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# St. Matthew School

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## FACULTY AND STAFF

Father John Dietrich ..... Pastor  
Mrs. Helen Treacy ..... Principal  
Mrs. Felicia Licki ..... Teacher, Pre-Kindergarten 3  
Mrs. Christina Brown ..... Teacher, Pre-Kindergarten 4  
Mrs. Mary Tita..... Teacher, Kindergarten  
Miss Anne Steck..... Teacher, Grade 1  
Mr. Thomas Albanese..... Teacher, Grade 2  
Mrs. Deborah Dombroski.....Teacher, Grade 3  
Mrs. Mary Grimshaw.....Teacher, Grade 4  
Ms. Jennifer Bernaiche..... Teacher, Grade 5, Honors Math  
Mr. Patrick Douglas.....Teacher, Grade 5, Language Arts  
Mrs. Mary Ellen Schigas.....Teacher, Grade 6, Religion/Math  
Mrs. Palma Salcito..... Teacher, Grade 7, ELA/Language Arts  
Mrs. Danielle Persichetti..... Teacher, Grade 8, Science/Social Studies  
Mrs. Wanakee Jeanty.....Physical Education/Library  
Mr. Robert Sirois ..... Music Teacher  
Mrs. Martina Esnard.....Teacher Aide, Kindergarten  
Mrs. Lisa O'Donnell.....Teacher Aide, Kindergarten  
Mrs. Patricia Boucher.....Teacher Aide, Pre-Kindergarten 3  
Mrs. Patricia Lasky.....Teacher Aide, Pre- Kindergarten 4  
Mrs. Eموke Baldino..... Director of the After School Program  
Mrs. Colette Gaudreau.....GAP  
Mrs. Judy Ulrich..... Office Assistant-Volunteer  
Ms. Kate Ricci ..... Secretary  
Mrs. Yolanda Rodriguez..... School Health Aide  
Mrs. Misty Diakon..... Dental Hygienist  
Mrs. Beatriz Gonzalez.....Spanish Teacher, Grades Pre K 4 - 5  
Ms. Allison Minahan.....Spanish Teacher, Grades 6, 7 & 8  
Mrs. Emilia Zagula.....Art Teacher, Grades K-8

**ARCHDIOCESAN VISION STATEMENT  
FOR  
CATHOLIC SCHOOL EDUCATION**

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**Purpose and Vision for Catholic School Education**

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which **students encounter the living God**, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their **search for knowledge, meaning, and truth**;
- Create a Catholic climate that contributes to the **formation of students** as active participants in the parish community;
- Foster a **culture of educational excellence** through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the **development of the whole person** – mind, body, and soul; and
- Graduate students prepared to become **productive, virtuous citizens and church leaders** who will fashion a more humane and just world.

*The above statement was formulated and recommended by the Archdiocesan School Board (2011), approved by Archbishop Henry J. Mansell (2011), and is implemented by the Superintendent of Catholic Schools and all Catholic school constituents.*

**MISSION STATEMENT**

St. Matthew School guides students' minds, hearts and souls to live as Jesus did. In the tradition of the Sisters, Servants of the Immaculate Heart of Mary, we encourage students to be people of faith, critical thinkers and life long learners.

**PHILOSOPHY**

St. Matthew School is committed to the education of the whole child by recognizing and accepting each individual regardless of age, gender, creed, socio-economic status or race as a unique creation loved by God.

As a faith community, priests, sisters, lay faculty, staff, parents, parishioners and students are committed to impart the Gospel as a way of life by striving to actively live and spread this Christian message. As we work together to educate students spiritually, academically, and socially we prepare them to become contributing Christian members of society. It is our responsibility to follow the policies and guidelines of the Archdiocese of Hartford and therefore provide challenges and opportunities for all students to experience growth in all aspects of their development. St. Matthew School serves the members of St. Matthew Parish, local parishes and the surrounding communities. We fulfill the religious and academic purpose of Catholic Education by guiding students' minds, hearts and souls to live as Jesus did.

To achieve the goals of this mission statement:

The faculty and staff of St. Matthew School strive to teach Catholic faith and values, which exemplify God's love by:

- modeling beliefs and values for students to imitate
- teaching the content of the religion curriculum
- integrating Christian values throughout the curriculum
- preparing students for reception of the sacraments of Reconciliation and Eucharist
- providing various prayer experiences

The teaching community of St. Matthew School nurtures and challenges the intellectual and physical development of the student by:

- using an eclectic teaching approach

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- building a strong foundation of basic skills
  - developing creative thinking skills, critical thinking skills, and logical reasoning
  - providing opportunities for students to apply these skills in all curriculum areas
  - preparing students to use these skills independently
  - teaching students the importance of taking care of their physical body
  - developing knowledge and skills of human movement
  - encouraging the creation of intellectual writing projects and developing artistic talents, which reflect originality and high standards
  - teaching students computer skills in preparation for technologically advanced society stressing the need for students to assume the responsibility for becoming life-long learners and effective communicators

The faith community at St. Matthew School guides the social and emotional development of their students by:

- encouraging students to develop responsibility, self- confidence, and self-discipline
- teaching an awareness of the spiritual and social needs of society
- providing opportunities to participate in extracurricular activities
- providing opportunities for leadership and decision making
- instructing students in good sportsmanship and team cooperation
- encouraging students to respect and accept each others' differences
- guiding students in solving problems through conflict resolution techniques and in taking responsibility for the consequences of their actions
- creating opportunities for maintaining positive interpersonal relationships

## **HISTORY**

Under the guidance of the Sisters, Servants of the Immaculate Heart of Mary (IHM), St. Matthew School faithfully served the parish members and communities surrounding Forestville, Connecticut for 55 years. The fundamental purpose of St. Matthew School has been, and continues to be, today, to provide a Catholic Education to its children which embodies the legacy of the IHM Sisters.

Before the sisters' arrival, the children of the parish were taught religion by three Sisters of Christian Charity. When the sisters were recalled by their community, the people of the parish undertook the religious instruction. In 1957, seeing the need for a parish school, which would provide a Catholic Education for the children of the parish, Reverend Raymond J. Mulcahy requested IHM sisters. In August, 1961, the Sisters, Servants of the Immaculate Heart of Mary arrived to staff the newly constructed school. Until the building was completed, the sisters taught grades one and two in the basement of the church, and grades three and four were taught in an unoccupied two room school in Bristol. In October 1961, the school was dedicated by Archbishop O'Brien. Each year a grade was added to the school. The first class graduated in June 1965, establishing a long line of traditions and the fulfillment of the hopes and dreams of the founders of St. Matthew School.

Since its dedication, St. Matthew School has seen some changes. Originally opened only to children of the parish, enrollment is now open to all. In order to continue to provide a quality education, grades six to eight have become departmental and the core curriculum has been enhanced with an Honors Math Program for grades six to eight, Spanish is taught in grades Pre K 4– eight. Technology is infused in all parts of the curriculum. In the fall of 2016, the school was under the direction of a lay principal for the first time in our history.

## **ACCREDITATION**

St. Matthew School is an accredited school with the New England Association of Schools and Colleges (NEASC) since 1986. The first reaccreditation was issued in 1991 and the most recent reaccreditation was issued in 2015. St. Matthew School continues to be in good standing with NEASC. St. Matthew School is also a member in good standing with the National Catholic Education Association (NCEA).

## **PARENT'S ROLE IN EDUCATION**

Because the mission of St. Matthew School is to develop students' minds, hearts, and souls to live as Jesus did, it is essential that community be a part of this work in order for it to reach its completion.

It is the parents'/guardians' responsibility to cooperate with the school staff for the welfare of students. If in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require

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parents/guardians to withdraw their children and sever their relationship with the school. (Archdiocese of Hartford (ADH)-Handbook of Policies and Procedures, #1.214)

**Parents as well as students are held to a standard of respect for all teachers, staff, and administration. Enrollment of the child in the school implies a partnership between the school and the parents/child.**

Parents/Guardians of students in Catholic Schools serve as the primary educators and faith formation leaders for their children, and are expected to participate actively in the life of their parish by attending Mass, contributing financially to support the parish (appropriate to their resources), and conscientiously developing a sense of Catholic community among the students, parents/guardians, faculty, and parish. (ADH)-Handbook of Policies and Procedures, #1.214)

## **ADMISSION REQUIREMENTS**

The schools of the Archdiocese of Hartford admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools.

Because of limits in their resources and programs, the schools of the Archdiocese of Hartford may not be able to provide an appropriate education to all students with special needs.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the Principal or his/her designee. (ADH-Handbook of Policies and Procedures, # 5.101).

**No student who has previously been enrolled in any school, public or private, shall be admitted to a Catholic school unless the parent/guardian signs an authorization allowing the Principal of the potential accepting school to talk to administrators and faculty of a child's former school, and the Principal has either talked to, or attempted to talk to, a representative of the child's former school.** (ADH-Handbook of Policies and Procedures, # 5.102)

**Before a student's admission, the following records are required:**

- 1. School registration form**
- 2. Official Birth Certificate**
- 3. Transcripts from transferring school, if applicable**
- 4. Baptismal Certificate (for Catholic Students)**
- 5. Health Record**
  - a. Immunization data**
  - b. Illness record**
  - c. Acknowledgement of participation in the school health program**
  - d. Health examination**

**A child entering Kindergarten must complete the ABC Inventory Testing. Most of the assessments done in Kindergarten are informal and individual.**

**Requirements for Entrance into Early Childhood Programs at St. Matthew School Pre-Kindergarten 3 year old and 4 year old programs and Kindergarten**

- Child must be age appropriate, 3 years old, 4 years old and 5 years old by **December 31** of the current school year.
- Child must be able to use lavatory facilities independently.
- Child must be able to communicate effectively.
- Child entering Kindergarten, in addition, needs to pass an informal readiness inventory.

