guardian arrives.

Medication Regulations

Parents will notify the school office if their child must take medication during the school day. Medications will be in a locked area and made available to the student in the school office by office personnel. Students are not allowed to keep any medication in their backpacks, desks, or on their person. Office personnel will give medication only when a Medication Consent Form is completed and filed in the school office.

Health Screening Program

The Brown County Health Department provides vision and hearing screening each school year. Screening for vision and hearing is available upon request to students who are not to be tested that year. Vision: K, 1, 3, 5, and 7. Hearing: K, 1.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. When school is cancelled because of weather, please listen to local radio and TV stations for information. St. Matthew School closes when the Green Bay public school system closes for weather.

Emergency Drills

Fire drills and severe weather drills are held throughout the year. Students are shown the proper method and route to take to exit the building safely and where their class should seek shelter. Emergency procedures for fire (fire drills), tornado (tornado procedure), bomb threat, hazardous spills, and crisis situations are on file in the office and located in each teacher's handbook. Evacuation procedures and routes are posted in each classroom.

Academic Testing Program

Diocesan-wide Testing Programs are conducted each year. Parents or guardians will receive a report of their child's performance on the tests, as the scores become available. MAP (Measures of Academic Progress) testing is done in September and May. The results are sent to parents accordingly.

Grading/Report Cards

Grades K-2 receive satisfactory/unsatisfactory marks while Grades 3-8 receive letter grades. The grading scale for Grades 3-8 is as follows: A=93-100, B=85-92, C=77-84, D=70-76, U=69 and below. Report cards are issued three times a year at the end of each trimester. Report card envelopes must be signed and returned to the school office.

Parent-Teacher Conferences

Parent-Teacher Conferences are held for all students at the end of the first and second marking periods. These will be scheduled several weeks prior to the conference date. Informal conferences may be held when deemed necessary, and may be arranged by either parents or teachers.

Parent Concerns

St. Matthew's School Student and Parent Handbook and Code of Conduct

Communication between parents and the school is of the utmost importance. Teachers can be reached by calling from 7:45-8:00 AM or from 3:10-3:30 PM. Parents may also leave a message and teachers will return the call at their earliest convenience. The specific direction of the school is delegated to the administrator. The specific direction of the classroom is delegated to the teacher. If questions regarding procedures should arise:

Speak with the teacher concerned.

Speak with the Administrator only if the 1st step proved of no help.

If not satisfied with the above consultation, parents may appeal to the Site-Advisory Council.

Educational and Class Trips

St. Matthew students often participate in learning experiences outside the classroom. Field trips are educational and supervised by school staff and when required parental chaperones. These activities do not automatically include all students. Unacceptable conduct, incomplete homework and/or lack of written permission by the parent/guardian, can exclude a particular student from participating. In order for your child(ren) to participate in these activities, you, as a parent or guardian, must return a signed field trip permission form issued by the school for each activity to school. Parents may also be asked by the teachers to accompany the students as chaperones. Parent chaperones must be Virtus trained prior to the school trip.

Homework

St. Matthew School students are given homework that:

- Helps them establish good study habits, positive attitudes and Christian values.
- Homework should reinforce what is learned in school.
- Provides students with successful experiences.
- Facilitates learning in specific topic areas, for middle level students.

St. Matthew School students are given homework based on the following guidelines: Grades 1-3: approx. 30 min. daily, Grades 4-5: 30-60 min. daily, Grades 6-8: 60-80 min. daily.

Homework for absent students, if requested by noon, can be picked up at the end of the day. Students who take an extended vacation need to get a homework schedule from their teacher one week prior to leaving.

Parents should contact the individual teacher if there is too much time spent on homework on a regular basis. Teachers are willing to discuss homework concerns and find reasonable solutions.

Instrumental Music Program

Our band instructor is a certified teacher who offers private instrumental lessons for students in grades 5-8. These lessons must be arranged with the teacher. Cost of lessons is separate from tuition. Band fees must be paid in order for your child(ren) to participate. The instrumental program is an optional part of the established school curriculum. It is the student's responsibility to make up all regular classroom work that is missed while the student is at a band lesson or practice.

Physical Education Program

All students in grade Pre-K through 8 will wear non-marking tennis shoes for physical education

St. Matthew's School Student and Parent Handbook and Code of Conduct

classes that take place both indoors and outdoors.

All students in grades 5-8 will bring a change of clothes, shirt and pants or shorts, to replace their uniform during physical education class. Gym clothes are the responsibility of the students and should be brought to and from school each gym day. Please see School Dress Code (**Appendix B**) for appropriate attire.

Student Athletes

At the beginning of the school year, each student athlete in grades 5-8 is given specific guidelines regarding sports. These guidelines are outline in the St. Matthew Athletic Code (**Appendix E**). Parents and student are required to attend a fall meeting addressing these issues.

Classroom and Student Code of Conduct

Introduction

St. Matthew School works to display MAGIC in all ways – we aspire to Model All Goodness In Christ. In keeping with the spirit of this motto, we have rules that will help create a safe learning environment for all students. In order to maintain a safe, respectful, and Christian educational environment, it is necessary to develop reasonable expectations for students and a code of conduct to govern student behavior, as well as a system designed to ensure adherence to the established code of student conduct.

Rights and Responsibilities

- Teachers - teachers have the right to teach
- Students - students have the right to learn
- Parents – parents have the right to know that their child is receiving a quality education in a safe learning environment

What Students can Expect from School

As a student attending the St. Matthew School you can expect that:

1. You will be taught by competent, well-prepared teachers. Administrators will be accessible to students to respond to their questions and concerns.
2. You will have the opportunity to attend school in a Christian, safe, well-controlled setting.
3. You will be informed of your teachers' academic expectations and their relationship to your grades.
4. You will be informed of school and individual teacher rules and behavioral expectations and the consequences for failing to live up to them.
5. You will be informed of your teachers' perceptions of your performance in general or on a particular assignment on a regular basis throughout the school year.
6. You will be treated firmly and fairly in the event that your behavior necessitates intervention.
7. You will not be discriminated against in any way because of race, creed, sex, national origin, color, ethnicity or disability.
8. You will be allowed to express your thoughts and feelings verbally or otherwise as long as others' rights are not violated in the process and that you do so without disruption to school activities, the educational process or the routine operation of the school.

