

St. Matthew the Apostle Catholic School Student Handbook Table of Contents

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General Information

Pastor: Rev. Joseph Tran
Principal: Dennis Panepinto
Vice Principal: James Paci
School Counselor: Stephanie Ducros
Office Staff: Susie Martello
Denise Peltier
Charlene Brinkman

Address: St. Matthew the Apostle School
10021 Jefferson Highway
River Ridge, Louisiana 70123

Office Hours: 8:00 a.m. to 4:00 p.m., Monday – Friday

School Hours: Pre-K 2 & 3 8:20 a.m. to 3:00 p.m.
Pre-K 4 8:20 a.m. to 3:10 p.m.
Kindergarten 8:20 a.m. to 3:20 p.m.
1st - 7th grade 8:20 a.m. to 3:30 p.m.

Before and after care requires a \$25.00 registration fee per family.

Before-care:	7:00 a.m. - 8:20 a.m.	\$2.00 per day, per child
After-care:	3:30 p.m. – 5:30 p.m.	\$6.00 per day, per child
	5:30 p.m. – 6:00 p.m.	*\$3.00 per day, per child

*This half hour is intended for parents who cannot pick up their children by 5:30 due to work or emergency circumstances. It is offered for those children only and as long as the offer is not abused. ***Any child not picked up by 6:00 p.m. will incur charges of \$1.00 per child per minute.*** Consistent noncompliance with these regulations may result in withdrawal of the services.

Phone	School Office	737-4604
Numbers:	School Fax	738-7985
	Library (extended care)	737-4604 Ex. 317
	Cafeteria	737-4743
	Rectory	737-4537

School web site: www.smaschool.net
www.edline.net/pages/smaschool

A link through the school website to EDLINE enables parents and students to view grades, assignments, and other school announcements.

SCHOOL MOTTO

A.M.D.G. – Ad Majorem Dei Gloriam
For the Greater Glory of God

MISSION STATEMENT

St. Matthew the Apostle School is a Roman Catholic community dedicated to empowering our youth to live for the greater glory of God through religious formation, academic preparation, and service to our fellow man.

PHILOSOPHY

St. Matthew the Apostle School is a community of learners committed to helping all participants develop their God-given potential. Through religious, academic, and service programs we seek to instill a knowledge and love of the Gospel of Jesus Christ, enabling us to worship, serve, and grow in Christ's image. Accordingly, the curriculum of St. Matthew challenges our students not only to meet high academic standards, but also to integrate the demand of our society with the principles of the Roman Catholic Church.

The individual child is the central focus of our work. We are dedicated to providing our children with a comprehensive, quality Catholic education in a disciplined and nurturing environment, and we believe that church, school, and home are vital partners in fulfilling that goal. We therefore strive to develop a cooperative atmosphere and a respect for the dignity of each individual as we prepare our children to meet life's challenges and bring the light of Christ to others.

BELIEF STATEMENTS

- Church, school, and home are partners in the education of children.
- All children can learn in meaningful ways.
- Children learn to become good Catholic Christians in an environment in which the teachings of Christ are taught and lived.
- Students learn responsibility, self-discipline, and critical thinking skills when these qualities are encouraged and modeled.
- Students learn in different ways and should be instructed through a variety of approaches to support their learning.
- Students learn best when they are actively engaged in solving problems and producing quality work.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
- A safe and physically comfortable environment promotes student learning.

- A commitment to continual self-study is imperative in empowering students to become confident, self-directed, and lifelong learners.

PROFILE OF A ST. MATTHEW GRADUATE

A St. Matthew the Apostle graduate ...

- Continually develops a relationship with God and learns to live the Catholic faith.
- Serves others, placing the community welfare above self-interest.
- Demonstrates love, concern, and respect for all of God's creation.
- Accepts responsibility for personal actions and development.
- Thinks critically and logically and applies attained knowledge to real-life situations.
- Welcomes new experiences and opportunities.
- Cooperates with others in a variety of situations.
- Communicates clearly and purposefully in a variety of forms.
- Pursues excellence in all endeavors.
- Is a confident, self-directed, and lifelong learner.