**Requirements for entrance into Grade 1**

- Students applying for Grade 1 must be 6 years old by **December 31** of the current school year and must pass standardized testing.

\* All new students entering St. Matthew School and Pre-K **must** have a physical examination

### **NON-CATHOLIC STUDENTS**

The non-Catholic student shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

The non-Catholic student shall be required to attend and participate in the religion class, Mass, and other religious services. Non-Catholic students, like other students shall be required to participate in service learning projects sponsored by the school.

### **TRANSITION/PROBATION**

In order to ensure a smooth transition to St. Matthew School and to allow for optimal spiritual, academic and social growth and success, a new student will be given a transitional period of six

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weeks. A student may also serve a period of probation if that students' behavior or academic progress is in question.

**\*\*New students** enrolling at St. Matthew School are encouraged to "shadow" in class for at least half a day when possible.

## ATTENDANCE

Lateness and irregular attendance interfere greatly with a student's progress.

The illness of a student or death in the immediate family constitutes reason for excused absence. Such absences should not normally exceed **15** school days.

All students are to arrive by **7:55 a.m.** **The school day begins at 8:00 a.m. with prayers.**

Anyone who is not in the classroom at that time is considered late. He/she must report to the front office to receive a late slip. Consistent lateness will be addressed personally by the principal.

**Vacations** are provided for within the school calendar and should be limited to those times. Yearly vacations taken during school time could cause students to lose out academically. This should only occur occasionally for an exceptional reason. The office should be notified by a written note. Vacations taken during regular school hours do not constitute an acceptable excuse for a child's absence from school.

**Homework will be completed upon returning to school.** Students will be given adequate time to make up the work.

Absences will be monitored. A letter will be sent at the end of each trimester to all parents of students whose absence and/or tardiness are considered to be of serious concern. The records of students who are absent more than **15** school days will be reviewed by the principal and teacher. Such frequent absences may provide reason to consider a year incomplete and cause a student to be retained in a grade.

When a student is absent from school, parents are requested to call the school Health Aide in the morning to notify the school of his/her absence. The school reserves the right to contact parents of students who are absent and have not phoned before 9 A.M. Any student who has been absent must upon return, present a written note of excuse to his/her teacher. This note must state the reason for absence and list the precise dates of the absence. This note must be signed by the parent. Excuse notes will be kept on file in the Health Room.

Certificates of Perfect Attendance will be awarded at the end of the year to those students who have been present every A.M. and P.M. session of the school year. Tardiness disqualifies a student from such an award.

**Truancy is addressed by the local Catholic School authority. If truancy cannot be solved by the Catholic School authorities, the Department of Children and Families shall be notified.** (ADH-Handbook of Policies and Procedures, # 5.201)

## ARRIVAL & DISMISSAL CAR RIDERS AND SCHOOL BUS CODE

### Arrival

- All students are to enter the school building upon arrival and go immediately to their classroom.
- Buses will arrive at the main school door on Welch Drive.
- Car riders/walkers are also to use the main school door on Welch Drive

### Dismissal -

- Teachers will walk students to Church Avenue to the crossing guard, cross the street with the children and walk along the pavement in front of the church to the parking lot behind the church.
- There are two exits from the church lot; the back, Academy St. exit and the front, Church Ave. exit. Please wait for children in the parking lot behind the church. Please keep the driveway in front of the church free of parked vehicles.
- Kindergarten families are to follow directions given by the teacher.
- Bus students will be dismissed to their appropriate bus through the main entrance.

### Bus Students

In cooperation with the Bristol Board of Education Transportation Office the following School Bus Code is established to insure your child's safety on the school bus to and from school.

- Respect must be shown for the bus driver at all times.
- Students must take a seat on the bus and remain in that seat until the destination is reached.
- Students will stand in a single line and enter and leave the bus one at a time.



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### EMERGENCY CLOSING

St. Matthew School will follow the "no school" radio announcements of the Bristol Public Schools. In case of inclement weather, please listen to WTIC 1080 AM or watch WVIT Channel 30.

Early dismissal, due to bad weather, is determined by the Bristol Public School system and is usually at 12:30. **Parents of students who attend the after school program are asked to come for their child/ren within an hour of the emergency closing.**

**\*\*\*When school has been canceled due to inclement weather or other emergencies, afterschool and evening activities are likewise canceled.**

- All doors are to be locked.
- Visitors are to sign in and out in the main office as they enter and leave the school.
- Parents are not to go to the classroom to speak to a teacher or student without checking at the main office first.
- Parents are not to go to the classroom to pick up the student whether it be regular dismissal or early dismissal. The student will be called to the office.

## SAFETY

### EMERGENCY/CRISIS PLAN and DRILLS

In order to prepare for the unexpected or should an emergency arise, St. Matthew School has a comprehensive emergency plan in place. The plan is reviewed and up-dated annually. This Plan is available for review in the main office. Drills such as Fire Drills are conducted regularly.

### STUDENT IMAGE PERMISSION

St. Matthew School hosts a Website at [stmatthewschool.com](http://stmatthewschool.com) as well as a school Facebook page and a school video. Occasionally we wish to post a picture of a particular school activity or student accomplishment such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and in various other school publications. Videos produced by the school and/or its students and featuring the benefits and activities of St. Matthew School, may also be posted on our website and Facebook pages.

If students' images or works are used in any of these print or electronic contexts:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students, samples of student work, or videos featuring students, we require that the parent(s)/guardian(s) sign a permission form. **\*Please be aware that images of students may also be shared with the Office of Education, Evangelization and Catechesis for use in their electronic and print media. Parent/Guardian permission would cover this usage as well.** Signed forms are kept on file in the school office for the current school year.

### VISITORS

All visitors, authorized or unauthorized must enter school by way of the main school door, report to the office, sign in and make known their reason for entering school. At no time, is anyone permitted to enter school and go directly to any area of school without permission from office personnel. When leaving school, visitors are required to sign out at the office and leave school by the main door.

## VOLUNTEERS

Volunteers are greatly welcomed to assist at St. Matthew School.

All new personnel, both employees and volunteers, shall attend the adult education program mandated by the Archdiocese of Hartford for "Safe Environments", also known as VIRTUS, within six months of the commencement of their service. (ADH-Handbook of Policies and Procedures, #3.212)

All volunteer personnel who have regular contact with students in Catholic schools shall submit to a criminal background check through a background investigation agency contracted by the Archdiocese of Hartford. Initial and/or continued service is contingent upon successful completion of the criminal background check. No individual shall be permitted to volunteer in any position where there may be regular contact with children or young people without undergoing this background check.

(ADH-Handbook of Policies and Procedures #3.211)



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Volunteers cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by established policies and procedures of the Archdiocese. (ADH-Handbook of Policies and Procedures #3.220)

Volunteers shall complete the approved Office of Education, Evangelization and Catechesis application. The administration reserves the right to accept or decline any offer of volunteer service.

(ADH-Handbook of Policies and Procedures, #1.215)

#### TELEPHONE CALLS

The school telephone is used for school business. Only in cases of emergency will messages be delivered to pupils. If a student needs to reach home during the day, he/she may use the phone **only after** obtaining permission from the **homeroom teacher and the front office**.

#### CELL PHONE USAGE

It is understood that at times the students need to carry cell phones for the purpose of contacting parents after school. If a student carries a cell phone to school, the cell phone will be silenced and kept on the teacher's desk or in the student's backpack. The cell phone is not to be used by the student for any reason during the school day. If a student is found to be using the cell phone, it will be brought to the principal's office at which time the parent will be notified and required to reclaim the phone.

#### COMMUNICATIONS

School Communications are made known to parents two ways; Enews, electronically sent to school families on Tuesdays and paper communications on Wednesday of each week. Each family will receive one envelope at the beginning of the school year. The oldest child of the family is the designated message carrier for the family. That student is responsible to bring home the envelope on **Wednesday** and return the signed envelope to school on **Thursday**. **Any communications for electronic communications or the envelope are to be sent to the school office via an e-mail attachment to the principal by the previous Thursday at the latest.**

#### HEALTH SERVICES

##### Physical Examinations

CT law requires that students have a physical exam prior to entering the school system, during the 6th grade and during the 11th grade. The student's private physician usually does the physical exam. Sports physicals for middle and high school students must be done after June 1st. Consult your school nurse with any questions.

##### Immunization Requirements

The following immunizations are mandated by CT law:

##### Immunization

DTP (Diphtheria, Tetanus, Pertussis)  
Polio  
MMR (Measles, Mumps, Rubella)

HIB (Haemophilus Influenzae Type B)

Hepatitis B

##### Dosage

Minimum of 4 doses\*

Minimum of 3 doses\*

1st dose on or after the first birthday and the 2nd dose prior to entering the 7th grade

If less than 5 years old when entering at least one dose after the first birthday is required

Completion of series of 3 doses required of those born on or after January 1, 1994

- If the last of these doses were given before the 4th birthday, a booster is required before the student's 5th birthday.
- **Please complete/update new health forms every time you receive your child's newest immunization.**

#### HEALTH SERVICES

##### Health Services Provided:

##### Procedure

Pediculosis (head lice) Screening .....