What Parents¹ can Expect of School - Family and School Partnership

Communication between parents and staff is vital to each child's education. This communication should be respectful and follow the chain of command. Concerns regarding individual school staff members should not be discussed in front of children or other inappropriate audiences. Concerns should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the administrator. Finally, if the concern is still unresolved, the pastor should be contacted.

- Be committed to the education of the children
- Be cooperative and committed to school goals

¹ Parents refers to both parents and legal guardians

St. Matthew's School Student and Parent Handbook and Code of Conduct

- Be respectful and self-disciplined
- Separate personal desires from what is in the best interest of the school community
- Treat one another honestly and politely, respecting the diversity of persons and opinions within our community
- Seek peaceful resolutions of disputes

Parents with students at St. Matthew School can expect that:

1. Academic expectations, teacher classroom rules, and behavioral expectations will be clearly communicated to your child at the beginning of each year.
2. Your child will attend school in a Christian, safe, well-controlled setting.
3. Your child will be under the guidance of professional, competent, and well-prepared teachers and administrators.
4. School personnel will be willing to communicate relative to the progress of your child upon your request and/or at scheduled parent/teacher conferences.
5. You will be contacted by the teacher or the appropriate administrative personnel when problems arise other than those considered to be minor or routine.
6. You will have calls returned as soon as possible after receipt.
7. Should it become necessary to discipline your child, the situation will be handled in a fair, firm, and caring manner.
8. You will be treated with courtesy and respect when visiting your child's school.
9. You will be provided the opportunity for involvement in school-parent organizations and/or activities.
10. You will receive periodic communications relative to school programs and policies or rule changes.

What School Expects of Parents

In our attempt to provide a successful educational program for your children, we place a great deal of importance on your role in the process. If we are to do our best, it is important that we can expect that you will:

1. Make every effort to provide for the physical needs of the child. This includes plenty of rest, good nutritional foods, and proper dress.
2. Strive to prepare your child emotionally and socially in developing a positive attitude toward learning. Let him/her know that you are very interested in his/her education.
3. Display a positive, supportive attitude toward the education of your child.
4. Become familiar with our academic and behavioral expectations for your child and support us. If you feel that the expectations are being unreasonably implemented, it is your right and obligation to contact the teacher and/or administrative personnel to discuss your concerns.
5. Contact the school if you have questions or concerns in an effort to communicate with the person closest to the particular situation.
6. Encourage and lead your child in the development of proper study habits at home.
7. Work for the success and improvement of the school program.
8. Become familiar with the Site Advisory Council policies that pertain to student behavior.
9. Become a partner with school personnel in the appropriate education of your child.
10. Attend parent meetings/conferences as requested.

St. Matthew's School Student and Parent Handbook and Code of Conduct

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of the parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

What School Expects from Students

Based upon the Catholic moral values and loving respect for others taught by Jesus, students will:

1. Be honest and committed to integrity
2. Be respectful and courteous toward all teachers and adults
3. Refrain from harassment of any kind
4. Use appropriate language
5. Speak respectfully to and about others
6. Complete all assignments on time and participate fully in class
7. Respect all school and personal property
8. Refrain from any deliberate disruption in the school
9. Comply with the Internet Acceptable Use Policy
10. Adhere to the school's electronic equipment policy
11. Demonstrate good sportsmanship when engaged in all school-sponsored activities/events
12. Be present for all required activities unless officially excused by the administrator
13. Adhere to the dress code
14. Not give or receive unauthorized assistance on tests, quizzes, or assignments
15. Not leave school grounds during the school day for any reason without permission from the administrator
16. Not bring to school nor possess at school any real or toy knives, guns, or other weapons or items that can be used as weapons
17. Maintain and support others who maintain a safe and drug-free environment
18. Not engage in any physical or verbal contact with another student which could be interpreted as a display of affection (on school grounds or school sponsored events)
19. At all times, whether in school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.
20. Follow the Classroom and Student Code of Conduct.

All children can exhibit/demonstrate appropriate behavior.

Children do best with positive reinforcement.

There is a positive relationship between learning and school attendance.

The rules and regulations in place are designed to maintain order and discipline necessary for effective learning and to specify the school's expectations. Students shall act, speak, and behave as responsible citizens within a large scope of options. Students have the right to reasonable and fair treatment from the school and its teachers and staff. In turn, the school has a right to expect reasonable behavior from the students.

Code of Conduct

Quality education succeeds and proceeds when an atmosphere of good order and discipline is maintained. Good order and discipline are best thought of as being positive, of helping a student to adjust, or turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, of classroom atmosphere and of positive interpersonal relationships. Successful and continued maintenance of these conditions are dependent upon:

- good judgment and compassion by the teacher
- understanding and leadership by the administrator
- support by the students, parents, and Site Advisory Council.

The goal of our school disciplinary actions is to establish a systematic method of monitoring both in-class and out-of-class behavior of students. We believe it is in the best interest of every child, teacher, and parent to set behavior guidelines which guarantee and maintain the excellent learning climate that all deserve. Discipline is effectively handled when there is a concerned teacher who sets firm, consistent and positive limits while providing warmth and support for appropriate behavior. Children need to know what consequences there will be to their behavior. It is only then that each child will be in a position to choose how he or she will behave.