In order to make our motto, philosophy, beliefs, and student profile become a reality, St. Matthew the Apostle students have the opportunity to participate in the sacramental and spiritual life of the Church. One's faith life comes alive by doing. The hallmark of a true Christian should be a person's deeds rather than words. Therefore, we share the faith with the children by participating in the faith as well as studying it.

RELIGIOUS ACTIVITIES THROUGHOUT THE YEAR

- Daily religious study
- Weekly Mass as a school
- Passion Play
- St. Joseph's Altar
- 1st Communion and Reconciliation
- Weekly Intentions
- Reconciliation during Advent and Lent
- Way of the Cross & Benediction during Lent
- Christmas Pageant
- May Crowning and Living Rosary
- Yearly religious theme for school activities
- Para-liturgical services arranged for groups
- Daily classroom and whole-school prayer and reflection
- Rosary recitation
- School prayer/prayer services for special intentions

- Participation in mission drives and other charitable activities
- Special activities as need arises

ACADEMICS

St. Matthew the Apostle School follows the non-public standards as established by the Archdiocese of New Orleans and the State of Louisiana.

GRADING SCALE:

94-100	A = OUTSTANDING	(4 Quality Points)
86-93	B = ABOVE AVERAGE	(3 Quality Points)
78-85	C = AVERAGE	(2 Quality Points)
70-77	D = BELOW AVERAGE	(1 Quality Point)
69 or below	F = FAILURE	(0 Quality Points)

A student must earn a minimum average of 70 in order to achieve a passing grade for any marking period. Quarterly grades are final one week after the reports are issued; year-end grades are final one week after the last day of school.

GRADING SCALE IN ELECTIVE SUBJECTS:

90 – 100	E = EXCELLENT
75 – 89	G = GOOD
74 or below	N = NEEDS IMPROVEMENT

REPORT CARDS:

Students in grades 1 – 7 receive report cards every quarter. Pre-K and Kindergarten students receive progress reports at the end of each semester. Report card grades are based on daily work, projects, tests, quizzes, homework, and/or participation.

HONOR ROLL:

Honor roll is awarded to students in grades 3- 7 at the end of each quarter. The criteria:

- “A” HONOR ROLL:
 - “A” in all academic subjects
 - “A” in conduct and effort or personal responsibility
 - “E” in all elective classes
- “B” HONOR ROLL:
 - “A” and/or “B” in all academic subjects

- “A” and/or “B” in conduct and effort or personal responsibility
- “E” or “G” in all elective classes

EXAMS:

Middle school students take quarterly exams. Students are expected to take exams at the scheduled times, and may not miss an exam for a high school visit or for other personal, non-emergency reasons. Doing so may result in a grade of zero for the missed exam.

Exams may not be rescheduled except in extreme circumstances. The final decision rests with the administration.

EXAM EXEMPTIONS:

Middle school students may qualify to be exempt from 4th quarter exams by meeting the following criteria:

- An “A” in the 4th quarter in the respective subject
- An “A” average for three quarters in the subject (At least 2 “A”s, only 1 “B”)
- An “A” in personal responsibility for the 4th quarter
- No detentions in the 4th quarter
- Teacher discretion

PROMOTION REQUIREMENTS:

Students are expected to make satisfactory progress at one grade level in order to be promoted to the next one.

Students failing two or more core subjects (Math, Language Arts, Science, Social Studies) may not be promoted. Students in kindergarten through 3rd grade who fail Math or Language Arts are required to repeat the grade. In kindergarten and 1st grade, students who fail to master necessary skills for that grade level are required to repeat the grade.

Repeating any grade is contingent upon availability of space and the feasibility of the student’s situation. The final decision rests with the administration.

Students in grades 2 through 7 are graded on a four-quarter system. Four quality points must be accumulated in order to pass a course for the year. However, any student who earns an “F” in the 4th quarter fails for the year regardless of prior quarter grades.