##### When

Grades Kindergarten (K)-5 in September of each year

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Vision Screening .....	Grades K-8
Hearing Screening .....	Grades K-3, 5 and 8
Scoliosis Screening.....	Grades 5, 7, 8 and
Dental Screening	Upon parental request and consent, the dental hygienist will examine teeth and gums in Grades K, 2 and 4. Examination and cleaning of teeth are done in Grades 1, 3 and 5.
Height and Weight.....	Yearly

**Medications in School**

Medication Authorization is necessary if your child needs to receive medication (including those medicines that do not need a prescription) during school hours. A Medication Authorization form needs to be completed by the parent/guardian and doctor. Medications given in school must be in a pharmacy prepared container and labeled with the child's name, medication name, strength, dose, and frequency. The doctor's name and date of original prescription must also be on the label. A maximum 45-day supply may be brought to the school by the parent/guardian. The student may not bring medication to school. If approved by the nurse, an inhaler may be carried by the student once the Medication Authorization form is completed by the parent/guardian and the doctor. Medication Authorization forms are available in the school health room.

The Bristol-Burlington Health District and St. Matthew School will not allow hard candies and cough drops for students because these can be potential choking hazards.

**ALLERGY POLICY**

St. Matthew School recognizes that harmful food allergies are a condition affecting many school children and welcomes all pupils with food allergies. In order to minimize the incidence of allergic reactions, St. Matthew School will maintain a system-wide procedure for addressing allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school, in writing, that the student(s) has a potentially harmful allergy.

• **TRAINING**

In order to minimize the incidence of harmful allergic reactions, St. Matthew School will provide training and education for all St. Matthew School staff. In conjunction with the student's parent/guardian, primary care provider/allergists, and School District Nurse the school will maintain an Emergency Action Plan for any student identified with a potentially harmful allergy.

• **NOTIFICATIONS**

The school nurse, health aide and the principal will be responsible for notifying classroom teachers about the nature of any harmful allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

• **CLASSROOMS**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. The nurse will be called and the school's Emergency Response Plan activated. The appropriate emergency medical services will be called immediately. All classrooms will have the ability to communicate with the health room and office, which will contact the school nurse. Information about students' food allergies will be kept in the Nurse's office and in the substitute emergency folder in the Principal's office, accessible by teachers.

A parent or guardian of a student with food allergies is responsible for providing all snack foods for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom, parents will be provided the option of having their child sit at a "NUT-FREE" table for students with peanut allergies.

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- **SCHOOL FIELD TRIPS**

The school nurse will recommend to the administration the appropriateness of each field trip and consideration of safety of the students with harmful allergies.

Protocols for field trips will include timely notification to the nurse.

Medications including an Epi-Pen and a copy of the student's Emergency Action Plan, and doctor's orders for any effected students must accompany the teacher and/or chaperon on such field trips.

The teacher and/or chaperon on such field trips will carry a cell phone or other communication device on the trip for emergency calls.

The adult carrying the Epi-Pen will be identified and introduced to the students as well as the other chaperones.

The policy requires that the parents/guardian of the child with a harmful allergy, accompany him/her on the field trip.

- **RIGHT TO AMEND:**

St. Matthew School reserves the right to amend this policy. A "Notice of Amendments" will be sent to parents via the Communication Envelope.

## **CURRICULUM**

The Catholic Schools in the Archdiocese of Hartford implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn differently. Lesson plans are written according to the Archdiocesan Curriculum Standards for each grade level from the Office of Education, Evangelization and Catechesis.

St. Matthew School maintains a balanced curriculum, including religion, language arts (English, grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service. Technology is integrated into all curricular areas. St. Matthew School follows the Curriculum Standards formulated by the Office of Education, Evangelization and Catechesis of the Archdiocese of Hartford.

Through the curriculum students are taught to be critical thinkers, effective communicators, productive and moral citizens, and spiritual leaders.

## **HOMEWORK**

Homework shall be designed to serve a positive purpose, shall be assigned on a regular basis, and shall be closely integrated with class work. (ADH-Handbook of Policies and Procedures, #4.105)  
Homework serving as a practice exercise must be assessed formatively.

Homework Protocol:

- Practicing new skills introduced in class
- Reviewing skills to prepare for an assessment
- Enriching background knowledge
- Expanding or integrating learned knowledge

Homework shall be based on the ability needs of the students as well as students' total work load. (ADH-Handbook of Policies and Procedures, #4.105)

Since some assignments require more than one day to complete, students will have to budget their time wisely.

Time Allotment for Homework Assignments

Grades 1 and 2 .....	30 minutes
Grade 3.....	45 minutes
Grade 4.....	60 minutes
Grade 5.....	90 minutes
Grades 6 - 8.....	120 minutes

- *If homework takes longer than the specified time, please notify the teacher.*

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### **STUDENT RESPONSIBILITY FOR HOMEWORK**

1. To record assignments in the homework notebook.
2. To bring assignments home and return them on time.
3. To complete homework neatly and accurately with the standard heading.
4. To make up any missed work.
5. To do their own work and not rely on the efforts of others.

### **PARENT RESPONSIBILITY FOR HOMEWORK**

1. To check and sign the student's homework notebook.
2. To provide a quiet place to study.
3. To encourage or to establish a set study time.
4. To supervise a student's assignments and assist when necessary.
5. To coordinate long range assignments when necessary.

## **GRADING SYSTEM**

### **Kindergarten**

Progress is monitored by the teacher and communicated to the parents via parent conferences. Report cards are issued three (3) times a year October, March and June. The evaluation key used is as follows:

- M MEETS GRADE-LEVEL EXPECTATIONS**  
**P PROGRESS NOTED TOWARD GRADE-LEVEL EXPECTATIONS**  
**T TIME AND EXPERIENCE REQUIRED FOR SKILL TO DEVELOP**  
**ED EXPERIENCING DIFFICULTY**  
**NI NOT INTRODUCED AT THIS TIME**

### **Grades 1 through 3**

A Report Card will be issued to show student's progress three (3) times a year; October, March and June. The following will be used to indicate progress:

- 5 Consistently exceeded Grade Level expectations**  
**4 Consistently achieved Grade Level expectations**  
**3 Approaching mastery of Grade Level expectations**  
**2 Approaching proficiency toward Grade Level expectations**  
**1 Difficulty meeting Grade Level expectations**  
**Inc Incomplete work for the term**

### **Grades 4 through 8**

The report card scale (A, B, C, D, F) is the grading system in use for academic achievement in major subjects. The numerical averages earned will be based upon daily work, tests and homework. Checks are used to indicate areas of weakness. If there is not a check under a subject, then the child is succeeding.

A+ = 100-98	A = 97-94	A- = 93-90
B+ = 89-87	B = 86-83	B- = 82-80
C+ = 79-77	C = 76-73	C- = 72-70
D = 69-65	<b>F= Below 65</b>	

The minor subjects (Art, Handwriting, Music and Physical Education) will be graded as follows:

O	Outstanding
S	Satisfactory
U	Unsatisfactory

### **STUDENT GRADES**

*Parents with students in Grades 4 – 8 have the capacity to view their children's test grades on-line. Grades are posted approximately a week after a test has been taken. Parents are given login codes from St. Matthew School office for viewing their children's test grades.*

**There are three marking periods. Report Cards are distributed at the end of each trimester. Interim progress reports are issued mid-way during each trimester.**

## **AWARDS RECOGNITION**

At the close of each trimester, students in Grades 4-8 will be recognized for first honors and second honors.

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### Grades 4 through 8

**First Honors:** Students need to hold an average of 90 or above in all subjects.

**Second Honors:** Students need to hold an average of 83 or above in all subjects.

Students must have an “S” in all areas graded with letters. A “U” will disqualify a student from First or Second honors. Behavior must be a consideration in determining honor roll status.

**Honorable Mention** may be awarded to a student with a C in **one** major academic area, but A’s and B’s in all other academic areas, while maintaining an “S” in all “Specials” and Behavior.

Consistent effort, completion of school work and handing work in on time remain major factors in determining honors status.

## REPORTING SYSTEM

### Reporting to Parents

1. The school year is divided into trimesters. At the close of each trimester the school will inform parents as to the academic progress of the student through the distribution of the official diocesan report card.
2. In addition to trimester report cards, the faculty, through personal contact, conferences and Home and School meetings will give further information when requested or when deemed necessary.
3. Progress Reports will be sent home before report cards to notify parents of unsatisfactory progress. Students who earn one or more failing grade or an unsatisfactory conduct grade on a progress report or thereafter, will be suspended from extracurricular activities. The principal, after consultation with the parents and teachers, will have the sole discretion as to when a student may resume the extra-curricular activity. **Due to time** commitment of a sports team, a student on probation is suspended from participation in and attendance at practices and games until reinstated by the principal.

### Parents Seeking Reports

It is the parents' privilege to remain totally informed of the child's progress. A parent is free to contact a teacher for an appointment to discuss a child's performance. When requesting a conference, parents are asked to make this request in writing. The individual teacher will answer the request as soon as possible.

