St. Matthew Catholic School
FAMILY HANDBOOK

401 Mulberry Street
Mt. Vernon, IN 47620
(812) 838-3621
Fax (812) 838-6971

www.stmatthewmtvernon.org

Published July, 2026

St. Matthew School
401 Mulberry Street
Mount Vernon, IN 47620
Phone: 812-838-3621
FAX: 812-838-6971
www.stmatthewmtvernon.org

Dear Parents and Students,

Welcome to St. Matthew School! At St. Matthew, we are a family of families; we are happy that you have chosen to be part of our community. By choosing St. Matthew School, you are demonstrating a commitment to the values and philosophy of a Catholic education.

The Family Handbook reflects the policies of St. Matthew School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Matthew School.

The faculty and staff of St. Matthew School look forward to partnering with you to promote academic excellence and spiritual development of your child(ren).

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Ms. Christan Shockley
Principal

ST. MATTHEW SCHOOL

St. Matthew School, located at the corner of Fourth and Mulberry Streets, consists of preschool through 5th grade. Class size is limited to 24 students. Exceptions to this must be presented to and approved by the School Council.

ACCREDITATION

St. Matthew School is accredited by the Indiana Department of Education, nationally accredited by LUMEN through the Catholic University of America, and is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

SCHOOL COLORS: Royal Blue and White

SCHOOL MASCOT: Wildcat Cub

School Vision Statement

Inspired by the call and grace of God, St. Matthew Catholic School seeks to provide programs of the highest standard for the spiritual, moral, and intellectual growth of each student.

School Mission Statement

St. Matthew Catholic School strives to know, love, and serve Jesus Christ through academic excellence and service to others.

ACADEMIC INFORMATION

St. Matthew School follows the curriculum guidelines of the Diocese of Evansville and the College and Career Indiana Academic Standards for all subject areas. St. Matthew School offers students opportunities for growth in the following major subjects:

RELIGION
Catholic Doctrine and Tradition, Bible Study, Social Justice, Family Life, and preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical Services are held weekly, on Holy Days, and for special events for the entire school community.

COMPUTER LITERACY
Keyboarding, Word Processing, PowerPoint Presentations, Internet Research, Effective Use of Social Media, Google Classroom, and Integration within curricular subjects

FINE ARTS
Music, Visual Arts, and Performing Arts

HANDWRITING
Students are taught both manuscript and cursive

LANGUAGE ARTS
Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature

MATHEMATICS
Mathematics skills

PHYSICAL EDUCATION and HEALTH
Physical fitness program appropriate for each grade level

SCIENCE
General Sciences and Laboratory Experiments

SOCIAL STUDIES
History, Geography, Economics, Indiana History, and Current Events

SPANISH
Vocabulary, Common Expressions, Simple Sentences, Conversation, and Culture

ADMISSION GUIDELINES
Students in kindergarten through 5th grade can be registered by calling the school office at (812) 838-3621. The maximum number of students per class, including the multi age classes, is 22 students. Students in preschool or pre-kindergarten can be registered by calling the St. Matthew Child Care Ministry at (812) 838-1995.

Nondiscriminatory Policy
The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs

St. Matthew School does not offer special education classes, but reasonable accommodations are made for students who can be largely mainstreamed into general education classes. St. Matthew does employ a part time resource teacher for pull out support. The MSD of Mt. Vernon provides Title 1 services, Intervention strategies, Speech services, and limited consulting services for qualified St. Matthew students with learning disabilities.

Families making applications to St. Matthew School will meet with the principal to discuss the application process. The principal may also meet with the student prior to acceptance. The school may require an evaluation or assessment for the purpose of appropriate grade level placement. St. Matthew School endeavors to meet the learning needs of all students whenever possible.

Services for Students with Exceptionalities

St. Catholic School welcomes the opportunity to serve students with exceptional needs.

- Schools will make reasonable accommodations to meet the needs of all students unless the accommodations will cause undue hardship. Local public schools may be helpful in providing needed resources to our students.
- Once a student is identified as potentially in need of specialized services, a referral is made by the principal to the Local Educational Agency (LEA) to initiate the process for

evaluation. This evaluation is to follow standards established by the state and federal guidelines.

- If eligible for services an Individualized Service Plan (ISP) or CSEP plan will be developed for the student with assistance and support from persons representing the LEA.
- If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.
- A student may be excluded from the school and or programs if he or she creates a substantial risk of injury to himself, herself, or others.

Kindergarten Enrollment

Students are accepted into kindergarten based on chronological age and readiness. Students enrolling in kindergarten must be five years of age on or before August 1. Students who are age eligible might not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, preschool teacher, or kindergarten teacher might request additional evaluations. The purpose of the kindergarten screening program is to provide an opportunity to discuss readiness levels as required in the kindergarten environment and to provide the best possible educational program for the child's development.

The screening may include, but is not limited to, the following: academic readiness, classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

Pre Registration

Pre Registration for incoming kindergarteners and new families will begin at the open house which is the last Thursday of January. The kindergarten class will be capped at 22 students. **Priority Registration closes on March 20th.**

Admission Policy

Applications are accepted prior to the pre registration deadline in the following order:

1. Active members of St. Matthew Parish who have siblings who attend the school. *Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support.
2. Active parish members who have students enrolled at St. Matthew Child Care Ministry
3. Other active parish members..
    2. Siblings of students currently enrolled at St. Matthew School
    3. Students enrolled at St. Matthew Child Care Ministry
    4. Active members of other parishes
    5. Non-Catholic families

Applications are accepted after the **March 20th deadline on a first come first serve basis.**

Student Transfers

Students transferring from other schools must meet the following criteria.

- Parents and students will tour the school and interview with the principal.
- Transfer records from the previous school including, report cards, I-Learn & I-Read scores, IEP, behavior records, birth certificate, immunization records.
- Signed release to speak with the administrator of the previous school attended.