Our disciplinary actions are based on the complete understanding by the students of the school rules as well as the consequences of failing to abide by those rules. The discipline policy is reviewed as each year begins. Positive reinforcement is offered to reward acceptable behavior. If a child chooses inappropriate behavior, he/she also chooses to accept the consequences.

A violation of any rule may result in disciplinary action, including detention, suspension or expulsion from the school, and referral to local law enforcement agencies. This code of conduct applies to behavior on school grounds as well as off-site school related activities. Students' conduct outside school hours and school property which directly relates to and affects this conduct of the school, its discipline, training, and efficiency, is within the control of the teachers and school administration to such an extent that they may discipline children for such misconduct.

Any action judged by a staff member to involve misconduct and not specifically mentioned in other sections of this policy may result in disciplinary action.

Basic School Rule – be respectful, kind, safe, courteous, honest, and ready to learn

The following addresses specifically what student behavior is expected as well as those actions which may result in disciplinary action. The purpose and intent of this handbook is to provide guidance to students and their parents of the expectations placed on all members of the school community. The St. Matthew's School community works together to develop well educated students of strong moral character. To meet that mission, the guidelines contained in this handbook apply to students equally when at school, school sponsored functions, and outside of school. Students may be subject to disciplinary action for engaging in prohibited conduct at any time, whether or not the student is directly under the supervision of school authorities at the time.

St. Matthew's School Student and Parent Handbook and Code of Conduct

A. Protect the right of others to study and learn.

Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others or to intimidate others.

B. Attend school daily unless ill or legally excused.

In Wisconsin a student is required by law to attend school until graduation or the age of 18. Schools can only educate students who attend classes.

The following reasons shall qualify as excused absences:

- Evidence that the child is not in proper physical or mental condition to attend school or an education program. The school may request the parent/guardian to obtain a written statement from a physician or licensed practitioner.
- Funeral and religious services as requested by the parent/guardian
- Vacations which are prearranged through the school office. Students are required to obtain a Vacation Form (see **Appendix A**) from the office one week prior to vacations lasting 4 or more days. The student is expected to complete assignments in accordance with teacher's directions. Parents are expected to make an effort to schedule family vacations in conjunction with scheduled days off school.
- A court appearance or other legal procedure, which requires the attendance of the student.
- Medical or other professional appointments that cannot be scheduled outside of school hours. Parents/guardians are expected to make every effort to schedule such appointments during non-school hours.
- Participation in school authorized activities.
- School suspension.

All students with excused absences (not including school suspensions) will be given the opportunity to make up work missed in accordance with the following guidelines:

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.
- A minimum of two class periods for each period missed is allowed to make up assignments.
- Student's tests missed during an excused absence will be permitted to be taken at a time determined by the teacher.

Absence Procedure: Parents/guardians are asked to telephone the school informing them of any absence as soon as practical. Failure to contact the school will result in the school placing a phone call to the home/work site of the parent/guardian. Upon their return to school, students are required to present a written explanation of their absence from their parent/guardian if no prior contact has been made.

C. Be on time for classes.

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study.

St. Matthew's School Student and Parent Handbook and Code of Conduct

- D. Obey classroom rules** (this also pertains to all school and church property or school sponsored events).

Rules are designed to allow a school to meet its obligation to educate students in a safe and orderly environment where you can learn. The school cannot achieve this task if they do not have the cooperation of each of you. For example, chewing gum or eating is not allowed in the classroom, hallways, or playground without permission from your teacher or school administration.

- E. Cooperate with school staff in disciplinary cases.**

St. Matthew School depends upon the student's willingness to play a part in upholding the rules by which everyone has agreed to live.

- F. Complete all in-class and homework assignments and meet deadlines.**

It is important that you become responsible for your learning. There can be no effective education when you do not complete your work assignment. Everything that must be learned cannot be accomplished during the school day. Education is not an 8:00am-3:00pm job. You can expect to receive homework from your teachers and you are expected to complete this work.

- G. Respect public property and carefully use and return all materials and equipment.**

The parish community provides this school to support Christian student learning. It is wrong to abuse property that is created for this purpose. When this occurs, it forces the community to spend additional money in order to provide the same opportunities for those students who come after you or future students won't have the same opportunities that you have had. Students are expected to be stewards of the school and parish property/materials/equipment to the best of their ability.

- H. Keep personal space clean.**

Student desks/cubbies are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the appropriate care of their personal space.

- I. Come to class with necessary books and materials.**

It is important to come to class prepared for learning. A teacher should not have to delay starting class because you have come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work.

We ask parents to mark with proper identification all personal items a child brings to school including items of clothing. Books are to be treated with respect at all times. Drawing or writing within books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for the full replacement costs of damaged items at the discretion of school administration (this includes library books). Any materials contained in the Lost and Found at the end of each trimester will be donated or disposed of by the school.

St. Matthew's School Student and Parent Handbook and Code of Conduct

J. See that school correspondence to parents reaches home.

Education requires a partnership between the home and the school. Communication should be open, and you have the responsibility to carry messages home.

K. Be aware of specific offenses and their consequences.

It should be understood that the list of school rules in the Student Code of Conduct and its appendices does not include every possible offense and consequence. Common sense rules of conduct are expected to be followed. The following offenses are not expected to be all-inclusive.

L. Follow the School Dress Code.

Students are expected to comply with the school dress code as outlined in **Appendix B**. Responsibility for the personal appearance of students enrolled in St. Matthew School shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not affect the health or safety of students or disrupt the learning process within the classroom or school.

- Students are expected to be clean and neat
- Shoes must be worn in the school building.
- No student shall be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or illegal drugs.
- Safety or special purpose equipment must be worn when required.
- Exceptions will be made, at the administrator's discretion for special activities such as dress up or dress down days, field trips, etc.