### Student Records

A cumulative record is maintained for each pupil from his/her entrance into St. Matthew School through all the years of attendance. Such records pertaining to the individual pupil may be used only for the benefit, promotion or welfare of that pupil. All material is kept in a folder. It is treated as confidential information and is directly accessible only to qualified professional sources and parents upon request.

**RELEASE of STUDENT RECORDS to non-school personnel shall require written permission of the parent/guardian or a court subpoena.**

**Full access to student records is granted to each parent unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes such rights. (ADH-Handbook of Policies and Procedures, #5.404)**

## TESTING

Standardized tests shall gauge general achievement, cognitive, and scholastic ability.

In keeping with directories of the Office of Education, Evangelization and Catechesis, the following schedule of standardized tests will be observed at St. Matthew School each year.

### **TESTING**

<u>Grade</u>	<u>Time</u>	<u>Tests</u>
5 and 7	Spring	Cognitive Abilities and Iowa Test of Basic Skills
3, 4 and 6	Spring	Iowa Test of Basic Skills

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The results of these tests become part of the academic record of each student. These results serve to chart growth in specific academic areas and to assist teachers in determining placement for the next school.

#### **ACADEMIC PROBATION**

Students with low grades and a history of inconsistent effort and current students who consistently have incomplete assignments; in school or homework, overdue projects, or earn failing grades due to lack of study, or are cited for unsatisfactory conduct, will be put on academic probation and may be **ineligible to participate in extra-curricular activities** until notice from the teacher(s) to the principal about consistent student improvement.

#### **PROMOTION/PLACEMENT/ RETENTION**

Students are promoted once a year based on the satisfactory completion of the grade requirements. A student may be retained in a grade for second year if the administration, faculty, and parents/guardians agree that it would contribute positively toward the personal development and academic progress of the students.

#### **SACRAMENTAL PROGRAM**

Catholic Students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

The Sacrament of Penance/Reconciliation shall be provided to students by the school during the liturgical seasons of Advent and Lent.

Attendance at Mass by the entire student body shall be monthly and on Holy Days of Obligation.

Preparation for the sacraments of Penance and Holy Communion occur in Grade 2 with the reception of First Penance during the winter and the reception of First Holy Communion in the Spring. A parent meeting for each sacrament is held prior to reception of the sacrament.

#### **FAMILY LIFE**

As part of the yearly religion curriculum, all students, K-8, will participate in both a 10-week course in Family Life and the LURES Program, the student version of VIRTUS.

#### **SERVICE LEARNING**

Catholic Social Teaching shall be integrated into the curriculum standards. It is essential that the Church's social teachings permeate discussions of practical human affairs (human rights, human dignity, justice, economics, distribution of goods and services, the environment, etc.). Service learning opportunities shall be offered to all students and supported by the principles of Catholic Social Teaching. (ADH-Handbook of Policies and Procedures, #4.107)

#### **TRANSFER OF STUDENTS**

When transferring into another Catholic school in the Archdiocese of Hartford, each potential transfer student shall be subject to the same standards and qualifications as would any child seeking admission to a Catholic school.

Ordinarily, a child shall not be accepted from another Catholic school unless financial responsibilities in the previous school/parish have been satisfied, or the parents have signed an agreement to meet these responsibilities.

Upon the written request of the receiving school, the student records shall be transferred to the receiving school with parental consent.

**The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the Principals of the two schools involved.**

Placement of students transferring from non-accredited schools, home schooling, public, or other state-approved, non-public schools is the decision of the Principal, based on testing, observation, and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is acceptable both to parents/guardians and the Principal. (ADH-Handbook of Policies and Procedures, #5.405)

#### **USE OF TECHNOLOGICAL DEVICES**

**Whether occurring within or without of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school or is contrary to Gospel values, the student may be subject to a full range of disciplinary consequences, including expulsion.**

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**This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.** (ADH-Handbook of Policies and Procedures, # 5.504)

The use of electronic communication devices during school hours is prohibited. If a particular electronic communication device is used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic or communication device during a test shall be considered and treated as cheating.

If a parent needs to contact a student during school time, such communication shall be through the school's office or before or after hours via electronic communication devices.

School assumes no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events. (ADH-Handbook of Policies and Procedures, # 5.509)

## ACCEPTABLE USE OF TECHNOLOGY

**Engagement in social networking, online blogs, or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contrary to Catholic teaching.** (ADH-Handbook of Policies and Procedures, #5.510)

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school or other appropriate school use.

User must not reveal personal information about themselves or others, including but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit cards numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technology devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish an official representation of the school (on Internet/Intranet home page) without obtaining prior approval of the Principal.

Each user shall abide by the generally accepted rules of etiquette and applicable school policies which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats
- Not sending chain letters or participating in pyramid schemes
- Not bulk posting to individuals or groups to overload the system; i.e. "spamming" is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

**Written permission of each student's parent/guardian must be obtained before the student may access the Internet/Intranet, relating to its acceptable use. The permission form is kept on file in the school office.** (ADH-Handbook of Policies and Procedures, #4.202)

## FIELD TRIPS

Field trips will be held during the school year and will be directed by teachers and chaperoned by Virtus trained parent volunteers.

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Classes will have the opportunity to visit an educational site that will be associated with their academic curriculum and will provide the children with opportunities to broaden their experiences.

In accord with Diocesan policy, signed permission slips are required and no overnight trips are permitted. **Verbal permission is not permitted.**

## **EXPECTATIONS OF THE STUDENTS**

The faculty and administration expect the students of our school community to behave in a responsible and caring way. The students shall:

1. Accept the leadership and authority of teachers, principal, and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Not chew gum in the building, on the school bus, or on school property.
9. Not eat or drink in bus lines, the library, or hallways.
10. Be in the school building before or after school only with the permission of a teacher or the principal.
11. Be in proper school attire while on school property.
12. Show consideration and care for school property.
13. Complete all assignments on time.
14. Return any test or assignments requiring a parent's signature.
15. Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
16. Obey all rules and regulations pertaining to transportation.
17. Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.
18. Not write threatening or unkind notes or lists regarding other students or school personnel
19. Assume responsibility for learning:
  - a. Be attentive in class.
  - b. Come to school prepared and ready to learn.
  - c. Be organized.
  - d. Use time wisely
  - e. Cooperate with peers and teachers.

### **Inappropriate behavior may be handled in variety of ways. Based on the misdeed, the student may:**

1. Be denied recess time.
2. Be assigned a writing punishment, which may require a parent's signature.
3. Be removed from the class for a specified period of time.
4. Be required to remain after school to complete work (parents will be notified).
5. Receive a detention.
6. Receive an in-school suspension.
7. Be suspended from the school.
8. Face expulsion.

Individual teachers will use informal procedures such as telephone calls to parents, daily reports, detentions, parent-teacher conferences and student interviews to correct discipline problems with students. **Students may serve detention after repeated infractions.**

**The purpose of detention is to discourage a student from engaging in inappropriate behavior. A written notice of detention is sent home for a parent's signature and must be returned the next day. When detention is given, the Principal will be notified immediately.**

**If a child has a detention, it is the parent's responsibility to arrange transportation home. A parent /school conference will be required for any student receiving 3 detentions in one marking period. This may result in other appropriate consequences.**



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**POSSIBLE REASONS FOR DETENTION:**

1. Disrespect toward school personnel.
2. The use of profane or vulgar language/ gestures.
3. Disruptive classroom behavior.
4. Defacing of school property.
5. Bullying, fighting and/or harassment of students.
6. Violating bus rules.
7. Chronic violation of the Dress Code.
8. Chronic failure to have assignment pad signed/books covered.
9. Cheating, stealing or copying of academic assignments.
10. Chewing gum or eating in class.
11. Failure to do homework or a punishment.
12. Throwing objects in/out of the classroom/school.
13. Inappropriate use of technology.
14. Use of personal cell phone during school time.

If the behavior does not change with such informal procedures, the teacher will then refer the problem to the principal. At this time formal procedures will begin.

**Formal Procedures:**

**Suspension shall be considered in cases of serious offenses or after lesser disciplinary measures have been ineffective. Grounds for suspension may occur on or off property, while receiving or awaiting school transportations services or at any school-sponsored activity.**

**IN-SCHOOL SUSPENSION** is given to a student whose behavior is not corrected through detention. Serious infractions of the rules will not be tolerated and may result in an in-school suspension. This means a student is excluded from class and any school activity for a specific period of time (usually 1 full day). The student will be given work to complete and will not socialize with other students at this time. A student who receives an in-school suspension will not be allowed to participate in any extracurricular activities (including sports) during the duration of the suspension. No in-school suspension is given without parent notification.

**OUT-OF-SCHOOL SUSPENSION** means that a student is excluded from classes for a given period of time. During this period, the student is expected to be at home and/or under the supervision of parents. The student is given school assignments that must be completed upon return to school. An Out-of-School Suspension will be determined by the principal and Pastor.