- Additional academic testing if deemed necessary.

These items will be reviewed to determine whether the program at St. Matthew School will meet the educational needs of the student. An interview with the parent and student is part of the admission process.

If a family wishes to transfer from another school to St. Matthew School, the principal will explain the expectations for communication between the two schools. Consideration must be given to the reason(s) expressed for the transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impacted his/her academics and/or the learning/social environment.
2. Whether reasonable efforts to manage the student or correct the behavior at the current school have failed.
3. Whether the student's parents have provided their full cooperation and support of the current school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a transfer student.

Registration, Tuition, and Fees

Pre Registration for incoming kindergarteners and new families will begin at the open house which is the last Thursday of January. A waiting list will begin when registration reaches 22 students.

- Tuition for the 26-27 school year is $6800
- Tuition will be covered by the Choice Scholarship for Indiana residents. Proof of residency will be required.
- The enrollment fee of $200 per student or $250 per family will be due with the signed Participation Agreement.
- Registration is complete when the school office receives the enrollment fee, the signed participation agreement, and the signed Choice Scholarship paperwork.

Those families who do not qualify for the Choice Scholarship due to Illinois residency or who cannot pay the enrollment fee should contact the school office for the parish financial aid packet. This packet is due to the school no later than May 1st.

AFTER SCHOOL CARE

After School Care is provided for students in the gym from 2:45 - 5:30 p.m. at the cost of $10 per day. The children are offered a healthy snack and drink. They have thirty minutes of quiet time to complete homework and study for tests. The students then enjoy recreational time outside, weather permitting, or in the gym. Students should be picked up from After School Care at the front entrance on Mulberry Street no later than 5:30 p.m. If a family's after school care balance exceeds $100, their child(ren) will not be able to attend after school care until a portion of the balance is paid. Parents will be charged an additional $5.00 every 10 minutes they are late after 5:30pm.

ALLERGY POLICY

St. Matthew School recognizes that allergies are a serious condition affecting many school children. We encourage children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students. We also encourage

students with allergies to become independent and responsible for their own allergy needs. All staff members who come into contact with children with allergies are provided training regarding proper care. When students are out of the building for a field trip, the teachers will take their students' allergy medications, inhalers, and epi-pens with them.

Asthma Medication

Immediate access to reliever inhalers is vital. Parents are asked to provide the school with a labeled reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Recordkeeping

At the beginning of each school year, parents are asked to submit their child's emergency information, medical record, allergies, and medicines, and medication form. If medication or allergies change during the school year, parents are required to inform the main office.

Food Allergies

St. Matthew recognizes that life threatening food allergies are an important condition affecting many children. In order to minimize the incidence of life threatening allergic reactions, St. Matthew School will maintain a system-wide procedure for addressing reactions and maintain an Emergency Action Plan for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life threatening allergy. We encourage students to assume personal accountability for their food allergy by asking if food is allergy safe. A parent/guardian of a student with food allergies is responsible for providing food for his/her own child if the child cannot eat the food that is served in the cafeteria or in the classroom for class parties.

AMBULANCE

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel

ARRIVAL AND DISMISSAL INFORMATION

Students may be dropped off at school beginning at 7:15 a.m. Students who arrive by car must use the rear entrance of the school. Students who arrive by bus must use the front entrance on Mulberry Street. No cars may be parked near the front entrance on Mulberry Street before or after school so that school buses have clearance. Cars are to enter the parking lot through the Fifth Street gate and exit through the alley to Walnut Street. A circular path should be used to avoid backing up traffic. Please drive slowly and with extreme caution. Please, wait until the car in front of you leaves the parking lot; do not go around the car increasing the risk of an accident. The back door will be locked at 7:55am. Any late arrivals should be dropped off at the front entrance. Cars should park as close to the Mulberry entrance as possible and do not allow students to cross the street on their own.

Students are dismissed from school at 2:45. Students boarding buses will exit through the front entrance on Mulberry Street. Cars may not park near this entrance because of bus clearance. Students being picked up by cars will exit through the back entrance onto the parking lot. Cars are to enter the parking lot through the Fifth Street gate and exit through the alley to Walnut Street. Cars will line up in the three columns marked in the parking lot. Students will be called one at a time to their car via a phone system with the two teachers on car duty. Once the cars in the lot have been filled, all cars will be released one row at a time. The remaining cars on 5th

street will then fill the lot and children will be called forward. Please drive slowly and with extreme caution.

Parents should send a note with their child or call the office if their child is to go home by a different means on a given day. Under no circumstances may a student be released to anyone other than the custodial parent(s), court-appointed guardians(s), or other person authorized by the parent(s), guardian(s), or order of a court of competent jurisdiction. Custodial parents or court-appointed guardians have the burden of providing school officials with copies of relevant court orders or other documentation evidencing their authority.

ASBESTOS MANAGEMENT PLAN

St. Matthew School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987. AHERA required the compilation of all asbestos containing building materials within public and private schools. This compilation was designed to identify not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information was then assembled into an Asbestos Management Plan for each school building.

AHERA also requires that asbestos materials identified in the management plan be checked every six months by trained school maintenance personnel and that these materials be reinspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six month surveillance and the three year reinspections must continue for as long as asbestos remains in the building.

ATTENDANCE POLICY

Students are allowed to enter the building at 7:15 a.m. and will be supervised in the gym/cafeteria. The school day begins at 8:00 a.m. School dismissal time is 2:45 p.m.

ABSENCE PROCEDURES

1. Students who arrive after 8:00 a.m. will be counted tardy. **A detention will be issued after the 5th tardy and again**, after the 10th tardy. These detentions will be served in the morning at 7:30 a.m. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an *Attendance Truancy and Violation Notification Hearing* will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.