CONDITIONAL PROMOTION:

A student who fails one core subject is not eligible for promotion until a summer school class in that subject is completed.

A student who fails any other subject will be conditionally promoted and must attend an appropriate summer program in order to return to St. Matthew.

CLASS GROUPING:

Students are randomly and heterogeneously placed in homerooms by teachers and the administration. Parents who request specific teachers do not influence the placement of students in homerooms. Middle school students may be placed in enriched classes for certain subjects. Student placement is based on grades, standardized test scores, and/or teacher recommendation.

CLASS MAXIMUMS:

Every attempt is made to keep classroom size under 30 (limits depend on grade level*), but a student's need to be placed in a specific class, or other needs, may override that number at the administration's discretion.

*State law allows limits of 35 students per class.

COMPUTERS:

All students participate in a computer education program. Pre-K, Kindergarten and 1st graders use laptop labs, I-Pads, and class computers. Students in grades 2-7 are introduced to keyboarding, word processing and other document production, and computer navigation and research skills. Middle school students have their own Chromebooks to use at school and for homework.

FIELD TRIPS:

Students take educational trips to plays, museums, the zoo, parks, plantations, etc. They need written parental permission in order to attend, and all students wear the school uniform or have the same identifying clothing. Exceptions to this policy are approved by the administration.

Parents attending field trips are considered chaperones; they may not bring any other children with them. Students will go and return with the group. **NO EXCEPTIONS.**

If a trip requires advance payment, a refund is not issued if a student does not attend. However, refunds are issued if a field trip is cancelled due to unforeseen circumstances. A parent who decides not to send a student on a field trip must make arrangements for the student for that day.

At the teacher's discretion, students may be expected to complete an assignment that corresponds to the trip. Students not attending will receive a zero, and the assignment may not be made up. An alternate assignment may be given at the teacher's discretion.

Students with a "C" or lower in personal responsibility or conduct at the time of a class trip may be excluded from going. The final decision rests with the administration.

MOVIE VIEWING:

During the year, movies may be shown to supplement the curriculum. Parents should notify the school in writing if they do not want their child to view a particular movie. Teachers will not show PG-13 or R rated movies to students. The viewing policy is:

“G” for Pre-K to 2nd grade “G” or “PG” for 3rd to 7th grade

MULTIPLE CHILDREN:

The school recognizes that twins, triplets, etc., have unique needs in terms of establishing their self-esteem and self-identity. They may be placed in the same homeroom for their initial academic experience, and a collaborative effort on the part of parents, teachers, and administration will determine whether to continue this practice in the future.

The school administration shall have the final say as to student placement.

SPECIAL NEEDS:

The administration, faculty, and staff of St. Matthew the Apostle School are all dedicated to the academic success of each student. It is also understood that students have individual needs, and learn in different ways.

The school will not provide classroom modifications to students until official documentation has been received and reviewed by the Individual Needs Coordinator.

The school will attempt to meet reasonable classroom modifications recommended by psychologists through psychoeducational evaluation. A reasonable modification is an adjustment to a non-essential aspect of the course, program, service, or facility which does not pose an undue burden on instructors or students. It enables a qualified student with a disability to have adequate opportunity to participate and to demonstrate his or her ability. Such classroom modifications are determined on an individual basis depending on the nature and extent of the disability.

By signing the handbook sheet, parents and students acknowledge that St. Matthew the Apostle School does not provide special education services or facilities, and that the administration and faculty are only required to make minor classroom adjustments to accommodate the needs of students who attend the school. Proper paperwork is required before these adjustments may be implemented.

Parents also acknowledge that if these adjustments do not result in satisfactory accommodation to the child’s needs, it is in everyone’s best interest for the child to be placed in a more appropriate

learning environment. It may be recommended for parents to withdraw their child from St. Matthew if appropriate resources are not available.

The nature and extent of these adjustments are at the discretion of school administration.

