

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

Updated and Approved by SAC August 2011

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

***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.

***School Contact Information:***

School phone:	432-5223
School Fax:	432-5139
School e-mail:	<u><a href="mailto:stmatthews1@new.rr.com">stmatthews1@new.rr.com</a></u>

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## **Student and Parent<sup>1</sup> Handbook**

### **Absent/Tardy**

**If your child will be absent or tardy, the school should be notified with a phone call (432-5223) 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 must be notified. Parents, students, and teachers must sign a Vacation Form at least one week prior to the vacation. The Vacation Forms are provided from the school office.

### **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.
- 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 must leave the school in a timely manner. All students that remain on school property after dismissal must be supervised. No staff supervision is provided for students after school. If a student will not be 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.

### **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.

### **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.

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<sup>1</sup> Throughout the handbook, 'Parent' refers to both parent and legal guardian

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

### **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
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

### **Discrimination Policy**

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

### **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.**

### **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.

### **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.

### **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.

### **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.

### **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 (see school office) will be called. Please keep this information updated. All attempts will be made to contact someone who can pick up the child. The child will remain in the office until a parent or guardian arrives.

### **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.

### **Lost and Found**

Any materials remaining in the Lost and Found for more than 2 weeks will be donated or disposed of by the school.

### **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.

### **Parent Concerns**

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 please:

1. Speak with the teacher concerned.
2. Speak with the Administrator if the issue could not be satisfactorily resolved directly with the teacher.
3. If not satisfied with the above consultation, parents may appeal to the Site-Advisory Council.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held for all students at the end of the first and second marking periods. The Second conference is optional at the request of either the teacher or parents. 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.

### **Parking**

- Vehicles bringing or picking up students should not enter the playground area reserved for students and marked by the orange cones. Parking rules are in effect before, after, and during school hours.
- **For the safety of all students, parents are asked to refrain from using their cell phones while driving in the St. Matthew parking lot.**

### **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](mailto:stmatthews1@new.rr.com)

School website: [www.stmattsgb.org](http://www.stmattsgb.org)

### **Physical Education Program**

All students in grade Pre-K through 8 must wear non-marking tennis shoes for physical education classes that take place both indoors and outdoors. Students should have a pair of gym shoes that can be left at school for indoor use.

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 A**) for appropriate attire.

### **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.

### **Site-Advisory Council**

The Site Advisory Council (SAC) was created in June 2009 by combining Home/School and School Board. Similar Councils exist at all GRACE schools. Budget, marketing, and some policy responsibilities have transferred from the school sites to GRACE in 2010-2011. SAC provides continuity with the changes. The SAC provides formal structure for parents to work with each other and the Administrator to enhance the students' educational experience.

2011 – 2012 SAC members:

<b>Member</b>	<b>Position</b>	<b>Email</b>	<b>phone</b>
Mike Van Handel	chair	kmvanhandel@netzero.net	C 619-4058 H 430-1378
Callie Lacy	vice chair	Callie.Lacy@rasmussen.edu	C 713-4352 H 632-4076
Pat O'Connell	treasurer	Patoc@tds.net	C 360-0965 H 339-9598
George Wiesner	secretary	grwiesner@integrysgroup.com	H 339-9746 W 433-2648 C 639-4959
Amy Rader	Catholic Identity	amyrader7@gmail.com	C 737-8078 H 339-8078
Joey Rickards	Fundraising	worldsportsoccer@aol.com	C 619-4101 H 336-8898
Todd Ericksrud	Student Enrichment	Ericksrudt@Schneider.com	C 737-5624
Janet Bonkowski	Community Enrichment	jbonkowski@new.rr.com	H 430-1323
Maria Milano	Recognition	maria@parallel44.com	H 435-8649 C 362-1550
Bob Hornacek	Communication	rj4boys@yahoo.com robert.hornacek@wluk.com	H 431-0380 C 619-5831
Steve Nimmer	Athletics	steve@wisconsincollegeplanning.com	C 819-0789 H 438-3952

### **Student Athletes**

At the beginning of the school year, each student athlete is given specific guidelines regarding sports. The guidelines for **both students and parents** are outlined in the St. Matthew Athletic Code (**Appendix D**). Parents and students are required to attend a fall meeting addressing these guidelines.