2. **If a student is not in attendance, a parent/guardian must call the school office by 9:00 a.m. each day the student is absent.** You may leave a message on the answering machine. Students must be fever free and non-contagious for 24 hours before returning to school. Students who are sent home during the school day with a fever or after having thrown up will not be allowed to return to school the next day. If a student is absent for three or more consecutive days, a doctor's note must be submitted upon returning to school.

3. If a student signs in after 10:00 a.m. or signs out on or before 1:00 p.m., the student will be considered absent for one-half day.

4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 1:30 p.m. - 3:00 P.M., unless other arrangements have been made. Students who are

absent due to illness have one day for each day of absence to complete the missed assignments, quizzes, or tests.

5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.

7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.

8. The parents must sign out students leaving school during the day (appointment, illness, etc.) in the office. If they return during the school day, they must sign back in at the office.

VACATION POLICY

St. Matthew Catholic School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED according to state law. If a child is absent for an extended period of time, the child is expected to have class work made up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Child sent home from school due to illness
- Absence related a family funeral
- Absence related to deployment and return for military connected families
- Absence related to Court Orders

UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the definition of excused absences.

CHRONIC ABSENTEEISM

A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year **for any reason**. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- **A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.**
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY

A student is considered a Habitual Truant when he/she has been absent from school 10 days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student considered habitually truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

ATTENDANCE DURING P.E.

Attendance is required at every physical education class. A written request from the doctor must be presented to the P.E. teacher if a child is to be excused from participating in physical education class for more than two days. Even though students may be excused from physical

activity, they will still be required to dress out and to participate whenever possible.

AWARDS

Awards for grades and effort are given at the end of each grading semester. The following criteria are used in determining eligibility for these awards.

Honor Roll – Grades 4 and 5
High Honors – All A's on report card
Honors – All A's and B's on report card

Students are also recognized for their academic achievement, extracurricular participation, and service to the school community at an Awards Assembly held during the last week of school.

BEFORE SCHOOL CARE

Before School Care is provided in the gym beginning at 7:15 a.m. This service is provided free of charge. Students are to report to the gym when they arrive each morning. Students are dismissed to the classroom at 7:45am. Announcements begin at 8:00am.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:00 AM or who are not picked up by 6:00 PM will receive:

1. A phone call reminding you to not drop off your child early or to pick up your students on time
2. A registered letter reminding you that dropping your child off at school prior to 7:15 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. Students who remain after 6:00 PM will be sent home via the Mt. Vernon Police Department.
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

BIRTHDAYS

Students' birthdays are recognized and celebrated; however, birthday treats should not be brought from home.

BULLYING

St. Matthew Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and 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. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

CELL PHONES

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending extracurricular activities, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat may receive a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE LAWS

St. Catholic School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

COMPUTERS AND iPADS

Chromebooks and iPads are located throughout the school building. Students are to work only at the computer that has been assigned to them unless the teacher indicates otherwise. Students may not touch the keys or any other part of any computer that is designated for another student's use. Changing settings or deliberately causing damage to any computer or computer equipment will be considered vandalism. Students who choose to do this will be held responsible for repairs and may lose their computer privileges.

Code of Christian Conduct

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their student.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, and field trips. Etc).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CRISIS PLAN

St. Matthew School has implemented a crisis plan in case of an emergency or lockdown. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an emergency requiring students and staff to evacuate the building, we will take shelter in one of the following designated locations:

1. Schneider Funeral Home
2. St. Matthew Child Care Ministry
3. St. Matthew Church
4. Alexandrian Public Library
5. Mt. Vernon Court House

Crisis/Confrontation Policy

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our schools are of paramount importance. School authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;

2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;

3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;

4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;

5. A student knowingly possesses handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;

6. A student knows, but fails to disclose to school authorities, that another student either:

a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or

b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public.

The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

DISCIPLINARY MEASURES

Each teacher has his/her own classroom management plan focusing on positive reinforcement. Disciplinary measures are necessary when a student chooses not to follow classroom guidelines and instructions, disrupts the class, is disrespectful of the teacher or another student, or harms another student. Parents must respect the judgment of the teachers in disciplinary matters and cooperate with them. If a disagreement arises, such opinions should not be voiced in the presence of the child, but should be discussed with the child's teacher. Each teacher is responsible for his/her classroom discipline and will handle this according to the following plan.

GRADES K-3 DISCIPLINE PLAN

Classroom Rules

1. Follow directions
2. Raise hand when wishing to speak
3. Always walk in the building
4. Keep hands, feet, and objects to yourself
5. Treat classmates kindly

Student Rewards

1. Students will be praised.

2. Students will earn positive notes.
3. Students will have class-wide reinforcement programs.

Student Consequences - Grades K-3

1. 1st warning – visual/verbal reminder
2. 2nd warning – 5 minutes away from group during class or recess time
3. 3rd warning – 10 minutes away from group during class or recess time
4. 4th warning – student will call parent from the principal's office; an appropriate consequence will be given to the student; a conference may also be arranged with the parents.

GRADES 4 & 5 DISCIPLINE PLAN

Behavior/discipline notices will be issued to students for violations of school rules. A student may receive as many as three warnings by a given teacher for violation of classroom rules. However, certain offenses warrant automatic discipline notices and/or detentions.

After a student has accumulated 3 discipline notices in the same quarter, the student must serve a detention. Detention will be served after school until 3:45 p.m.

After a student receives 6 discipline notices, he/she will have a conference with his/her parents, teacher, and the principal. A behavior improvement plan and counseling may be mandated.

Suspension and possible expulsion will follow if the student does not abide by the outcome of the conference.

Behavior notices may be issued by any staff person. Notices will be logged in the office.

Classroom Rules

1. Students will show respect to teachers, students, and for school books and property.
2. Students will help keep the room neat and keep materials in their proper places.
3. Students will complete their assignments on time. If absent, students will check with teachers about make-up work and make-up tests.
4. Students are allowed in the classroom only when a teacher or staff person is present.
5. When exchanging classes, students should wait to enter the room until it is empty.
6. No excessive talking and/or horseplay is permitted in bathrooms.