M. No Insubordination, Defiant Behavior, or Profanity Allowed.

St. Matthew School requires students to obey school rules and respect the authority of teachers and all school personnel including volunteers and visitors to the school property while in the classroom, church, cafeteria, hallways, bathrooms, library, or playground. Students must walk in the building at all times. Proper respect must be shown to others who are using the building. This means that voices are to be kept down while in the building. Students will walk on the right hand side of the hallways and stairway (both up and down) in order to provide adequate space for others to pass.

Profane gestures, vulgar language, obscene materials or behavior will not be tolerated on school grounds or at school activities.

N. Do Not Steal.

Theft of property will not be tolerated. In addition, the school is not responsible for theft of personal items or materials.

O. Do Not Cheat.

Copying the work of others and/or providing work and/or answers for others to copy and then submitting it as one's own or obtaining test information in other dishonest ways are forbidden. This includes both parties if collusion is involved and will result in disciplinary

St. Matthew's School Student and Parent Handbook and Code of Conduct

action. Parents will be notified. No credit will be given for the assignment or test. Make-up privileges will not be allowed.

P. Follow Computer/Internet Acceptable Use Rules.

Permission to use the school's computers to access the Internet is dependent upon a student and his/her parent or guardian signing the Internet Access Consent Form found in **Appendix C** and provided by the school at the start of each school year. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution. Unacceptable uses will result in the suspension or revocation of computer/internet use and disciplinary action.

Q. Use of Electronic Equipment

St. Matthew School is a place of learning and religious formation. As the use of personal electronic devices does not promote an atmosphere conducive to academic achievement, such items should not be brought to school. In the event a student brings a cellular phone, digital camera, digital imaging device, I-pod, MP-3 player, electronic game or toy, or any other personal electronic device to school, these items should be turned in to the homeroom teacher at the beginning of the day and retrieved at day's end unless approved in advance by a teacher. Personal equipment should be labeled with the student's name. Teachers and school administration are not responsible for the loss or theft of this equipment. Any electronic equipment that is not turned in at the beginning of the day will be confiscated by school personnel, disciplinary action will occur, and a parent must retrieve the equipment at the end of the day. Administration has the right to search the confiscated device if there is reasonable suspicion that it contains evidence of rule violations.

R. Bullying, Violence, Harassment, Threatening Behavior

To reiterate the basic school rule at St. Matthew School – be respectful, kind, safe, courteous, honest, and ready to learn. Bullying behavior is contrary to our basic school rule as well as our Catholic Identity and Christian way of life. St. Matthew School has a zero tolerance policy for bullying.

Bullying type behavior includes repeated intimidation, threatening, exclusion, gossiping, perpetuating rumors, name-calling, cyber bullying, and physical violence. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Any student who participates in this type of behavior as the aggressor or as an encouraging bystander, will be reprimanded equally. Students that witness such behavior are expected to report it to a teacher or administrator immediately.

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, harassment, stress, bigoted epithets, vandalism, force or the threat of any of the above, motivated all or in part of hostility to the victim's real or perceived sex, race, color, ethnicity, religion, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at St. Matthew School.

St. Matthew's School Student and Parent Handbook and Code of Conduct

Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

A student shall not act or behave in such a way as could cause physical injury to himself or to any other person. No students shall knowingly cause another student to believe that he (the offender) will cause physical harm to the person or property of such other person. Fighting in school or at school events will not be tolerated.

Any acts of bullying will result in disciplinary action as described in the Discipline Policy section of this handbook.

St. Matthew School follows the Diocesan Sexual Harassment policy.

S. Electronic Media, Social Networking and Blogs:

Posting information or comments of a derogatory, defamatory manner on any internet based social networking site, blog, website, or via text messaging regarding the school, faculty, other student(s), or the parish may result in disciplinary action. This includes written word and video footage as well as photographs.

T. No Student Possession of Laser Pointers or Projectile Devices

St. Matthew School prohibits students from possession and usage of the above mentioned at any time on school property or at any school sponsored event either at home or away. This includes any item or object capable of being propelled (snowball, stone, stick, spitballs, rubber bands, etc.) Such incidents will be referred for disciplinary action.

U. No Tobacco, Tobacco Products, Controlled Substances, or Alcohol Abuse

St. Matthew School concerns itself with the development of the whole person. Use and/or dependency upon any tobacco product, alcohol, or drugs represent inappropriate behavior that significantly inhibits student's healthy development.

Students are strictly prohibited from using or possessing tobacco, alcohol, drugs or drug paraphernalia at any time, whether school is in session or not. For the purpose of this Code, "drugs" refers to: controlled substances, intoxicants, mood altering substances, performance enhancing drugs, a substance which is represented as a drug or intoxicant and/or drug paraphernalia unless specifically prescribed by a doctor for that child. In addition, possession or consumption of non-alcoholic beer and/or wine also violates this Code.

Any student who engages in the sale and/or distribution of alcohol or drugs will be subject to immediate expulsion from St. Matthew School.

V. No Weapons, Explosives, or Destructive Devices and Firearms

Possession of firearms is serious and is not tolerated. Instruments that can be used as weapons (i.e. guns, knives, chains, etc.) are not allowed on school premises or at any school sponsored functions. Such items will be confiscated and violators are subject to immediate expulsion. Legal violations will be referred to police authorities.

St. Matthew's School Student and Parent Handbook and Code of Conduct

The possession of facsimile weapons on school premises is also prohibited. Facsimile weapons include any replica, toy gun or knife, numb chucks, starter pistol, or other object that bears a reasonable resemblance to, or can be perceived as, an actual weapon. Toy weapons should neither be brought to school to play with nor to share at show and tell including Halloween. Students found with facsimile weapons will be disciplined accordingly.

The only exceptions to this policy involve the use of a facsimile weapon/firearm in a school-approved activity, or weapons for instructional purpose by law enforcement officials.