**Suspension or expulsion will automatically result from:**

**Smoking, drinking, drug abuse, incidents of physical assault, or possession of any weapon on school property or at school activities. Any serious misuse of technology may also result in suspension or expulsion.**

***Conduct, whether inside or outside of the school, that is detrimental to the reputation of St. Matthew School may cause the student to be subject to home study. This regulation primarily concerns serious and/or criminal public acts. Return to school will be determined by the Pastor with the Principal and is contingent upon the outcome of any court/counseling proceedings.***

***The principal and/or pastor may determine a suspension and/or expulsion, if offenses are deemed by them to be deserved.***

**\*\*\*Expulsion will take place following three suspensions.**

\*A student may be expelled from school when he/she: has engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property; or has engaged in repeated violations of school policies, rules, and standards of conduct; and when other means of discipline have failed. Incidents of physical assault, such as bullying, or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion. (ADH-Handbook of Policies and Procedures for Catholic Schools, #5.208)

## **BULLYING**

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The spirit of St. Matthew School calls each student to a life of prayer, love, service, courtesy, and hospitality. In St. Matthew School Jesus is the Center and Mary, the Model. St. Matthew School offers all students positive, safe learning environments in which everyone strives to behave responsibly and respectfully toward others. All Children are entitled to learn in a physically and emotionally safe environment that is free from threat, harassment and any type of bullying behavior. In accordance with this philosophy, it is the policy of St. Matthew School that bullying of a student by another student is prohibited.

“Bullying” is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault; oral, written, or electronic threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumor; false accusations; and social isolation.

Bullying is prohibited in all Catholic schools in the Archdiocese. It will not be tolerated during the school day nor any school sponsored activities on or off school grounds. Bullying and intimidation are contrary to the teachings of the Catholic Church. This behavior destroys respect for the dignity of the student, undermines the Christian Atmosphere of the school, and deprives the student of a safe and caring learning environment.

Any behavior deemed by the school administration to be considered as bullying such as verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats or any student who retaliates against another student for reporting bullying may be subject to disciplinary actions which may include detention, suspension, and expulsion from school.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. The investigation may include interviews with students, parents/guardians, the school staff, and review of school records and identification of family issues.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with parents. (ADH-Handbook of Policies and Procedures, #5.513)

## **HARASSMENT**

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to individuals involved in the school.

-Sexual harassment includes unwelcomed sexual advances. Request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual’s work performance or of creating an intimidating, hostile, or offensive learning environment.

-Verbal harassment includes derogatory comments, jokes or slurs; it also can include belligerent or threatening words spoken to another individual.

-Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

-Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Upon learning about the harassment incident, the administrator shall thoroughly investigate the circumstances. The investigation may include interviews with students, parents/guardians, and school staff; a review of school records; and identification of family issues. If it is concluded that an act of harassment has occurred, the parents/guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified.

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Consequences for a student who harasses others shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Harassment incidents that demand suspension or expulsion shall be reported to the Assistant Superintendent before any final decision is reached. (ADH – Handbook of Policies and Procedures, 5.511)

A student who harasses another student shall be disciplined and may be expelled from the school.

## **DRUGS AND ALCOHOL**

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at school-related activity, function, or event.

A “prohibited substance” is defined as:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
4. Any other intoxicant or mood-changing, mind-altering, or behavior altering drug; and
5. Any prescription drugs used in amounts or purposes not contemplated by the prescription.
6. The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.

If any of the above is committed by a student, that student will be suspended from school and the parent/guardian called to remove the student from the premises. An interview with the parent/guardian of the student is required before a decision is made regarding the student’s readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student’s enrollment.

## **WEAPONS**

No student may possess or use, or attempt to use a deadly weapon, dangerous instrument, including a firearm, or electronic defense weapon while on the school campus, during any school term, or off school property at a school-related activity, function, or event. Students who violate this policy shall be subject to disciplinary action, including expulsion.

## **CHILD ABUSE AND NEGLECT**

The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel must abide by state law and Archdiocesan policy. Under current law, Section 17a-101 of the Connecticut general Statutes requires “mandated” reporters to contact civil authorities whenever such individuals have reasonable cause to suspect or believe that a child has been abused or neglected.

When a report is made by a mandated reporter to appropriate civil authorities, such mandated reporter shall also inform the school’s Principal/Chief Administrator, who shall report said instance to the Superintendent/Assistant Superintendent, and shall ensure that a report as required by statute, is made known to legitimate civil authorities. (ADH-Handbook of Policies and Procedures, #5.605)

## **LIBRARY**

St. Matthew School Library is open all weekday mornings for student visits and class lessons. Library instruction maintains an important place in the curriculum; each class is scheduled to visit the library once a week.

All books borrowed from the library must be signed-out by a librarian or an aide. All books must be returned within the prescribed time. A fee is charged for overdue books. Fees must be paid. If a book is lost, destroyed or damaged, the student responsible for it must pay the present cost of the book. Library money will be applied toward the purchase of new books.

Students wishing to use the library for reference work must make arrangements with his/her teacher and our librarian.

## **CARE OF BOOKS**

All books must be covered. Book covers, books, and copybooks must be clear of any graffiti.

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Students must carry books to and from school in a book bag. This will insure that present and future students have use of books in good condition. In cases where books are damaged by a student, the student responsible for that book will be charged a fee to replace the book for future students.

## LUNCH

The lunch period extends from 12:00 noon to 1:05 p.m. each full day. The children bring lunch to school and eat in their classrooms. Throughout the year, certain Mondays and Fridays will be designated as **HOT LUNCH DAYS**. Certain Wednesdays will be designated as "SUBWAY" DAYS. You will be notified on your monthly calendar.

**BAKING** - Parents will be asked to bake for Hot Lunch. This will be a dessert posted on the Hot Lunch calendar. **We ask that you not send in peanut butter or nut filled desserts.** This program is made possible through the generosity and goodness of several volunteers. Any profit earned through these Hot Lunch Days is applied directly to the school.

*Students in grades K through 4 eat lunch 12:00 noon – 12:20 p.m. and then report to the yard for recess at 12:20 p.m. – 12:35 p.m. Students in grades 5 through 8 eat lunch at 12:35 p.m. - 12:50 pm and report to the yard for recess at 12:50 – 1:05 pm.*

**Students may not leave the school grounds at any time.**

If a student forgets a lunch and the parent brings it to school, please adhere to the following procedure:

1. **Label the child's lunch with name and grade.**
2. **Leave lunch on the counter in the office, student will pick it up at lunchtime.**
3. **Please do not bring fast food lunches.**

This procedure eliminates classroom disturbances throughout the morning and peer pressure.

## SNACK

Students have a morning snack. Classes will send home directions about the time and manner. Birthday snacks can be sent in with the student or a parent may drop off the birthday treat to the office. The teacher will distribute the treat during an appropriate time of day.

**Any treats are to be peanut free.**

## MILK

The school milk program begins within the first full month of school. Milk will cost \$25.00 for the year. Collection dates will be held once a year. Notification of collection dates will be sent home

## EXTRA-CURRICULAR ACTIVITIES

Any student who becomes ineligible to participate in team activities will be reinstated upon teacher notice to the principal of consistent passing grades and cooperative behavior. Parents and coaches will be notified of suspension from extra-curricular activities and reinstatement of students.

The principal, after consultation with the parents and teachers, will have the sole discretion as to when a student may resume the extra-curricular activity.

*Students absent from school cannot participate in any extra-curricular activity for that day. Students late for school, but arrive before noon, may participate in extra-curricular activities. Students are ineligible to participate in any extra-curricular activity during a period of suspension. All students are to be dropped off and picked up utilizing the front doors of the gym for all activities*

**\*\*When school has been canceled because of inclement weather or other emergencies, all after school and evening activities are likewise cancelled.**

## PHILOSOPHY OF ATHLETICS

The major objective of the St. Matthew School Athletic Program is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes in a democratic, diverse and moral society. The program strives for maximum participation as part of the whole religious and academic experience. Additionally, it strives constantly for the development of well-rounded individuals; St. Matthew School athletics provide the means for participants to make a commitment to individual and group excellence, to develop dedication to their sport, to strengthen physical fitness and skill along with mental alertness and emotional maturity, and to enhance social interaction.

### **OBJECTIVES**

- a.) To provide the student with the opportunity to engage in healthy competition and to foster good sportsmanship.

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- b.) To provide students the opportunity to acquire and develop special skills in activities of their choice.
  - c.) To provide student with an expanded educational experience including athletic excellence of both an academic and moral education.

Catholic school athletic programs exist to develop the minds, bodies, and souls of Catholic students to form disciples of Christ who will proclaim and live the Gospel. (excerpt: Archdiocese of Hartford Catholic Elementary and Middle School Athletic Program)

#### **RESPONSIBILITY OF STUDENTS**

Students participating in the sports program must always be aware of and practice:

- a.) Respectful behavior toward all, especially coaches, referees, other players, teammates
- b.) Realize their responsibility to themselves and their team, always striving to do their best
- c.) Realize that they play as part of a team that works together, and not in competition with teammates
- d.) Remember that they represent St. Matthew School and must exhibit this in dress and demeanor. Whether games are at home or away.
- e.) Be responsible for maintaining their privilege to participate by:
  - \* treat others with respect and cooperation
  - \* complete homework and school work and submitting it on time
  - \* maintaining passing grades in all subject areas
  - \* maintain **S** or above in minor subject areas (World Language, Music, Phys Ed.)
- f.) Attendance at school especially on days of practice or a game.

#### **ELIGIBILITY AND PARTICIPATION**

The following shall be the norms governing participation in Catholic School athletic programs in the Archdiocese of Hartford.