Out-of-Classroom Rules

1. When entering a classroom, students will knock and wait for the teacher to respond before entering.
2. Students are to be quiet in hallways, stairways, and restrooms during class time. No running in the hallways at any time.
3. Students will stand in lines at the water fountain.
4. Students will keep all areas neat and clean.

MORNING RULES (Grades K-5)

1. Upon arrival at school, students should go directly to the gym unless told otherwise by a teacher.
2. Students are to remain seated, keep their hands and feet to themselves, and talk quietly with their classmates. Pushing, shoving, kicking, or rolling around is not permitted.
3. If a student needs to leave the gym, he/she must first check with the teacher on duty.

4. When the 7:45am bell rings, students will dismiss to their homeroom. Announcements and prayer begins at 8:00am.

LUNCH RULES (Grades K-5)

1. Students walk in a line to the cafeteria with their teacher
2. Students carry trays with both hands.
3. Students talk quietly with their classmates at the table; do not talk with food in mouth.
4. Students sit on their bottoms at the table.
5. Students do not share, trade, or throw food.
6. Condiment bottles stay on the condiment table.
7. Students do not leave their seats without permission; raise your hand, and the teacher on duty will help you.
8. When finished eating, students will clean their area, pick up trash, and wipe up spills.
9. When their table is called, students take their trays to the counter and line up quietly at the door.
10. No running, pushing, shoving, or cutting in line.

PLAYGROUND RULES (Grades K-5)

1. Students must obey and respect staff or volunteer person on duty.
2. Students must stay in assigned areas.
3. Students will show good sportsmanship when playing games.
4. Students must take care of playground equipment and use it the proper way.
5. Students may not go into the street to get a ball.
6. No vulgar or obscene language is allowed. Do not use God's name in vain.
7. No play-fighting, wrestling, or rough-housing is allowed.
8. No tackle football.
9. No playing in the prayer garden.
10. No sitting on parish office steps.
11. No picking up sticks or other objects on the ground.

DETENTION

A detention will be served after students receive three discipline notices. A detention may also be issued for breach of classroom and/or school rules. Any staff member can issue a detention. Parents are given written notification of the detention. The date, day, and time of the detention are at the discretion of the principal or teacher who monitors the detention. Detention takes precedence over appointments, practices, lessons, etc.

When serving detention, students will complete a Positive Growth Form containing a list of events that led to the detention, an explanation as to why their actions were inappropriate to a positive learning environment, and the measures they will take to improve current behavior. This document must be signed by the parents and returned the next day.

SUSPENSION

Students who earn an in-school suspension will be required to report to school each day and complete class assignments in the principal's office. Students who receive out-of-school suspension will not be allowed on the school campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

EXPULSION

The following are examples of student conduct which is unacceptable wherever it appears. Such behavior ***may*** constitute grounds for expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies
12. Sexual harassment

THE ABOVE MENTIONED APPLIES TO CONDUCT BOTH IN (DURING) AND OUT OF SCHOOL

ST. MATTHEW SCHOOL DRESS CODE

Dress code clothing can be purchased at Target Stores, JCPenney, Kohl's, and other local retail shops. The St. Matthew Swap Shop is also available in the summer for parents to donate and pick out used clothing for their children.

SHIRTS

- Students may wear solid red, white, or navy blue long-sleeved or short-sleeved polo shirts.
- Shirts must be tucked in.
- A solid, white t-shirt may be worn under the uniform shirt.

SWEATSHIRTS and SWEATERS

- Solid red, white, or navy blue sweatshirts or fleece jackets (plain or with the St. Matthew School logo) over their uniform shirts
- Solid red, white, or navy blue cardigan or pullover style sweaters
- Students may NOT wear hooded sweaters, sweatshirts, or fleece jackets.
- **Please make sure all sweatshirts, sweaters, and jackets are labeled with the student's name.**

PANTS, SHORTS, SKIRTS, SKORTS

Students may wear khaki or navy blue uniform pants or walking shorts; plain front **cotton** twill pants. Grades 1-5 must have belt loops, Kind. can wear a drawstring waist.

- **No** flair bottom, bell bottom, denim, stretch, tight fitting, jeggings, leggings,cargo, or carpenter pants.
- **No** exterior seams, grippers, rivets, exterior zippers, exterior snaps, or excessive stitching.
- Shorts must be fingertip length or longer and must not fall below the knee.
- Girls may wear khaki or navy blue skirts, skorts, jumpers, polo shirt dresses. Skirts, skorts, jumpers, and dresses cannot be anymore than **two inches** above the knee (no shorter) and have shorts worn underneath.
- Shorts may be worn until Thanksgiving Break if the weather remains warm. Pants, dresses, or skirts with leggings must be worn after Thanksgiving until Spring Break. Shorts can be worn after Spring Break assuming the weather permits.

BELTS

- Students in grades 1-5 must wear a belt with their pants and shorts. Black or brown belts without a large belt buckle.

SOCKS and SHOES

- Shoes may be casual or athletic in style. Shoes must have an enclosed toe and heel. Sandals, boots, shoes with lights, and Crocs are not allowed.
- Socks must be worn at all times. Students may wear solid red, white, navy blue, black, grey, or tan/khaki socks. Girls may wear solid red, white, navy blue, black, or tan/khaki tights or leggings under their skirts, skorts, jumpers, or polo shirt dresses.

4/5TH GRADE PE UNIFORM

- Approved royal blue shorts and gray St. Matthew t-shirt ordered through St. Matthew School.
- Tennis shoes with gym socks. No Crocs, Hey Dudes, sandals, etc.

JEWELRY

Jewelry needs to reflect Christian values. Boys may not wear earrings. No body piercings or tattoos are allowed. Jewelry that is distracting will not be allowed.