W. Fire Regulations shall not be ignored

No student may possess or use any pyrotechnic devices (firecrackers, sparklers, smoke bombs, etc.) or ignite a fire within a school building, school bus, church, or school property without permission of school or church personnel. All devices, including lighters and matches, may be confiscated. Students failing to follow this rule will be suspended and a parent conference will be held. Any false alarm is unlawful and will not be tolerated.

X. Search & Seizure/Reasonable Suspicion

Desks, cubbies, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students, school employees, volunteers, visitors, and parish staff. Desks, cubbies, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Discipline Policy

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals concerning matters relating to student disciplinary issues and actions.

In addition, if a student exhibits severe or repeated behavior that is deemed dangerous, unruly or disruptive, or interferes with the teacher's ability to teach effectively, as specified in this code of conduct, the student will be subject to temporary or long-term removal from class. This step occurs as one of the last interventions in the discipline process, after efforts such as verbal and visual cues; time outs; segregation from others; along with parent involvement, have been attempted. (Students will be removed immediately for suspendable/expellable offenses).

Procedures for the extended removal of a student from class:

- The teacher will contact the office and immediately advise the administrator of the need to remove a student from class.
- The student will be given the opportunity to explain the situation to the teacher or administrator.
- The parent will be notified by the teacher or administrator of the student's removal from class that same day.
- The administrator will determine the appropriate temporary or long-term educational placement of a pupil who has been removed from a class. Where necessary and appropriate, the administrator may take steps to have the student sent home.
- Within 24 hours after the removal of a student from class, the teacher will provide the administrator with a written explanation of the reasons for the removal.

Discipline Stages

1. Verbal warning:

Students will discuss the rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

2. Demerit(s) according to Appendix D.

3. Detention:

Detention outside of school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. Detention will ordinarily not exceed one hour. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Detentions will take place prior to the start of school on Monday and Thursday mornings while school is in-session. The student is not allowed to participate in any school extracurricular programs until detention is served including athletics, scouts, Destination Imagination, etc. Three demerits equal a detention.

4. Conference (student, parent(s), administrator, and homeroom teacher)

Two Detentions will result in a Conference. Depending on the behavior of a child,

St. Matthew's School Student and Parent Handbook and Code of Conduct

conferences may be held as needed at the discretion of the teacher and administrator.

5. In-School Suspension:

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or class work. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension.

6. Out-of-School Suspension:

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the administrator. Suspensions may be recommended by teachers, but may be implemented only by the administrator after conference with teacher(s).

Suspension is a short term dismissal of a student from the school:

- a. In response to an action of a very serious nature
- b. After other remedial measures have been employed without success

The school must advise the student and the parents/guardians prior to the student being sent home of the reason for the suspension. The administrator must determine that the suspension is reasonable and justified. The student and parents must be afforded an opportunity for a conference with the administrator within five (5) school days following the beginning of the suspension.

The student and parents/guardians must be given notice of the charges; that is, what the student is accused of doing. The student is entitled to know the basis for the accusation, and be given an explanation of the evidence that the school administrator possesses. The student must be given an opportunity to present his/her side of the story before the suspension.

The St. Matthew pastor and the voting members of Site-Advisory Council, responsible for handling appeals, must be informed in confidence of any suspension, including an explanation of charges.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school related activity including all extra-curricular activities. Students will complete a packet of work and must make up all missed class work, homework, tests and quizzes. The student will have the opportunity to receive average or below-average grade for missed work that is completed and turned in upon the first day of their return to school.

After a suspension and prior to the student returning to school the student may be placed on Probation with a Behavior Contract which is a period of trial set for a limited time

St. Matthew's School Student and Parent Handbook and Code of Conduct

during which a student must demonstrate good behavior and willingness to cooperate with St. Matthew School's Code of Conduct or the student faces expulsion.

7. Expulsion

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- a. Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- b. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
- c. Prolonged and open disregard for school authority;
- d. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the Pastor and the Site-Advisory Council president of the suspension with the possibility for expulsion.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation shall include written communication between the school and family. In the case of serious circumstances, as described in "a" or "b" above, the student shall be immediately suspended until the process can be completed.

Following the decision made by the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the voting members of the Site-Advisory Council within five (5) school days of the expulsion. The request for appeal must be in writing.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing according to Diocesan policy shall be set as soon as practical. The voting members of the Site-Advisory Council shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reasons for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks whatever questions are necessary to their understanding of the facts and circumstances. Cross-examination is allowed.

Decision process: when the hearing panel decides it has enough information to judge the appeal, the panel will go into executive session. The student and parent/guardian and the

St. Matthew's School Student and Parent Handbook and Code of Conduct

administrator will be informed of the panel's decision in writing.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate the reason for transfer was expulsion. Expulsion must be reported to the local public school district administration.

8. Police Referral and Services

Acts which are illegal under local and state statutes will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident. Parents will be notified when a referral is made to the police.

**APPENDIX B
ST. MATTHEW SCHOOL DRESS CODE**

The school Administrator reserves the right to restrict the dress code policy for a particular student who fails repeatedly to follow the dress code guidelines.

School approved colors that may be worn for shirts are either white or hunter green; pants/Capri/shorts/skirts are navy blue. Jumpers can be in the Blackwatch plaid or navy blue.

Failure to follow the Dress Code will result in disciplinary action as set forth in Appendix D – Demerits and Magic Card. Written communication will be sent home when dress code violations occur. The purpose of the written communication is to help parents understand changes which will need to happen with their child's uniform.

Jumper/Skirts: Girls K-5 may wear the Blackwatch plaid jumper. Girls K-8 may wear split skirts in navy blue. Jumpers and skirts can be ***NO shorter*** than 2 inches above the knee (where tip of fingers fall on the leg). Rolling of skirts is a violation of the Dress Code policy and will not be tolerated during the school day. (***No pants of any kind may be worn under skirts except during recess***).