ADMISSIONS

St. Matthew the Apostle School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities that are accorded or made available to its students, including all school-administered programs.

Students are accepted in the following order, and where noted, when they have met the specific criteria for admission. Available space is a factor in the admission policy. The final decision regarding acceptance is made by the administration.

1. Siblings of students who attend St. Matthew the Apostle School.
2. Catholic children whose families are registered parishioners with St. Matthew the Apostle Catholic Church and have met the specified donation amount through church envelopes during the calendar year.
3. Children who are members of Catholic Church parishes without a school.
4. Catholic transfer students who meet these admission criteria:
 - a. Satisfactory placement evaluation
 - b. Satisfactory report card
 - c. Satisfactory disciplinary record
 - d. Recommendation of the principal of the school they are leaving
5. Non-Catholics are accepted as space provides. Students transferring from other schools must meet the criteria listed in 4a-d above.

The following items must be presented at registration, or the child may not be admitted:

- A doctor's note or professional report for a child with an existing medical condition that warrants special attention or adjustment of school policy
- A copy of the child's psychiatric, psychological or educational evaluation
- Written medical verification for a child to take prescription medicine.

Acceptance of transfer students is based on academic and conduct records, which must be furnished when applying. The administration makes the final decision on acceptance.

TUITION & FEES:

The registration fee holds a student's place until a decision is made on admission. The fee is refunded if a student is not admitted, but not refunded if a place is offered and refused.

St. Matthew the Apostle Parish offers tuition support to parish families that have qualified by meeting the following criteria:

- The family is Catholic
- The student's parents/guardians are registered parishioners of SMA Church
- Parents/guardians contributed a minimum of \$500.00 by way of church envelopes between January 1 and December 31 of the prior year

The school reserves the right to allow students to return each year. Re-admittance is based on satisfactory academic performance and discipline, and satisfactory financial standing. The

administration decides on re-admittance by June 30th, unless special circumstances exist. If a student is not permitted to return, fees paid shall be refunded.

ATTENDANCE

According to Louisiana State Board of Elementary Education attendance regulation 6.055.02, ***“Elementary students shall be in attendance a minimum of 160 days each school year.”*** Students attending less than 160 days are in jeopardy of not being promoted, regardless of their report card grades. Furthermore, Louisiana Department of Education policy states that students are only allowed 8 days absent per semester.

ABSENCE:

Student absences are called in to the school office by 9:00 AM. Upon returning to school, the student is expected to present a letter or doctor’s note explaining the reason for the absence.

Homework requests must be called in to the school office by 9:00 a.m. Requests made via e-mail, text, or teacher voice mail may not be honored. Materials that are required for homework are picked up at the school office between 3:30 and 4:00. Homework assignments are posted on EDLINE and can be accessed via the school’s website.

Children suffering fever, vomiting, or diarrhea must be symptom-free for 24 hours before returning to school. A student sent home with any of the listed symptoms may not return the following day. If absence is due to a contagious disease, the student is not re-admitted to class without a doctor’s note.

In case of lengthy illness, parents must contact teachers to arrange make-up work.

A student who is absent or who is checked out early from school may not participate in any after-school or extracurricular activities on the day of absence.

Any student who is found to have lice will be sent home immediately. A doctor’s note stating that the student is free of nits and eggs is required before that student may return to school. The student may also be subject to a head check after returning to school.

TARDINESS:

Any student not in homeroom at the 8:20 bell is considered tardy and must report to the office before being admitted to class.

A student arriving at school after 8:30 a.m. must be signed in by a parent or guardian at the front office before going to class.

Students in grades 2 through 7 receive disciplinary consequences for excessive tardiness, and may be required to meet with the administration concerning continued tardiness.

RELEASE OF STUDENTS FROM SCHOOL:

A student may not leave school grounds before dismissal without written authorization from a parent or other approved adult.

Authorization is also required to release a student to anyone other than the parent or guardian.