HAIR

Hair needs to be kept neat, clean, and properly styled. Extreme hairstyles and colors are not allowed.

SPECIAL DRESS DAYS

FIRST FRIDAYS—FREE DRESS DAY

The first Fridays of the month are designated as free dress days. On a free dress day, the students may wear whatever they choose with these restrictions: Shirts must have sleeves and contain appropriate pictures and sayings. No halter tops or cold-shoulder shirts. Jeans and pants should not be oversized, frayed, unhemmed, or have holes. No low-rise or ultra-low rise pants, yoga pants, flannel or pajama pants, lycra pants, or words across the seat of pants. Leggings are acceptable only if worn as tights under a skirt or tunic-style shirt or long sweater that is fingertip length or longer. Shorts and skirts must be fingertip length or longer. No hats

may be worn inside the building. Sandals with backs and boots with no more than a 1" heel may be worn; no flip-flops. All students have the option to remain in school uniform on free dress days. The principal reserves the right to send a student home for a change of clothes, if the student's dress is distracting to the learning of other students.

LAST FRIDAYS—SPIRIT SHIRT DAY
The last Friday of each month will be designated as Spirit Shirt Day. Students and staff members may wear a St. Matthew shirt or a Diocesan theme shirt with jeans or uniform bottoms.

CONSEQUENCES TO NOT FOLLOWING THE DRESS CODE

First Notice—A Dress Code Violation will be sent home to be signed by the student and the parents and returned to school the next day.

Second Notice—A Dress Code Violation will be sent home to be signed by the student and parents and returned to school the next day.

Third Notice— A Dress Code Violation will be sent home to be signed by the student and parents and returned to school the next day. The student will lose his/her free dress privilege on the next free dress or spirit day. A detention will be issued for multiple violations.

EMERGENCY DRILLS

State law requires that fire and disaster drills be conducted throughout the school year. The teachers and students are trained to know what to do in the event of a fire, severe weather emergency, tornado, earthquake, or lockdown. Everyone in the building is expected to follow the emergency procedures during the drills. During a lockdown, parents will not be allowed to enter the building.

Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

EXTRACURRICULAR PARTICIPATION/ACADEMIC PROBATION

St. Matthew School follows diocesan guidelines regarding participation in extracurricular activities. Students must maintain a C average with no F's on their report card in order to participate in extracurricular activities such as sports, clubs, or field trips.

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who can learn but choose not to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. A student whose average is an F will not be allowed to participate in any sport or school-sponsored

extracurricular event until the grade has improved to a passing grade of a D (70% or higher).

Behavior and effort also affect eligibility. A student whose conduct or effort at school, practices, or athletic events demonstrates an improper attitude will be deemed ineligible to participate. If a student is found to be ineligible, a notice will be sent to his/her coach, and the student will not be allowed to participate in the sport for that week.

EVENING PROGRAMS

Academic programs featuring students' performances will be held in the evenings as much as possible so that parents have a better opportunity to attend and witness the results of their child's study and preparation. Such programs include the Christmas Play and Spring Program . Students are required to attend.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable.**
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Designated parent chaperones must have a background check.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Matthew School risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

FINANCIAL SUPPORT

In order to continue high quality educational programs at St. Matthew School, St. Matthew Church must have the financial support of parishioners and all parents of students. The School Council and Finance Commission review the financial needs each year and make these needs known to the parishioners and parents of students. Parents of students are expected to contribute to the parish in their weekly or monthly church tithing.

Tuition and book fees cover less than 50% of the operating expenses of the school. The parish generously covers the remaining expenses. Past due accounts are handled by the school office. There are alternate payment plans and endowments available in cases of financial need.

GIFTS AND INVITATIONS

Students may not exchange individual gifts at school. This gesture only creates hurt feelings. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire class.

GRADING SYSTEM

St. Matthew School will be following the diocesan grading scale. Parents can monitor their child's grades online through PowerSchool.

Achievement Code	**Application Code**
A = 94-100	
A- = 92-93	
B+ = 90-91	5 = outstanding
B- = 86-89	
B- =84-85	4 = very good
C+ =82-83	
C =77-81	3= satisfactory
C- =75-76	
D+ =73-74	2= poor
D =69-72	
F = 0-68	1 = very poor

Students receive effort grades for art, computer, music, P.E., and Spanish as listed under the application code.

GUM

Students may not chew gum at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

HARASSMENT

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

HEALTH GUIDELINES

The school does not have the daily services of a resident nurse, but there are registered nurses who may be called if needed. Immunization records and physicals are required for all students entering school for the first time and for those who transfer from other schools.

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

HEALTH SCREENINGS

Health screenings are conducted by trained volunteers under the supervision of a registered nurse in the following areas; hearing and vision. It is the responsibility of the parents to do the necessary follow-up health checks when contacted by the school health chairperson.

HOME-SCHOOL COMMUNICATION

In order to insure that all communications from the school reach home in a timely manner, St. Matthew School uses a Friday Folder system. Folders are sent home each Friday with the oldest or only child. Folders are to be returned each Monday. Weekly Parent Newsletters and other Friday Folder information are emailed to each family on Friday afternoon. Official school-wide announcements and emergency communications are made through the School Messenger phone system. School communication is also posted on the school website and the school Facebook page.

HOMEWORK

Homework is important because it helps the students make the most of their experiences in the classroom. Homework is given to not only reinforce what has been learned in class, but to also supplement and enrich daily lessons and prepare students for upcoming lessons. Homework teaches responsibility and helps to develop positive study habits. Students are expected to do their very best on their homework. They should do their own work and ask for help only after they have given it their best try. Outside extra-curricular activities are not an excuse for not completing homework.

The following is a general guideline to the amount of time spent on homework per grade level.