1. Membership on a Catholic School team is reserved strictly to students of a Catholic school, unless two Catholic schools in the same area agree to sponsor a combined team.
2. Only students in Grade Four and above shall be eligible to participate in interscholastic sports teams. This shall apply to cheerleading squads and clubs within the school whether such clubs or squads are cheering at sporting events or are engaged in cheerleading competitions.
3. Student athletes shall not be failing any subjects. Participation in athletic programs is a privilege and not a right. All students are to be dropped off and picked up utilizing the front doors of the gym for all activities.
4. Schools may have athletic clubs for students below fourth grade. The focus of those clubs shall be instructional.
5. Students who desire to be on a sports team are accepted for that team according to their age and skill level. Because the focus of Junior Varsity teams is instructional, cutting students from Junior Varsity runs contrary to the instructional nature of that level of team play. Coaches shall see to it that all eligible Junior Varsity team members shall have substantially equal play time.
6. If a student has been exempted from physical education, as a result of illness or disability, he or she is not eligible to participate in athletic programs.

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7. If a student has been suspended from school (whether in or out of school), he or she is deemed to have been suspended from participating in athletic programs for the duration of the suspension from school.
  8. If a student is out of school because of illness, he or she is ineligible to participate in sports that day. If the illness occurs on one day, and there is no school the next day, but there is either a competition or practice, he or she is eligible to participate.
  9. If a student is absent all or part of a day for any reason other than illness, the student's eligibility to play is left to the principal's discretion. In this case, the parent/guardian shall request permission for the child to participate. The administrator shall render the decision in writing. Without authorization from the Principal, the coach shall not allow the student to participate.
  10. If a student has been absent from school for a longer period of time due to illness or injury, or if a student has been under a physician's care for injury, he or she must receive a physician's clearance to return to participation in athletic programs.
  11. Schools shall observe and comply with the directives from the local board of education or local health district regarding sports physicals as part of their eligibility requirements.
  12. All parents/guardians shall sign an athletic participation permission slip and provide the coach with necessary emergency information. In the absence of these documents, students are not eligible to participate in practices or competitions.

Parents/Guardians who are aware that their children have serious allergy shall provide written permission for the administration of an Epi-Pen or other prescribed cartridge auto injection (Policy #5.609), and shall supply the coach with that medication. In the absence of a coach who has been trained to administer such medication, the parent/guardian shall attend all competitions. As per Policy #5.609 any time a medication delivered by cartridge auto injector is administered the coach shall see to it that emergency medical services are summoned.

#### **CONDUCT AND RELATED MATTERS**

In as much as Catholic schools athletic programs further the mission of the Catholic school and the Catholic Church, it is expected that all practices and games shall begin with prayer and with the Pledge of allegiance or the National Anthem. All sporting venues shall display appropriate signage regarding the conduct of spectators.

#### **ACADEMIC AND DISCIPLINARY ACTIONS**

Playing on a sports team is a privilege and not a right. A student may not be part of a team if conduct in or out of the classroom while under the authority of the school does not conform to the policies of the school as defined in the Parent/Student Handbook or as noted by those in authority (Teacher, Coach, Athletic Director, Principal, Pastor). Disrespectful behavior or inappropriate conduct may result in suspension from the team.

1. Any consistent failing grades or unsatisfactory conduct may result in suspension until consistent improvement and notice of that improvement is made known by teacher to principal.  
Any student who becomes ineligible to participate in team activities will be reinstated upon teacher notice to the principal of consistent passing grades and cooperative behavior. Parents and coaches will be notified of suspension and reinstatement of students.  
The principal, after consultation with the teachers and parents, will have the sole discretion as to when a student may resume the extra-curricular activity.

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2. Any student with a **second failure** or **ongoing lack of improvement** in grades and/or behavior will result in dismissal from the team for the duration of the scheduled season.
  3. **Any detention or disciplinary action the day of practice or game** may result in the student athlete sitting on the bench during practice or the game.
  4. Any student that does not attend or leaves school due to illness will not be able to participate in the scheduled practice or game that day and will not be allowed to attend the practice or the game.

**Students absent from school cannot participate in any extra-curricular activity for that day. Students late for school, but arrive before noon, may participate in extra-curricular activities. Students are ineligible to participate in any extra-curricular activity during a period of suspension.**

5. Any student athlete acting in a manner unacceptable by school officials will be given a warning as to what the consequences may be if the uncooperative behavior continues. The consequences will be communicated to the student athlete's parents and school principal.
6. Should an individual participant become consistently uncooperative, the Coach will schedule a conference with that student's parents and the student to discuss the situation. The student will not participate in practices or games until this conference happens and determinations are made. The Coach will notify the Athletic Director and Principal of the situation. If there is no resolution to the situation a subsequent conference will be scheduled with the parents, student athlete, Coach, Athletic Director, and Principal.
7. St. Matthew School's Principal has the final word on any, and all disciplinary actions. The Principal will inform the Athletic Director, Coach and the School Secretary of any academic/disciplinary action taken and in turn will inform the Coaches and Parents of that student.

\*When a student athlete is suspended by the principal that student is prohibited from practicing or playing in games during their suspension. This includes weekends and holidays. Permission to rejoin the team is dependent upon consistent improvement in academics and or behavior made known by the teacher to the principal. The principal grants reinstatement to play on the team to the student.

***The school reserves the right to revoke the privilege of playing on school sponsored teams if the student athlete or his/her parents do not conduct themselves appropriately.***

## **PARENTS**

The involvement and support of the parents of the student athlete are important to the development of the child. For this reason, as much participation and encouragement as possible on the part of the parent is requested.

It is the intent of St. Matthew School sports program to promote Christian values. It is expected that parents will provide an example of this type of conduct. When inappropriate conduct is displayed by a parent or spectator associated with St. Matthew School, it is the purview of the Athletic Director or Coach to request that the parent modify their behavior. Should that fail to result in appropriate behavior, the parent or spectator will be expelled from the playing area. The principal in consultation with the pastor has the final say on removal of any coach.

Parents involved in sports must volunteer for concessions stand, entrance fee, scoring assistants, etc.

## UNIFORM/DRESS CODE

### UNIFORM POLICY FOR GRADES K - 5

**\*\*There are summer and winter uniforms. The change of uniform to the winter uniform and the change to the summer uniform will be announced by the principal. Please follow these uniform regulations as they are stated.**

### SUMMER UNIFORM

#### GIRL'S UNIFORM

##### Grades K - 3

Plaid Jumper (Hem length must be no higher than the top of the knee)

Navy blue walking shorts with belt

##### No navy skorts

White oxford shirt (short sleeves)

+Shirt must have button-down collar

+No rounded collars

White ankle dress socks

\*No low-cut or bright colors socks

\*Socks must cover the ankle

Plain Black, brown or navy flat sturdy tie or loafer shoes, or flat Mary Jane style dress shoes worn with jumper

\*No sneaker-like, no boots, no heels, no clogs, no hikers or sneaker style shoe and no heelies

+Sneakers may be worn only with navy walking shorts and

White crew socks (must cover ankle) No bright colors

#### BOY'S UNIFORM

##### Grades K - 5

Navy blue walking shorts with belt

Navy dress slacks with belt – no corduroys

\*No sweatpants, cargo pants, pants gathered at ankle

White oxford shirt (short sleeves)

+Shirt must have button-down collar

+No polo style shirts

+Sneakers may be worn with navy walking shorts and

White crew socks only (must cover ankle) No color socks

**SHORTS MUST BE NAVY TWILL WALKING SHORTS; NO OTHER SHORTS WILL BE ACCEPTABLE AS THEIR SCHOOL UNIFORM -INCLUDING SWEAT, NYLON, OR CARGO. If you need to order walking shorts please call Flynn & O'Hara 1-800-441-4122**

### WINTER UNIFORMS

#### GIRL'S UNIFORM

##### Grades K-3

Plaid Jumper

Hem length must be no higher than the top of the knee

Navy dress pants with belt and vest, sweater or cardigan with SMS logo

White oxford shirt (short or long sleeves)

+Shirt must have button-down collar

+No rounded collars

Plain black, brown or navy flat sturdy tie or loafer shoes, or flat Mary Jane style dress shoes worn with jumper

\* No sneaker-like, no boots, no heels, no clogs, no hikers or sneaker style shoe and no heelies

Navy blue cardigan sweater with SMS logo

Navy blue knee socks or navy blue tights with jumper (No low-cut socks) No color socks

#### GIRLS UNIFORM

##### Grades 4 - 5

Plaid kilt or skirt (Hem length must be no higher than the top of the knee)

Navy blue walking shorts with a belt

##### No navy skorts

White oxford shirt (short sleeves)

+Shirt must have button-down collar

+No rounded collars

White ankle dress socks

\*No low-cut or bright colors socks

\*Socks must cover the ankle

Plain black, brown or navy flat sturdy tie or loafer shoes, or flat Mary Jane style dress shoes worn with skirt

\* No sneaker-like, no boots, no heels, no clogs, no hikers or sneaker style shoe, no moccasins and no heelies

+Sneakers may be worn only with navy walking shorts and

White crew socks (must cover ankle) No bright colors

#### BOY'S UNIFORM

\*No low-cut or bright colored socks

+Navy, Black or White ankle socks with dress slacks

Plain black, brown or navy flat sturdy tie or loafer shoes worn with dress slacks

\*No boots, no hikers or sneaker style shoe, no heelies

+Sneakers may be worn with navy walking shorts and

White crew socks only (must cover ankle) No color socks

#### GIRL'S UNIFORM

##### Grades 4-5

Plaid kilt or skirt with navy blue sweater-vest with SMS logo

Hem length must be no higher than the top of the knee

##### No skorts

Navy dress pants with belt and vest or sweater

White oxford shirt (short or long sleeves)

+Shirt must have button-down collar

+No rounded collars

Plain black, brown or navy flat sturdy tie or loafer shoes, or flat Mary Jane style dress shoes with skirt

\* No sneaker-like, no boots, no heels, no clogs, no hikers or sneaker style shoe, no moccasins and no heelies

Navy blue sweater vest with SMS logo

Navy blue knee socks or navy blue tights with skirt (No low-cut socks) No color socks



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## BOY'S UNIFORM

### **Grades K-5**

Navy blue dress slacks with a belt. (No corduroys  
No sweatpants, cargo pants or pants gathered at  
ankles)

Socks may be Navy, Black, or White (no color socks)

+Socks must cover ankle

\*No low-cut or bright colors socks

Sweater vests/ cardigans with SMS logo are ordered from Flynn & O'Hara 1-800-441-4122.