## **Student, Parent, and School Expectations**

### **Introduction**

St. Matthew School works to display MAGIC - Model All Goodness In Christ - in all ways. 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.

### **What Students can expect from St. Matthew School:**

1. You will be taught by competent, well-prepared teachers. Administrators will be accessible to respond to your 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, sexual orientation 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 Parents can expect from St. Matthew School:**

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 St. Matthew School can expect from Parents:**

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, SAC, or GRACE should be contacted.

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.

1. Make every effort to provide for the physical needs of your 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 and support our academic and behavioral expectations for your child. 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 a partner with school personnel in the appropriate education of your child.
9. Attend parent meetings/conferences as requested.
10. Be cooperative and committed to school goals.
11. Separate personal desires from what is in the best interest of the school community.
12. Be respectful and self-disciplined. Treat one another honestly and politely, respecting the diversity of persons and opinions within our community
13. Seek peaceful resolutions of disputes.

**What St. Matthew School can expect from Students:**

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 St. Matthew Student Code of Conduct as well as all classroom codes 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.

## **Student Code of Conduct**

The purpose and intent of this Code of Conduct is to provide guidance to students and their parents of the expectations placed on all members of the school community. The St. Matthew School community works together to develop well educated students of strong moral character.

An atmosphere of good order and discipline is essential to quality education. 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.

*Be respectful, kind, safe, courteous, honest, and ready to learn*

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.

The discipline policy is reviewed with the students at the beginning of each school year. Positive reinforcement is offered to reward acceptable behavior. If a child chooses inappropriate behavior, he/she also chooses to accept the consequences.

The following items address specifically what student behavior is expected as well as those actions which may result in disciplinary action - including Advisory Conference Time (ACT), suspension or expulsion from the school, and referral to local law enforcement agencies.

It is 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 list is not expected to be all-inclusive.

### **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.

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**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 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 (432-5223) 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.

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

Rules may vary by classroom but will adhere to the spirit of those outlined in this Student Code of Conduct. Individual classroom rules will be posted and/or communicated by each teacher. Classroom rules can also be found on the St. Matthew School website.

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

St. Matthew School depends upon the students' and parents' 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.

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).

**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.

**J. See that school correspondence to parents reaches home.**

Students have the responsibility to carry messages home. The Brown Envelopes and other school communications will be sent home with the youngest member of each family.

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**K. Follow the School Dress Code.**

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

Dress Code exceptions may be made, at the administrator's discretion, for special activities such as dress up or dress down days, field trips, etc.

**L. 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.

**M. Do Not Steal.**

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

**N. 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 all students involved – whether a student was cheating or was helping another student to cheat - and will result in disciplinary action. Parents will be notified. No credit will be given for the assignment or test. Make-up privileges will not be allowed.

**O. 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 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.

**P. 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, Nook, Kindle, electronic game or toy, or any other personal electronic device to school, these items should be turned in to the office 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.

**Q. Bullying, Violence, Harassment, Threatening Behavior**

St. Matthew School has a zero tolerance policy for bullying. Bullying behavior is contrary to our basic school rule as well as our Catholic Identity and Christian way of life.

Bullying type behavior includes, but is not limited to, repeated:

- intimidation
- threatening
- exclusion
- gossiping
- perpetuating rumors
- name-calling
- cyber bullying
- physical violence

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 race, color, ethnicity, religion, sexual orientation, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at St. Matthew School. St. Matthew School follows the Diocesan Sexual Harassment policy.

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 Advisory Conference Time (ACT), suspension, and/or expulsion.