K-1: 10-20 min.
2-3: 20-30 min.
3-4: 30-45 min.

If your child is spending more than the recommended amount of time on homework on a consistent basis, please contact the classroom teacher.

<u>Homework Policy Due to Illness</u>
When a student is absent, a parent may call the school office to make arrangements for homework to be picked up at the end of the day. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for

each day of absence due to illness to complete the work missed. For example, a student who was absent three days would be given three school days to complete the missed work.

Homework Due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to make up. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

HOMEWORK PLAN for GRADES 4-5

One goal of 4th and 5th grade is to prepare the students for the challenging responsibilities they will have in 6th grade and throughout their academic careers. It is the student's responsibility to begin completing assignments during the school day they are assigned. If a student does not complete an assignment on time, the overall assignment grade is lowered by 10%, and the assignment will be due the next day. If the assignment is not turned in, the grade will become a zero. If late/missing assignments become a habit, additional consequences may be given at the teacher's discretion. If a student has five missing assignments in a grading period, he/she will receive a detention scheduled within one week of the 5th missing assignment.

IMMUNIZATIONS

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

Internet Acceptable Use Policy

We are pleased to bring Internet access and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by devices of any kind (including but not limited to cell phones, computers, tablets, smart watches, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

Student Agreement

1. Personal Responsibility. Students will accept personal responsibility for their misuse of the Internet and electronic information system. "Misuse" may be considered any

message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.

2. Acceptable Use. Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of St. Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

3. Network Etiquette. Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.

4. Privacy. Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.

5. Expectation of Privacy. Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.

6. Security. Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.

7. Copyright. Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.

8. Chat/Messaging. Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked and school disciplinary action may be taken.

Parent Agreement

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

INDIANA AIR QUALITY COORDINATOR

Christan Shockley, Principal
cshockley@evdio.org
(812) 838-3621

ITEMS BROUGHT TO SCHOOL

St. Matthew School is not responsible for loss or damage to any items brought to school by a student. Students are not allowed to bring toys or electronic devices to school. We reserve the right to search any item brought to school.

LIBRARY

The use of the school library is a privilege granted to St. Matthew students. Students are encouraged to use the library for curricular enrichment, the Accelerated Reading Program, and their reading pleasure. When a student checks out a book, he/she automatically assumes responsibility for the book. The Mt. Vernon Public Library Bookmobile also visits St. Matthew School each month. Borrowed books are to be returned on time and in good condition. Damaged or lost books must be replaced by the student.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the secretary or custodian to be placed in the Lost and Found box. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity. Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

LOCKERS

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

LUNCH PROGRAM

Saint Matthew School participates in the National School Lunch Program in conjunction with the Indiana Department of Education. Hot lunches are served each day. Meals are prepared in the cafeteria. Student meals cost $3.55 and adult meals cost $4.60. An extra entree may be ordered for $2.00 for students and $3.25 for adults. An extra milk is .65 cents and extra side is .75 cents. The reduced meal cost for approved students is .40 cents.School lunch menus are on our website and will be sent home once a month. Student lunches must be ordered by 9:00 a.m. each morning. Parents are welcome to eat lunch with their son/daughter. Please contact the school office by 9:00 a.m. to make a reservation. **Parents should not bring lunches or drinks from carry-out restaurants for themselves or their child(ren).**

Free/reduced lunches are available through the School Nutrition Program and are funded by the Federal Government. Families who think they might qualify are encouraged to apply. Eligibility

guidelines and applications are distributed at registration and are available in the office throughout the year.

Students may choose to bring their lunch each day. They may purchase milk, juice, or water from the cafeteria. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. **Students may not bring lunches or drinks from carry-out restaurants**.

Lunch money should be turned in on Monday morning. The money must be in a sealed envelope marked "Lunch Money" with the student's name, grade, and amount enclosed. Checks should be made to "St. Matthew Lunch Fund."

The cafeteria is considered a classroom to promote good eating habits. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. St. Matthew School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins Please bring lunch money to the office in the morning.

- A student may charge up to 10 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.

- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees, juice and extra milk

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

- The school will deny allowing a student to purchase extra items (extra entrees, sides, and milk) when accounts are negative, but students will not be denied the type of tray they ordered.

- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

OR

○ If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.

The food service manager will also send home letters each week to parents of students who carry negative balances .

● All accounts must be settled by the last day of schoo*l.* Letters will be sent home before th*e last day of school* to students who have any negative balances. Negative balances of more than $20.00 not paid in full prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

● Students who graduate or withdraw from the corporation and have $1.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be kept in the St. Matthew lunch fund.

Meal Prices:
Student meal: $3.55
Extra Entrée: $2.60
Extra Side Items: .80cents
Adult meal: $4.60
Adult Entree Only: $3.60
Adult Extra: $1.30
Extra Milk - .65cents

Full Nondiscrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider, employer, and lender.

MEDICATION

Forms for the administration of medicine are distributed at registration. Extra forms are available in the school office. WRITTEN PERMISSION IS REQUIRED FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATION TO BE ADMINISTERED. Parents are encouraged to bring limited amounts of medication to school and to schedule times of administration so that a minimum number of doses is given during school hours.

If a child has to take a medication in school which is prescribed by a doctor, that medication must be sent to school office in the original container from the pharmacy and must have on its label the following information:

A. child's name
B. name of child's doctor
C. frequency
D. dose
E. date

All non-prescription medication (cough drops, etc.) should be in the original package and taken to the school office with the following information:

A. child's name
B. frequency
C. dose
D. date

MEN'S CLUB

The St. Matthew Men's Club works to support both the parish and the school. The Men's Club is rooted in the Catholic faith and provides an opportunity for Christian fellowship. The primary focus of the group is the physical maintenance of the parish buildings and property. The Men's Club provides volunteer labor and fundraising efforts to improve and upgrade the facilities and contribute to the overall community outreach. All parents are encouraged to participate and assist in the various activities and fundraising events throughout the year by volunteering their time and talent and treasure towards these common goals. The Men's Club usually meets on the fourth Monday of the month at 7:00 p.m.