White oxford shirt (short or long sleeves)

+**Shirt must have button-down collar**

+**No polo style shirts**

Navy blue sweater vest with SMS logo

**Plain** black, brown or navy flat sturdy tie or loafer  
shoes

\***No boots, no hikers, sneaker style, or heelies**

## SUMMER UNIFORM

## UNIFORM POLICY JUNIOR HIGH GRADES 6, 7 & 8

### GIRL'S UNIFORM

#### **Grades 6, 7 and 8**

Khaki wrap around kilt or khaki twill walking shorts  
with belt

**No khaki skorts**

**Hem length - no higher than the top of the knee**

White oxford shirt (short sleeves)

+**Shirt must have button-down collar**

+**No rounded collars**

Navy knee socks are worn with kilt.

White crew socks only (must cover ankle)

**No color socks**

**Plain** Black, brown or navy tan flat sturdy tie or loafer  
shoes, or flat Mary Jane style dress shoes **worn with  
Khaki kilt**

\* **No sneaker style, no boots, no heels, no clogs, no  
hikers or sneaker style shoe, no moccasins and no  
heelies**

+Sneakers may be worn only with khaki walking shorts  
and white crew socks. (socks must cover ankle)

**Socks must cover the ankle (No bright colors)**

### BOY'S UNIFORM

#### **Grades 6, 7 and 8**

Khaki twill walking shorts with a belt

White oxford shirt (short sleeves)

+**Shirt must have button-down collar**

+**No polo style shirts**

White crew socks only **Socks must cover ankle No  
color socks**

**Plain** black, brown, navy, tan flat oxford shoe or  
loafer style shoe **worn with Khaki twill slacks  
(no boots, no hikers or sneaker style shoe and no  
heelies)**

+Sneakers may be worn only with khaki walking  
shorts and white crew socks.

+**Socks must cover the ankle (No bright colors)**

**SHORTS MUST BE KHAKI TWILL WALKING SHORTS; NO OTHER SHORTS WILL BE  
ACCEPTABLE AS THEIR SCHOOL UNIFORM -INCLUDING SWEAT, NYLON, OR CARGO.**

If you need to order walking shorts please call Flynn & O'Hara 1-800-441-4122.

## WINTER UNIFORM

### GIRL'S UNIFORM

#### **Grade 6, 7 and 8**

Khaki wrap around kilt or khaki twill slacks with a  
belt. No corduroys, cargo or sweat pants, no pants  
gathered at ankle.

**No khaki skorts**

**Hem length must be no higher than knee length**

White oxford shirt (short or long sleeves)

+**Shirt must have button-down collar**

+**No rounded collars**

Navy blue knee socks or navy blue tights with Khaki  
kilt (No low-cut socks)

Navy, Black, or White socks with Khaki twill slacks

Navy blue sweater vest or cardigan with SMS logo

### BOY'S UNIFORM

#### **Grade 6, 7 and 8**

Khaki twill slacks with a belt.

No corduroys, cargo or sweat pants, no pants  
gathered at ankle.

White oxford shirt (short or long sleeves)

+**Shirt must have button-down collar**

+**No polo style shirts**

Navy blue, Black or White dress socks-no athletic  
or **brightly colored socks (socks must cover  
ankles)**

Navy blue sweater vest with SMS logo

**Plain** Black, brown, navy, or tan flat sturdy tie or loafer  
shoes or flat Mary Jane style dress shoes worn with Kilt  
**(no sneakers, no boots, no heels, no clogs, no hikers  
or sneaker style shoe, no moccasins and no heelies)**

**Plain** black, brown, navy, or tan flat oxford shoe  
or loafer style **(no sneaker style, no boots, no  
hikers or sneaker style shoe and no heelies)**

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### **Special Notes Regarding Students' Appearance:**

- Catholic Schools mandate the wearing of school uniforms in order to free its students to place their energies on lasting values and to avoid materialistic competition. We ask parents to support us by seeing that your children come to school each day dressed according to school uniform policy. We also emphasize the importance of teaching our youth to report to school each day in neat and clean attire. Shirts and blouses should be tucked in slacks and shorts should be at the waist. **Skirts must be worn to the knees.**
- Haircuts and hairstyles should be in keeping with our Catholic School uniform. Boys' hair must be evenly cut above eye-brows, neatly cut near ears and may not touch the collar and may not include shaved lines. Girls' hair should be neat and combed out of the face. **No child boy or girl is to come to school with his/her hair dyed, highlighted, spiked, or with designs.**
- No long side burns, mustaches, or beards of any length.
- **No scarves or headcoverings. Girls may wear only plain black, brown or navy headbands/ribbons**
- **Girls may only wear one set of post earrings that fit on the lobes of the ear.** Boys may not wear earrings. **No jewelry or rings, friendship necklaces, gold necklaces, and wristbands are to be worn to school. Religious medals may be worn under the uniforms.**
- **Make-up or nail polish is not to be worn.**
- All gum chewing is prohibited in school, on bus and on school grounds.
- Girl Scouts, Boy Scouts, Cub Scouts, Brownies and Daisies may wear their scout uniforms to school on the day of their meeting if the meeting is immediately after school.
- **Uniforms are to be worn at all times except on dress-down days. It is the prerogative of the principal only, to award dress-down days. Uniforms are always worn on days we attend church.**

### **GYM UNIFORMS GRADES K - 8 ORDERED THROUGH THE SCHOOL IN SEPTEMBER**

#### **Summer Uniforms for August, September, October, May and June**

- Navy blue gym shorts (sweat shorts) with SMS logo
- Light blue T-shirt or Spirit Wear with SMS logo
- **white crew socks only** (above the ankle & **no bright colors**) & sneakers

#### **Winter Uniforms for November, December, January, February, March, April**

- Navy blue sweatshirt with SMS logo
- Navy blue sweatpants with or without SMS logo (not nylon)
- Light blue T-shirt or Spirit Wear with SMS logo (must be worn under sweatshirt in case sweatshirt needs to be taken off)
- **White crew socks only** (above the ankle & **no bright colors**) & sneakers

#### **DRESS DOWN DAYS (NUT) No Uniform Today**

The school usually sponsors dress down days in conjunction with a charitable fundraiser, holiday, or as an incentive. **Dress Down Days are NOT permitted on days when we have school Mass** (please be attentive to the school calendar in regard to school Mass days). The following guidelines on such days will assist students to be appropriately dressed for school.

Students ***may wear:***

Clean jeans (fit at waist, free of holes, or frayed edges)

Slacks (not tight)

Collared shirts for both boys and girls (shirts, blouses must have sleeves and cover the mid-riff)

Skirts, dresses, shorts that are at the knee

Sneakers, closed shoes

Students ***may NOT wear:***

Tight jeans or slacks, flannel pants or pajama bottoms

Shorts that are very short (shorts need to be at the knee), biker shorts

Skirts and dresses that are not at the knee

Tank tops, sleeveless tops, or halter tops

Shirts/blouses with "scooped" necklines

Shirts, blouses, or tee shirts with inappropriate logos or slogans

Sweat shirt, pants, shorts, jogging suits

Open back shoes, clogs, sandals, flip-flops, sneakers that convert to roller-skates, shoes with heels