Pants/Capri Pants: Girls and boys may wear navy blue dress pants. Pants must fit the student's size, not baggy or too tight. Material needs to be cotton, polyester or corduroy. Capri navy blue pants can be worn by girls, if the hem falls between the knee and ankle. Rolling-up of pant legs is not permitted. ***NO: cargo pants, carpenter pants, zip pants, stretch pants, leggings, nylon pants, stirrup pants or pants with stripes on the side.***

Shorts: Weather permitting, walking shorts (navy blue) may be worn from the 1st day of classes until October 31 and then again starting April 1st. Walking shorts are more than halfway down the thigh for girls and often a few inches above or below the knee for boys. ***NO short shorts or cargo shorts.***

Shirts: Shirts must fit to the student's size, not tight fitting, form-fitting, see-through or oversized. Shirts must have a collar. Oxford and polo style, in long or short sleeved are permitted. Solid colors of white or hunter green only. No stitching or embroidery is allowed on collars. Full turtlenecks in either white or hunter green may also be worn. If a long sleeved shirt is worn under a collared shirt it must be either white or hunter green. Shirts must be tucked in for Mass and at the discretion of the Administrator for special events. If a T-shirt or undergarment is worn under the designated shirt, it must be tucked in and must be white (void of any writing). ***NO Logos (including the spirit shirt logo) or lettering except the St. Matthew Official Monogram (blocked lettering of "St. Matthew School"). NO brand name logos even like-colored or small embroidered are allowed on the outside of the shirt.***

Sweaters: Plain navy blue or white may be worn. Vests are also permitted in navy blue.

APPENDIX B
ST. MATTHEW SCHOOL DRESS CODE (continued)

School Sweatshirts: Grey or navy blue school sweatshirt with St. Matthew Official Monogram (*does not include the Spirit logo*) may be worn, but must have a collared shirt underneath. School monogrammed sweatshirts can be purchased through the school usually in the fall. *Hooded sweatshirts are not permitted.*

Socks: White or navy blue with no patterns or decorations of any kind. White or navy blue tights may be worn.

Shoes: Tennis shoes of non-distracting colors and leather shoes may be worn. Sandals, which are closed toe and have backs, may be worn but must be worn with socks. All shoes must be tied. *NO: clogs, open toe shoes/sandals, open backed shoes including crocs, flip-flops or soft-sole moccasins and boots of all styles.*

Gym Clothes: Students in grades 5-8 change into shorts or pants and an appropriate shirt for gym class. Please label their clothing. *NO: short shorts, snap-open pants, tight tops or inappropriate logos/pictures/words on the shirts.*

Additional Information: Undergarments may not be visible or coming out of the child's uniform. This includes but not limited to boxer shorts, t-shirts, and camis.

Dress Down Days

A Dress Down Day is decided and announced in advance by the school Administrator. The following rules apply.

- All clothes must be neat and clean. *NO inappropriate wording/picture, holes or frayed clothing (including manufactured holes).*
- Clothing is to fit the student's size. No baggy or tight fitting clothes.
- Jeans, cargo, carpenter, khakis and Capri pants are okay. *NO: pajama pants, yoga pants, sweatpants, nylon/track pants, leggings, stirrups or non-dress knit pant.*
- Skirts or dresses can be *NO shorter* than **2** inches above the knee (where tip of fingers fall on the leg).
- Shorts, weather permitting and if during the designated time period, need to be more than halfway down the thigh for girls and either a few inches above or below the knee for boys. *NO short shorts or cargo shorts.*
- Shirts must have sleeves. Belly button (navels) must be covered. Shirt must fit student's size, not baggy or tight. *NO muscle shirts, tank tops, spaghetti straps or midriffs.*
- Shoes must follow the school's dress code policy. See above for details.

Spirit Shirt Day/St. Matthew Athletic Wear

A Spirit Day is decided and announced in advance by the school Administrator. The following rules apply. On designated Spirit Day, the *ONLY change* from the school uniform will be the replacement of a uniform shirt with a Spirit Shirt or St. Matthew Athletic wear shirt. The remainder of the school dress code policy applies. See above for details.

APPENDIX B
ST. MATTHEW SCHOOL DRESS CODE (continued)

Football Fridays

A Football Friday is typically a Packer home game and is decided and announced in advance by the school Administrator. The following rules apply. On designated Football Fridays, the student is allowed to wear a football shirt that supports their favorite team. This can include professional teams, college teams, school team or extracurricular teams. Uniform bottoms (pants/Capri, shorts or skirt/jumpers) must be worn if there is a scheduled Mass. If **NO** Mass is scheduled or if a Packer home game falls on a Thursday or Monday night jeans are permitted but may not be frayed or have holes in them. Weather permitting, shorts may be worn but must follow the dress code rules. The remainder of the school dress code policy applies. See above for details.

Dress Up Days

A Dress Up Day is decided and announced in advance by the school Administrator. The following rules apply.

- No jeans
- Dress Code rules apply to all clothing worn

Dress Up Day allows students to wear clothing that otherwise is not allowed. It will also help teach and prepare students for what is appropriate to wear for daily activities (going out to dinner, job interviews, school pictures etc.)

Grooming

All students' hairstyles must be kept neat and clean. Extreme hairstyles are not permitted. Hair color must be of a natural color (no pink, purple, neon green, etc.) Boys must be clean shaven. Sideburns cannot extend below the bottom of the ear. Face piercing of any kind, other than ear piercing, is not permitted for either boys or girls.

APPENDIX C
ST. MATTHEW SCHOOL STUDENT INTERNET/ON-LINE AGREEMENT

St. Matthew School now has the capability of using the Internet, e-mail and other on-line services. The Internet consists of computers from all over the world which are linked together to provide an incredibly rich set of resources. Along with this access to computers and people comes the potential availability of material that may not be appropriate in a school setting. To a large extent, this material is limited to specialized sites which users must search out consciously and purposefully. However, the Internet is a fluid environment in which information is constantly changing. Therefore, it is impossible to predict exactly what information students might locate.