.

OFFICE RECORDS

Parents/guardians are requested to contact the school office in writing with any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the school office of any transportation changes.

PARENTS AS PARTNERS

As partners in the educational process at St. Matthew School, we ask parents:
To set rules, times, and limits so that your child

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- Takes prescribed medication

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;
To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

PARENT'S ROLE IN EDUCATION

We, at St. Matthew School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---spiritually, mentally, physically, emotionally, and psychologically. Your choice of St. Matthew School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Matthew School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral character and reach his/her intellectual, social, cultural, and physical potential. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT/TEACHER CONFERENCES

Frequent communication between parents and teachers is essential for your child's success in school. Parent/teacher conferences are held in October. Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Please make attending your child's conference a priority. Parents desiring additional conferences throughout the

school year can make arrangements by contacting the classroom teacher or school office.

PARENT TEACHER ADVISORY COMMITTEE

St. Matthew School Parent Advisory Committee (PTAC) works to support and enhance the educational ministry of the school and to build community. The main goals of the PTAC are to further communication and cooperation between parents and teachers, to make educational programs available to parents, and to raise funds for educational projects, equipment, and other school improvements. All parents are expected to participate in the various activities and fundraising events throughout the year by volunteering their time and talent. PTAC meetings are normally held on the third Wednesday of the month at 6:00 p.m.

PARTIES

Students have two class parties a year: Fall Festival/Halloween and Christmas. The room parents assist the classroom teacher with these activities. The students may exchange cards on St. Valentine's Day, but there is no class party.

PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation period and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. Written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

PHOTOGRAPHS

Photographs are a wonderful way to document the projects, activities, and fun that the students participate in throughout the school year. However, before taking photographs of the students, please talk to the principal or secretary. Some parents have requested that their children not be photographed, have their photos published in the newspaper, posted online, etc.

PROMOTION AND RETENTION POLICY

Advancement to the next grade in St. Matthew School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

If a parent disagrees with the school's decision **not** to promote their child, the student may be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Matthew School.

The parent may not choose to retain their child at the current grade level unless the school finds academic or developmental reasons to do so. The student will be transferred to the next grade level if the current grade level standards are mastered.

RECESS POLICY

Decisions to have outdoor recess during cold weather depend upon the temperature and the wind chill factor. Shorter outdoor recesses may be scheduled on very cold days. Parents should always dress their child/children for outdoor recess. On days when the weather prohibits outside recess, students will have supervised free time in the classroom or gym. On days when the heat index is high, shorter outdoor recess may be scheduled or recess may be held indoors.

RELIGIOUS FORMATION

The religious education and spiritual formation of each student is central to the overall educational program at St. Matthew School. Prayer is a regular part of each day. The school day begins and ends with prayer. Classroom prayer is included at regular intervals throughout the day.

Liturgical celebrations are an integral part of religious formation. All students participate weekly in the celebration of the Eucharist during mass. They may choose to be readers, servers, gift bearers, or sing in the choir. The students also attend Mass on special feast days and holy days. They participate in special prayer services during the season of Advent, pray the Way of the Cross during Lent, and the rosary during the months of October and May.

Parents, the primary educators, are encouraged to continue the religious formation in their children's everyday lives.

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Student's grades are updated weekly in Power School so parents can monitor student progress throughout the quarter.

RETURNING TO SCHOOL AFTER DISMISSAL

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

ROOM PARENTS

Parents from each class are needed to serve as homeroom parents. Room parents serve an important role in helping organize special classroom activities and communicating between the teacher and the parents in planning these activities. The PTAC coordinates this program and accepts volunteers at registration each year.

SACRAMENTAL PROGRAM

The sacramental life of children of the Catholic faith is an important component of the religious program at St. Matthew School. Preparations for Reconciliation and Eucharist form the core of our efforts. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Catholic Church

SCHOOL CLOSURE

If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger. St. Catholic School will follow the decision of their local school public school corporation regarding school closures/delays due to weather.

SCHOOL HOURS

School hours for students in grades K-5 are from 8:00 a.m. – 2:45 p.m. Students who are not in the classroom at 8:00 a.m. will be marked tardy.

At St. Matthew School, we work in partnership with parents to enable each child to develop as an independent learner. Therefore, parents should allow their children to enter the school building on their own each morning.

The school doors are opened for students at 7:15 a.m. The children then report to the gym where there is teacher supervision.

The students are dismissed at 2:45 p.m. Students who need to be dismissed early must submit a note to the office by 9:00 a.m.

Parents are to make arrangements for their children to arrive at school on time and to be picked up at dismissal time.

Students must be picked up within 15 minutes of dismissal or at the end of their scheduled after school activity. Students remaining at school after this time will be sent to after school care, and parents will be charged the daily rate of $10.00.

SCHOOL COUNCIL

The School Council's mission is to further the advancement of quality Catholic education for students at St. Matthew School by providing leadership, direction, advice, and support to the Pastor and Principal. The Council is consultative to the Pastor, Principal, Superintendent of Schools, and to the Bishop of the Evansville Diocese. The purpose of the council is to develop and adopt school policies, as needed, within the framework of diocesan policy and upon approval by Parish Pastoral Council. The council engages in long range planning and goal setting, makes recommendations on the budget to the Finance Council. The council meets on a

monthly basis. Special meetings may be called by the chairperson as needed. Meetings are open to members of the parish and parents of students enrolled at St. Matthew School.

SOCIAL WORKER

A certified social worker from Youth First serves the needs of students and parents through individual consultation and class discussion. This is a free service for students and their families. If you feel that you or your child would benefit from talking with the counselor, please contact the school office.