- Any acts of bullying or harassment will result in disciplinary action as described in the Discipline Policy section of this handbook.
- Any student who participates in this type of behavior as an encouraging bystander, will also face disciplinary action.
- Students that witness such behavior are expected to report it to a teacher or administrator immediately.
- Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

**R. 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.

**S. 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.

**T. 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, but is not limited 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.

**U. 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. Violations will be referred to police authorities.

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.

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**V. Fire Regulations**

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, will be confiscated. Students failing to follow this rule will be suspended and a parent conference will be held. Any false alarm – including false fire alarms - is unlawful and will not be tolerated.

**W. 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. Families are expected to honor and support the privacy and confidentiality of all individuals concerning matters relating to student disciplinary issues and actions.

**This policy is intended as a guideline to provide a consistent approach to discipline. It is understood, however, that school staff and administration often have information that is not available to the general school community. The administration has the discretion to act in the best interest of a student and the student body as circumstances justify.**

*“What’s fair is not always equal – it’s giving what each student needs to succeed”*

### **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. Merits and Merit Card [Middle School only]:**

Please see Appendix B.

**3. K-4 Discipline Policy [K - 4 only]:**

Please see Appendix C.

**4. Advisory Conference Time (ACT) [student, teacher]:**

ACT (‘detention’) outside of school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. ACT will ordinarily not exceed one hour. ACT takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. ACTs will take place at the teacher’s discretion. The student is not allowed to participate in any school extracurricular programs until ACT is served including athletics, scouts, Destination Imagination, etc. Three lost Merits equal an ACT.

**5. Parent Discipline Meeting [student, parent(s), administrator, and homeroom teacher]**

Two ACTs will result in a Parent Discipline Meeting. Depending on the behavior of a child, meetings may also be held as needed at the discretion of the teacher and administrator.

**6. Removal from class:**

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, parent involvement have been attempted. Students will be removed immediately for behavior warranting suspension or expulsion.

Procedures for the extended removal of a student from class:

- If, in a teacher's discretion, it becomes necessary to remove a student from the 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 and 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 student 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.

**7. 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.

**8. 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

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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 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.

### **9. 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,

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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 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.

### **10. 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 A: 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.

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

### **----- Standard Dress Code -----**

#### **Jumper/Skirts:**

- Girls K-5 may wear Blackwatch or navy blue jumpers.
- Girls K-8 may wear split Blackwatch or navy blue skirts.
- 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:**

- 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 1<sup>st</sup> day of classes until October 31 and then again starting April 1<sup>st</sup>.
- Walking shorts are more than halfway down the thigh for girls.
- Walking shorts are a few inches above or below the knee for boys.
- NO short shorts or cargo shorts.

#### **Sweaters:**

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

**Appendix A: St. Matthew School Dress Code**  
(continued)

**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 T-shirt (long or short sleeved) or undergarment is worn under the designated shirt, it must be tucked in. It must be white or hunter green and void of any writing.
- NO logo or lettering except the St. Matthew Monogram is allowed.
- NO brand name logo - even like-colored or small embroidered logo - is allowed on the outside of the shirt.

**School Sweatshirts:**

- Grey or navy blue school sweatshirt with St. Matthew Official Monogram 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:**

- Socks must be worn
- White, black, or navy blue with no patterns or decorations of any kind.
- White or navy blue tights may be worn.

**Shoes:**

- Shoes must be worn in the school building.
- Leather shoes and non-flashing tennis 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, wheelies or soft-sole moccasins/boots of any style are allowed.

**Appendix A: St. Matthew School Dress Code**  
(continued)

**Gym Clothes:**

- Students in grades 5-8 must change into shorts or pants and an appropriate shirt for gym class.
- Please label clothing.
- NO short shorts, snap-open pants, tight tops or inappropriate logos/pictures/words are allowed.
- A pair of non-marking tennis shoes should be left at school for indoor gym use.

**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.
- 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 (e.g. science class, art class) must be worn when required.