Make-up, dangling earrings, excessive jewelry, nail polish

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## TUITION POLICY

1. The St. Matthew School Board, charged with maintaining the financial stability of St. Matthew School, shall set dates on which payment tuition is due.
2. The principal, as the administrator of St. Matthew School, shall provide parents with written notice of the dates on which payment is due.
3. Because budgetary calculations are closely tied to anticipated enrollment figures, it is imperative that any parent who anticipates difficulty in meeting payment deadlines informs the principal immediately so that alternative payment dates can be arranged.
4. Ten days after the payment due date, a written notice shall be sent to the parent(s) of any student for whom tuition remains outstanding, and for whom alternative payment dates have not been set, that payment is late and should be remitted.
5. Thirty days after the payment due date, a second written notice shall be sent. Balances that remain after 45 days will be submitted to the St. Matthew Tuition Review Panel, unless an alternative payment schedule has been set with the principal and/or pastor.
6. The St. Matthew School Tuition Review Panel shall consist of the pastor, or his priest delegate, the principal, and at the discretion of the pastor, may include one or more members of the school board.
7. In order for the panel to evaluate legitimate cases of economic hardship and to attempt to distinguish between ability to pay and unwillingness to pay, the parent of those students for whom payment is delinquent may be asked to provide information that would justify the outstanding charges.
8. If the Tuition Review Panel determines that without payment of the delinquent balance, enrollment should be terminated, this may be implemented only at the end of the current marking period. No student will be suspended or expelled from school during the course of the current marking period because of parental unwillingness to pay tuition or fees. Under no circumstances would report cards or other student records be withheld or in any way used for the enforcement of tuition or fee collections.
9. No student will be allowed to return for the Second Semester (mid-January) if tuition is not current or enroll for the new school year, this includes; **HSA Assessment paid in full.**
10. **Any family with outstanding tuition as well as HSA Assessment is in-eligible to apply for tuition assistance for the new school year.**

\* Accepted - 10/8/91 and Published - 10/10/91/Revised – 3/25/08, 7/4/10, 7/5/11

### TUITION Pre-Kindergarten to Eighth Grade

**Commitment fees and Tuition payments are non-refundable.**  
**Tuition paid will not be reimbursed if a child does not complete the school year.**

Tuition payments are made to the SMART Tuition program and there is a one-time \$50 administrative fee assessed each year by SMART and collected in the first monthly installment.  
If payments are made after the monthly due date, a late fee of \$40 will be assessed.

The School Office will enroll families into the SMART program.

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## SCHOOL PROPERTY

### FACILITIES

All who use the school facilities are expected to care for the property and equipment that is used including: careful use of equipment/furniture, cleaning of equipment and area used, all trash removed from building, and report to school administration any damage. School and outside organizations must request use of facilities by calling the school office and scheduling the time and date for use as well as “signing in” for kitchen use.

### ASBESTOS

Every six months (January and June) an Asbestos review is conducted and a report filed with the Office of Education, Evangelization and Catechesis. Every three Years an Asbestos re-inspection Report is conducted by Superior Industries LLC, an accredited and licensed consultant/inspector within the State of Connecticut. This re-inspection is conducted in accordance with the Asbestos Hazard Emergency Response Act (AHERA) Environmental Protection Agency 40 CFR Part 763 Asbestos Materials in Schools; Final Rule and Notice.

## HOME AND SCHOOL ASSOCIATION

### HSA

The chief purpose of the Home and School Association (H S A) is to promote communication and cooperation between parents and the school staff, as well as provide vital support, both financially and spiritually.

### Membership

The Home and School membership will consist of all fathers, mothers and guardians of the pupils of St. Matthew School, and members of the faculty.

### Assessment

Each family is charged an assessment amount that is to be earned or paid over the duration of the school year from May 1 to April 30.

The **Assessment Fee** for all families with a child in Grades Pre-Kindergarten through 8 is **\$300** per family. The **Assessment Fee** for new families is **\$250** for the first year.

This amount is **not an optional charge but is required to minimize tuition increases** and assist the Home and School Association in meeting its annual budget for fundraising. The assessment is due by April 30 prior to the end of the school year. Any unpaid amount is added to the following year’s assessment amount and families do not receive credit for the new school year’s assessment until the prior year’s outstanding balance is paid in full.

In place of sending out monthly assessment reports, you can access your report at [www.shopwithscrip.com](http://www.shopwithscrip.com) and enter your username and password to access “reports” link.

If you do not have access to the internet, please let the scrip coordinator know and we can send you monthly reports. The reports will list what you have earned in scrip and vouchers (other fundraisers).

The assessment can be earned by participating in the gift card program or by participating in Home and School sponsored fundraisers. Summer purchases of gift cards are included in the assessment period, as well as, special scrip orders made by the Gift Card Coordinator.

### Responsibilities

1. To meet the annual assessment through fundraising.
2. To promote communication and cooperation between the school and the home.
3. To influence public opinion and support federal and state legislation for the benefit of nonpublic schools.
4. To foster a better understanding of the goals and spirit of Catholic education in the school and parish.
5. To assist parents in fulfilling their role as primary educators.



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The members of the Advancement Board for the school year are:

Father John Dietrich

Mrs. Helen Treacy

## **RECRUITMENT OF PARENT REPRESENTATIVES FOR THE SCHOOL BOARD**

St. Matthew School Board's Nominating Committee will be composed of the Pastor (or his designated representative), Principal, and three (3) seated Board members selected by their peers. Board members selected to the Nominating Committee will consist of one member from each elected/appointed term of service. No nominating committee member can be seeking re-election. In the event that all members of a year group are seeking re-election, a second committee member will be chosen from the next senior term-of-service group. This committee is charged with identifying and screening candidates and presenting a slate of nominees for election to the full Board of review of acceptance or rejection prior to the March meeting of the Home-School Association. Each nominating committee member has 1 vote. If consensus is not reached than parliamentary determination be required.

### **Eligibility**

The nominating committee in proposing the parent- representative nominees for election to the school board will consider the following eligibility requirements and qualifications:

1. Membership in St. Matthew Home and School Association;
2. A genuine interest in Catholic education/schools;
3. Ability to work effectively with others in achieving consensus in decisions for the good of the entire St. Matthew School Community;
4. Ability and willingness to make necessary and substantial time commitment for the thought and study as well as meetings and related school board activities, including development;
5. A willingness to maintain high levels of integrity and confidentiality.
6. A willingness to attend periodic in service programs;
7. A willingness to support St. Matthew School, Hartford Archdiocesan philosophy and mission;
8. Having a sense of future vision for the school;
9. Being a credible witness of the Catholic faith to the school and beyond.

### **Personal Qualifications**

Personal and professional qualifications for service are:

- A willingness to give time to serve conscientiously.
- A willingness to attend board functions regularly.
- A high level of honesty, integrity, and prudence.
- Ability to act without bias toward faculty and other employees of the school.
- An inquiring mind, open to both sides of an issue.
- The courage to face unpleasant tasks and decisions.
- Ability to be objective and make discernments free of personal, financial, or operational bias.
- Willingness to disclose any existing or potential conflicts of interest.
- A commitment to the importance of service to the St. Matthew Parish Community.
- A willingness to learn while preparing for and serving as a board member.

### **Board Qualifications**

Board qualifications for service are:

- A commitment to understand and support the mission of St. Matthew Parish.
- A commitment to support the teachings of the church on education and directives of the parish and the archdiocesan department of education.
- A willingness to exercise the delegated authority and control for the conducting of business and affairs of the school.
- A willingness to serve within the philosophy, directives and corporate structures of the parish.
- An appreciation for confidentiality in matters pertaining to the board, the school and the parish.
- A willingness to support board decisions even if he/she does not fully agree.

The following information will be required from potential candidates seeking election to the school board:

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### **Biographical Sketch**

- Name
- Children attending St. Matthew School
- Status of St. Matthew Parish, membership/affiliation
- Archdiocesan/parish/civic involvement
- Occupation

### **Statement of Candidacy**

- Vision for St. Matthew School
- Talents, expertise available to the school
- Willingness to give time, talent, energy to board membership
- Reasons for desiring School Board Membership

### **ST. MATTHEW SCHOOL ADVANCEMENT OFFICE**

The St. Matthew School Development Program was established in 1990 and is largely a volunteer, school board driven, comprehensive process, which strives to develop friends, students, and funds. The Development Program's purpose is essentially threefold:

- To build awareness and acceptance for St. Matthew School
- To seek and retain students for the school
- To serve and to obtain financial support in order to provide the additional resources necessary to remain on the cutting edge of a quality Catholic education.

The four fundamental areas of the Development Program are:

**Alumni Relations:** Communicate with alumni to renew interest and generate support for St. Matthew School.

-Volunteers can assist in the recruitment of alumni class agents, compile an alumni address database, and plan alumni special events.

**Annual Fund:** Inform parents, parishioners, alumni, friends and businesses within the local community about the mission, vision, goals and needs of the school and appeal for broad based financial support.

-Volunteers can assist in the direct mail appeal campaign, phone-a-thon, and major donor solicitation.

**Public Relations:** To market and promote Catholic education and specifically St. Matthew School.

-Volunteers publish a semi-annual newsletter and distribute press releases through local media resources.

**Student Recruitment:** To recruit and retain students served by the school.

-Volunteers produce and distribute school brochures, send letters/greeting cards to prospective and new students, host parent information nights, sponsor school "open house", photograph special events, and write grants.

### **ST. MATTHEW SCHOOL WEB PAGE**

St. Matthew School web address is [www.stmatthewschool.com](http://www.stmatthewschool.com)

The school website is updated weekly during the school year. Information includes our school's policies and procedures, mission statement, activities, calendars and communications, organizations that include the school board, home and school association, scouts and student extra-curricular groups. We encourage you to visit the site regularly for communications. If you would like to post any school related information on the website, please send the information as an attachment to the principal's office for review and approval. All content should comply with state, federal, and international copyright laws and must have appropriate permissions as needed.

Written authorization from parent /guardian is required before posting photos and videos of students on the school website.

### **Right to Amend**

**St. Matthew School reserves the right to amend this Handbook. Notice of amendments will be sent home via communication envelope or through e-mail.**