The office must be notified in writing if names are to be added to or deleted from a student's emergency card. A photo ID is required to release a child to anyone on his or her emergency list.

For non-emergency situations:

- Early release of students should occur before 3:00 to avoid conflict with carpool
- The office should be notified in advance when siblings of students who are on field trips or involved in any other school activities are to be released early
- Students are not released from bus lines or carpool rooms without authorization from the office
- Written permission is required for students to leave school in a way that is not their normal mode of transportation, including going to PJ's after school
- Students who leave school at dismissal time are not allowed back on campus without permission

In cases where court-ordered custody provisions affect the child at school, the parents/guardians must supply the office with a certified copy of said order.

STUDENT CHECK IN / CHECK OUT:

It is recommended that parents schedule their child's medical and dental appointments during non-school hours, on holidays, and after early dismissals.

Situations arise, however, where a student must leave school for medical or dental reasons, or for a family emergency. In these cases, students are signed out and checked back in at the front office.

A student who is scheduled to be checked out early is expected to bring a note to homeroom stating the reason for and time of dismissal.

A student may not be checked out for personal reasons without administrative approval.

A student who becomes ill during the school day must use the school office phone to call a parent/guardian. A personal phone may not be used.

For report card purposes:

- A student who is checked out before 11:00 a.m. receives a full day absence.

- A student who is checked out after 11:00 a.m. receives a ½ day absence.
- A student who checks in after 11:00 a.m. receives a ½ day absence.

SPEND-A-DAY:

7th grade students may schedule up to two (2) spend-a-days to Catholic high schools only on SMA “fair days” and those days previously set aside by the St. Matthew administration.

Students will be allowed to make up any missed work or tests, but at the convenience of the teacher, and within teacher-defined guidelines.

Spend-a-days are to be completed by the date that high school application cards are submitted (second week of November). After high school application cards are submitted, any requests for a spend-a-day absence must be approved by the administration.

COMMUNICATIONS

Orientations at the start of the school year acquaint parents with school programs, objectives, and expectations, and give them an opportunity to meet with teachers.

Parents are kept informed of grades, school activities, etc., via EDLINE, school work, progress reports, and report cards.

Monthly calendars are posted on the school’s web site. These calendars may be revised throughout the school year, so they should be checked often.

These guidelines should be followed regarding communication:

- Teachers are contacted via e-mail or by calling the school and leaving voicemail. (The back page of this handbook lists teacher e-mail addresses). If a teacher does not reply within 24 hours, the administration should be contacted.
- Parents should use the scheduled parent/teacher conferences to check their child’s progress. These conferences are limited to 3-5 minutes. Serious issues should be discussed at individual conferences scheduled by parents and teachers.
- Specific problems should first be addressed with the teacher. If a satisfactory resolution cannot be reached, then administration should be contacted.
- Parents may not go directly to a classroom to see a teacher, nor should they contact a teacher at home.
- Social networking should not be a means of communication between teacher and parent. This handbook identifies more appropriate ways to communicate.
- Parents who criticize faculty in front of a child undermine the teacher’s authority. Likewise, teachers should not criticize parents in a child’s presence. Concerns should be taken directly to the teacher or, if necessary, to the administration.

- The administration attempts to be available to meet with parents at any time during the school day. Appointments should be made in advance to ensure availability.
- Only messages of great importance are given to students during school hours. Such communication should be held to an absolute minimum.

DISCIPLINE

Good behavior originates in the home and is reinforced at school. There are many ways that positive reinforcement of appropriate student behavior is accomplished:

- Good Behavior Stamps
- Honor Roll certificates
- Social activities
- Special treats

Parents are indeed the first teachers and help to develop a child's good behavior habits and proper attitudes toward others. Parents are asked to:

- Acknowledge that teachers take the place of parents while the child is in school.
- Instill in the child a respect for law, authority, and rights and property of others.
- Work with the school in carrying out the recommendations made in the best interest of the child, including disciplinary recommendations.

Parents who disagree with disciplinary action taken by the administration or a teacher should voice that opinion to the proper official, not in front of a child or other parents.