OFFICE HOURS

The school office is open on all school days from 7:30 a.m. – 3:30 p.m. If you call the office and no one answers, please leave a message on the answering machine. The secretary or principal will return your call as soon as possible.

SCHOOL PROPERTY

If a student destroys or damages any buildings, furniture, equipment, books, or anyone's personal property, he/she and the parents will be obligated to pay the full amount for repairs and labor or replacement. No writing in rented textbooks is permitted. The parent/student will also pay for the replacement of any lost or damaged textbooks before any final reports, transcripts, or diplomas are presented.

SEARCHES

The school reserves the right to search anything brought on school property. This includes backpacks, book bags, cell phones and other electronic devices.

SECLUSION AND RESTRAINT

St. Matthew uses the QBS Safety-Care program to create a positive and safe environment for everyone this means, we have at least one staff member strained in proven methods to prevent behavioral crises, de-escalate situations calmly, reach students alternative positive behaviors, and use physical support of holds only when absolutely necessary. Our goal is to build skills, reduce incidents, and ensure students feel secure and supported to learn and thrive.

SERVERS

Students in grades 3-5 may be trained to be altar servers. These students have the special privilege of assisting the priest during liturgies on school days and at weekend Masses.

SMART WATCHES

Smart watches cannot be worn during the school day at St. Matthew. They are not allowed during state testing which now occurs four times a year and they cause a disruption in the

classroom.

SMOKING AND VAPING

Smoking and vaping of any kind is not allowed on the school campus.

SOCIAL MEDIA

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official St. Matthew School Facebook®, Twitter®, or Instagram® page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

SPEECH SERVICES

Kindergarteners, as well as any other students requested by teachers or parents, are screened for speech and language difficulties by a speech pathologist through the MSD of Mt. Vernon. If students qualify for services, an individual service plan will be developed in conjunction with the speech pathologist of the MSD of Mt. Vernon.

SPORTS

St. Matthew School, through the support of the Booster Club, provides the opportunity for boys and girls in grades 3-5 to participate in bowling and boys in grades K-5 to participate in wrestling. If enough students are interested, other sports may be sponsored such as basketball.

STUDENT RECORDS

St. Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

SURVEILLANCE CAMERAS

St. Matthew School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

TELEPHONE

Permission to use the phone must be obtained from the secretary or principal. The office phone is a business phone, and students are permitted to use it only in case of an emergency. Forgotten homework, P.E. clothes, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home. If an emergency arises during the school day and a message needs to be delivered to your child, please call the office. These messages should be kept to emergency messages only. Students should NEVER use the teacher's cell phone to make a telephone call.

TESTING PROGRAM

Students at St. Matthew School participate in Indiana state summative assessments, as well as the ACRE Test (Assessment of Catechesis of Religious Education). Parents will receive a report with their child's test results. Student progress is also evaluated by periodic classroom tests and assessments. Parents are notified of their child's/children's grades.

VISITORS

For safety and security reasons, all visitors (volunteers, parents, etc.) are required to sign-in at the main office when entering the building, indicate their reason for being at school, and wear a designated badge during their stay. When leaving, visitors and volunteers are to sign-out and return their badge. Teachers will be contacted by the office before parents are permitted to go to their classroom. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

VOLUNTEERS

All volunteers must complete a background check and Safe Environment training through the CMG Connect program.
Children will be signed into after school care if parents are volunteering after school and signed out when parents leave the campus. There will be no ASC charge if parents are volunteering for the school.
All volunteers are expected to dress appropriately. Clothing should be modest and neat.

WEATHER EMERGENCIES

Announcements regarding school cancellations, delays, or early dismissals due to the weather are made by the MSD of Mt. Vernon. In the event of a delay, early dismissal, or cancellation, you will be contacted via the School Messenger communication system. Such announcements can also be heard on WIKY and the local television stations. Please listen carefully for the closing of MSD/Mt. Vernon Schools as this will include St. Matthew School.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools which participate in the National School Lunch Act or the Child Nutrition Act must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. A copy of St. Matthew School's Wellness Policy is available online. Upon teacher approval, students may have a water bottle in the classroom; however, the water bottle must be clear and may only contain clear water.

WITHDRAWALS

Parents must contact the principal in writing if they decide to withdraw their child. Records, transcripts, recommendations, etc. are sent upon request to the school of their choice when leaving St. Matthew School. There is no charge for this service.

*****RIGHT TO AMEND***

St. Matthew School reserves the right to amend this handbook.

Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis.

CATHOLIC DIOCESE OF EVANSVILLE

YOUTH PROTECTION

Our obligation as teachers, staff, and parents is to protect the children and young people of St. Matthew School and Parish.

* Youths are to be recognized and valued by all as true gifts from God.
* Education and training to recognize the signs of violation of children and young people shall be provided to all paid staff members, volunteers engaged in ministry to and for children and parents.
* Education shall be provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it.
* Paid staff members and volunteers who have regular contact with children in the course of their work shall be evaluated so as to determine their suitability for association with children and young people.
* Paid staff members and volunteers shall accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civic and church authorities without concern for retribution from the accused or employers/institution in whose name they minister.
* The expectation is that all who are willing to engage in ministry to children and young people as representatives of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people.
* The Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision.
* Primary components of a framework to accomplish this task include the items listed below. At the outset, we recognize that we are on a difficult and ambitious journey; hence this is a living

document.

- Diocesan Policies
- Best Practices for Adults working with Children and Youth
- Directives for Supervisors engaged in ministry to Children and Young People
- Curriculum and Resources for Education and Personal Safety for Children, Young People, Families and Ministers
- Criminal background checks on all paid staff and volunteers who have regular contact with children or youth, for which the parish/institution pays the fee

Parent Signature Page

I have read the 2026/2027 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name_____

_____ _____
Parent (Legal Guardian) signature Date

_____ _____
Parent (Legal Guardian) signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

Parents and students must both sign.