**----- Dress Down Days -----**

A Dress Down Day will be 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. Excessively baggy or excessively tight-fitting clothes are not acceptable.
- Skirts or dresses can be NO shorter than 2 inches above the knee (where tip of fingers fall on the leg).
- Jeans, cargo, carpenter, khakis and Capri pants are acceptable. Excessively baggy or excessively tight-fitting pants are not acceptable. NO pajama pants, yoga pants, sweatpants, nylon/track pants, leggings, stirrups or non-dress knit pants. Exception: leggings or stirrups are acceptable when worn under skirts or dresses. In this case skirts or dresses must be mid-thigh or longer.
- Shorts, weather permitting and if during the designated time period (through October 31<sup>st</sup> and starting again April 1<sup>st</sup>), need to be more than halfway down the thigh for girls and either a few inches above or below the knee for boys. Cargo shorts and athletic shorts are permitted but must follow the same length guidelines. NO short shorts.
- Shirts must have sleeves. Belly button and midribs must be covered. Shirt must fit student's size. Excessively baggy or excessively tight-fitting shirts are not acceptable. NO muscle shirts, tank tops, spaghetti straps or midribs.
- Shoes must follow the school's dress code policy. See above for details.

**Appendix A: St. Matthew School Dress Code**  
(continued)

----- **Spirit Shirt / St. Matthew Athletic Wear Days** -----

A Spirit Day will be 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 Standard Dress Code applies.

----- **Football Fridays** -----

A Football Friday is typically a Packer home game and will be decided and announced in advance by the school Administrator. The following rules apply:

- On designated Football Fridays (or other weekday designated by the administrator), 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 skirts/jumpers) must be worn if there is a scheduled Mass.
- If **NO** Mass is scheduled, Dress Down Day rules apply.

----- **Dress Up Days** -----

A Dress Up Day will be 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 B: Merits and Merit Card** [Middle School only]

Each student will receive a Merit 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 Merits taken away based upon the incident. Some violations will result in the loss of more than one Merit due to the severity. Three lost Merits will result in an Advisory Conference Time (ACT) as defined in the 'Discipline Policy' section above. A new Merit Card will be given at the start of each trimester and previous Merits not equal to an ACT will be erased except for those which occurred in the last month of the trimester.

Although, as a general rule, Merits will not carry from one trimester to another, ACTs will accumulate throughout the year. After two ACTs, a conference will be held that will involve the student, the parent(s), the administrator, and the homeroom teacher. A third ACT 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 Merit 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.

### **Merits/Notices (Merits will double during specials<sup>2</sup>, with subs, or at off-site events)**

#### **One Merit**

- 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 Merit 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

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

**Appendix B: Merits and Merit Card**  
(continued)

**Two Merits**

- Repeated behavior from a previous lost Merit
- 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 Merits (automatic ACT)**

- 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 ACT time.

## **Appendix C: K-4 Discipline Policy**

Green:



The student is:

- ❖ on task
- ❖ showing responsibility
- ❖ being a good citizen

[All students begin each school day back on “green”.]

Yellow:



The student is:

- ❖ using “put-downs” (teasing and name calling)
- ❖ disturbing class (not being an active listener, blurting out, being off task, and disrupting others)
- ❖ disrespectful of people and/or property
- ❖ not being cooperative

[Once a student receives two “yellows” in one day, s/he moves to “red”.]

Red:



The student is:

- ❖ physically harming another person
- ❖ using inappropriate words
- ❖ causing damage to school or others' property
- ❖ cheating
- ❖ disrespectful of people and/or property

*This discipline policy is in effect for 100% of students K-4 at the beginning of the school year. Modifications may be made as deemed necessary per individual student.*

## **Appendix D: Athletic Code**

It is a privilege to participate in athletics; it is a privilege to represent a school and 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.

**Appendix D: Athletic Code**  
(continued)

**Responsibilities of all PARENTS of St. Matthew student-athletes are as follows:**

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.