WE ARE TAKING PRECAUTIONS TO RESTRICT ACCESS TO CONTROVERSIAL MATERIALS BY:

Requiring a user agreement and parent permission form to allow student Internet access.
Maintaining careful direction and supervision of students.
Enforcing the rules for usage.

- Bess Filtering Software – does not allow the user to enter an inappropriate site

Students using St. Matthew School's facilities to access the Internet and/or other on-line services must abide by the rules on the back of this page. Persons violating the rules will be subject to school discipline, up to and including expulsion. Students may be denied future Internet or on-line access and will be reported to the police or proper authority if their use is in violation of the law.

St. Matthew School wants to introduce your child to the tools he/she will need in the information age. We must teach our students to be responsible users of information and your child's participation in the Internet and/or other on-line use promotes this goal.

THIS ENTIRE SIGNED FORM MUST BE RETURNED TO THE SCHOOL OFFICE BEFORE THEY WILL BE ALLOWED TO USE THE INTERNET AND/OR OTHER ON-LINE SERVICES. PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD. THIS FORM WILL BE IN EFFECT AS LONG AS YOUR CHILD ATTENDS ST. MATTHEW SCHOOL. THE COMPUTER TEACHER WILL REVIEW THE RULES EACH SCHOOL YEAR.

- 1) Students' access to St. Matthew School electronic networks and resources are a privilege, not a right. The privilege may be revoked at any time for use not consistent with the educational goals of the school.
- 2) Faculty and supervisors will determine what constitutes inappropriate use of telecommunication systems and their decision is final.
- 3) St. Matthew School reserves the right to log all telecommunication use and to monitor filespace utilization.
- 4) Acts of vandalism will result in cancellation of telecommunication privileges. Vandalism is defined as any attempt to harm or destroy data of another user or the school networks. This includes, but is not limited to, the uploading of computer viruses, password violations, and abuse of hardware or software.

APPENDIX C (continued)
ST. MATTHEW SCHOOL STUDENT INTERNET AGREEMENT

The Internet is an information resource and is to be used properly and responsibly by all students. Students must read and sign the following to be eligible to use the Internet.

I, as a student of St. Matthew School agree to the following:

- 1) I will use the Internet for research and information related to school.
- 2) Any research that I do on the Internet, will be monitored by a teacher, librarian or other adult in charge.
- 3) I will not access areas that contain adult, obscene, or other inappropriate materials.
- 4) I will NEVER send personal information over the Internet such as names, addresses, or phone numbers.
- 5) I will not download files to school computers as this could lead to the possibility of viruses which could damage or destroy school property.
- 6) I will not send or retrieve copyrighted material over the Internet as this is a violation of the law.
- 7) I will report any abuses of the Internet or computers to school staff.
- 8) In order to prevent the transfer of viruses, my school disk will remain at school. My home disk will remain at home and information on my home disk will be printed at home.
- 9) I shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- 10) I will not alter any settings and/or data on the hard drive and/or floppy drives of school computers.

I understand that by signing below, I agree to the above conditions. I also understand that if I violate any of these conditions, that I may expect temporary or permanent loss of access to the Internet and a conference between myself, parents and Principal will be held.

Student's Name _____ Grade _____

Student's Signature _____

Parent Signature _____ Date _____

**APPENDIX D
DEMERITS AND MAGIC CARD**

Each student will receive a MAGIC Card at the start of each trimester. This card is to be with the student at all times during the school day. The card will have twelve spaces where violations of rules will be written and demerits given based upon the incident. Some violations will result in more than one demerit due to the severity. Three demerits will result in a detention. A new MAGIC Card will be given at the start of each trimester and previous demerits not equal to a detention will be erased except for those which occurred in the last month of the trimester.

Although, as a general rule, demerits will not carry from one trimester to another, detentions will accumulate throughout the year. After two detentions, a conference will be held that will involve the student, the parent(s), the administrator, and the homeroom teacher. A third detention will result in either an in-school suspension or out-of-school suspension.

The severity of an offense by a student may result in suspension or expulsion without following the demerit system. Circumstances will be considered when determining disciplinary actions.

The specific types of conduct listed that may subject a student to disciplinary action are not an exclusive list of all conduct that may necessitate discipline. Likewise, school administration may, in its discretion, impose greater discipline than described when circumstances justify.

Demerits/Notices (demerits will double during specials², with subs, or at off-site events)

One Demerit

- Disruptive behavior
- Not following directions of the teacher
- Failure to come prepared for class
- Dress code violation
- Tardy/late for class
- Chewing gum/eating
- Not following classroom rules
- Hall conduct/unacceptable behavior in the cafeteria, hallways, bathrooms, library, or playground
- Inappropriate language/materials (may be 2 depending on severity)
- Not having a demerit sheet signed
- Not bringing communications home to parents
- Violation of electronic equipment policy
- Disregard of personal space/failure to keep areas clean including hallways, desks, and classrooms

² Specials are any courses not generally taught by the homeroom teacher (e.g. Art, Library, Music, Gym, Computer, Spanish, Band)

**APPENDIX D
DEMERITS AND MAGIC CARD (continued)**


Two Demerits

- Repeated behavior from a previous demerit
- Obscene language, materials, gestures, or behavior
- Copying another student's work (includes both parties if collusion is involved). (this may also result in a failing grade for the assignment)
- Bullying (repetitive pattern behavior)
- Disrespect toward a student in word or action or as an encouraging bystander
- Inappropriate behavior in church
- Dishonesty
- Inappropriate use of school computers
- Use of laser pointers and projectile devices including snowballs, spitballs, rubber bands, etc.

Three Demerits (automatic detention)

- Destruction of school property (requires restitution)
- Destruction of another student's property (requires restitution)
- Stealing (requires restitution)
- Cheating or helping someone to cheat (this will result in a zero)
- Disrespect toward an adult in word or action
- Physical violence, hostile behavior, harassment, or extreme bullying
- Violation of off-campus conduct code and use of blogs
- Cyber-bullying
- Leaving school grounds during the school day unexcused
- Sexual harassment
- Failure to appear at scheduled detention time.

An example of the MAGIC Card is below:

Demerit 1	Demerit 2	Demerit 3
Demerit 4	Demerit 5	Demerit 6
 St. Matthew School Magic Card		
Demerit 7	Demerit 8	Demerit 9
Demerit 10	Demerit 11	Demerit 12

APPENDIX E

STUDENT-ATHLETE RESPONSIBILITIES / CONTRACT

It is a privilege to participate in athletics; it is a privilege to represent a parish. Eligibility will depend on academic effort, attitude, and conduct, both in school and at school functions.

The responsibilities for all St. Matthew students participating in athletics are as follows:

1. To represent St. Matthew Parish by displaying good sportsmanship/teamwork and a Christian attitude at all times.
2. To maintain class studies to my academic level. This includes consistently completing classroom requirements and assignments.
3. When there is a conflict with my religious education, it is expected that I will attend religious education.
4. To show good attitude toward, and observe all school regulations.
5. To respect the school facilities, property, and athletic equipment.
6. To be responsible for my uniform. If damaged or lost, I, the student athlete, must pay the cost of repairing or replacing the uniform.
7. To pay any fee associated with the activity/sport prior to participating.
8. To let the coach know if I am unable to attend a practice or a game. .
9. To understand that if a game or practice is scheduled on a school day and I, the student athlete, am absent from school the second half of the day, I will not be able to participate in that evening's athletics. Exceptions will be considered for doctor, dentist or any emergency appointments.
10. To abide by the rules and instructions of the coaches and other supervising adults.
11. To respect the decisions of the referees.
12. To show respect for teammates, coaches, or other athletes by not using abusive language or obscene gestures.
13. To understand that the use of tobacco, alcohol, or drugs anywhere or anytime will not be tolerated.
14. To understand that participating in St. Matthew Parish athletics is a privilege and that I may lose this privilege by violating any of the rules listed above.
15. To sign the St. Matthew Parish Student Athlete Contract.

ST. MATTHEW STUDENT-ATHLETE CONTRACT

By signing this form I, _____ certify that I request to participate in the athletic program of St. Matthew Parish. I have read the above Student Responsibilities and agree to follow them. I also accept that my student athlete playing privileges may be revoked by violating these responsibilities.

Student-Athlete Signature: _____ Date: _____

APPENDIX E (continued)
PARENT RESPONSIBILITIES / CONTRACT

RESPONSIBILITIES OF ALL PARENTS OF ST. MATTHEW STUDENT-ATHLETES:

1. To be a positive fan of the team.
2. To discuss with the student-athlete his or her responsibilities.
3. To treat the coaches, referees, and opponents with respect and courtesy.
4. To discuss any complaints with the coach and attempt to resolve them at that level before bringing them to a higher level.
5. To ensure that athletes do not arrive more than 10 minutes before the start of practice and that athletes are picked up immediately after completion of practice.
6. To provide transportation to and from games.
7. To supervise any guests attending athletic games and/or practices.
8. To have their own insurance to cover the athlete.
9. To attend any mandatory parent meetings that a coach may call. If they cannot attend, it is their responsibility to contact the coach to obtain information presented at the meeting.
10. To take great care in not over extending student athletes. Understand that if your child is participating in St. Matthew Parish athletics, the St. Matthew Parish team has higher priority than activities of the non-school team.
11. To be positive role models for our student athletes and abide by the philosophy of St. Matthew Parish Athletics which promotes good sportsmanship, teamwork, dignity and accomplishment. Parent failure in creating a positive environment (ie name calling, profanity) for our student athletes will result in their child or children receiving a one game suspension for first offense, three game suspension for second offense and removal from the team for any offenses thereafter.
12. If notified by a teacher that the student athlete is failing to maintain their class studies to their academic level, or failing to complete classroom requirements and assignments; the parent's responsibility is to give the child a two week probationary period to improve their academic level. If improvement is determined during the two week probationary period, the student athlete may continue participating in practices and games. If a lack of improvement is shown, parents will voluntarily suspend their child from practices and games for a period of time determined by the teacher accessing that student's achievement.
13. To notify the coach if their child is unable to attend a practice or game.
14. To sign the St. Matthew Parish Student Athlete Parent's Contract.

ST. MATTHEW PARISH STUDENT ATHLETES PARENT'S CONTRACT

By signing this form I (we), _____ certify and give permission for _____ to participate in the athletic program of St. Matthew Parish. I (we) have read and discussed the policies given above with my child and I (we) release the coach, Athletic Director, and other teammates from all liability and waive any claims against them.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

APPENDIX F (continued)

CHILD'S NAME

Birth date

Grade

Unusual Health Conditions (Allergies, Medications, etc.)

Throughout the school year an early dismissal is a possibility due to weather. Please discuss with your child/children where they are to go.

Please fill out the information below and check the appropriate line for the school office.

Dismiss my child at the announced time. He/she will walk home as usual. _____

I will pick up my child at the announced early dismissal _____
(Parent's name)

_____ will pick up my child at the announced early dismissal.
(Friend's name)

Other _____

Please provide additional information in regard to child(ren)'s health or medical problems below. If we cannot reach the emergency number or your family doctor, does the school have permission to take your student to the nearest hospital or doctor for medical treatment? Yes _____ No _____

Comments _____

Date _____

Signature of Parent or Guardian

This applies to ALL students listed above