All school stakeholders are expected to maintain trust, respect, and care in the school by accepting responsibility for their actions and aiding others in honest and respectful ways.

Students are responsible for their actions while representing the school. Before, during, or after school, on or off campus, students participating in school-related activities are held to the highest conduct expectations.

Specific disciplinary codes and procedures are distributed on each grade level. Students in grades 3-7 have copies of their respective discipline plans in their planners.

ACADEMIC HONESTY:

An environment of honesty and integrity is essential to academic and spiritual growth. Academic dishonesty includes, but is not limited to, cheating and plagiarism.

- Cheating refers to possessing, giving, or receiving information or answers to an assignment, in or out of class, without permission of the teacher. It applies to any type of assessment, and includes the actions of students who intentionally give their own homework or classwork to another student to copy.
- Plagiarism refers to using the electronic or written words of another person without giving proper credit.

Students who commit acts of academic dishonesty are subject to academic and disciplinary penalties. The final decision regarding these penalties is made by the administration.

DAILY BEHAVIOR EXPECTATIONS:

BEFORE SCHOOL:

Students may not enter any school building before 8:00 AM unless specifically directed by faculty or staff. Students who arrive at school before 8:00 must be accompanied by an adult, or they must go to breakfast or before care. No student may be left unattended.

After 8:00, students go to the blue top and sit with their homerooms. In case of inclement weather, students go directly to their homeroom classes.

Students may not play with athletic equipment or toys on the playground before school.

IN BUILDINGS:

Students are expected to be quiet in the halls and stairways, so that classrooms are not disturbed. Permission is necessary to enter a classroom without a teacher present.

IN LAVATORIES:

Students may not play in the lavatory or misuse facilities, and are expected to pay for any equipment they deface or damage. Wasting lavatory supplies is not permitted. Students who behave inappropriately in a lavatory will be subject to disciplinary action.

AT RECESS:

Students are expected to remain in designated recess areas. These areas are off limits:

- In front of the main building
- In front of the church
- Behind the back building (except for kindergarten and Pre-K)

WITH COMPUTERS:

Students are expected to behave properly when using personal and school computers, and may not use school technology equipment without permission. The use of technology may be denied if a student does not meet personal responsibility or conduct expectations.

AFTER DISMISSAL:

Students may not re-enter a school building after dismissal without permission. Students or parents may not retrieve books, papers, etc., from a classroom or locker after dismissal without permission from the administration.

DETENTION BUY-BACK:

As a reward for positive behavior, any middle school student who receives a detention may redeem five “good behavior stamps” to receive a detention hall exemption. The buy-back has the following conditions:

- Stamp redemption may occur only once per quarter
- The stamps must be earned prior to the detention
- The redeemed stamps are subtracted from the student’s stamp total for that quarter
- The earned detention disqualifies the student from the detention-free social and from final exam exemption

The administration may cancel this offer on an individual basis or in its entirety at any time.

DISCIPLINARY ACTIONS:

Every teacher and staff member has full permission to correct or discipline a student who does not meet behavioral expectations. A student may be referred to the administration at any time for repeated disciplinary issues or for a single incident of a major violation.

- **Disciplinary Referral**
A student receives a disciplinary referral when certain school or classroom policies are violated. The referral form must be signed by a parent and returned the next school day.
- **Detention**
A student receives a detention if the personal responsibility or conduct grade is 77 or below for the week, or if the number of missed homework assignments exceeds the maximum for the grade level for the quarter. A detention is also issued in certain situations as indicated on the Discipline Plan in the student planner.

The detention form must be signed by a parent and returned the next school day. Detention Hall is held from 7:00 to 8:00 on Tuesday mornings.

Absences for scheduled detentions are excused only in extreme cases. A student who misses detention hall makes it up at the discretion of the administration, but earning another detention during that week or missing the rescheduled detention may result in that student being suspended from school.

- **Suspension**

A student may be suspended for serious or continued violation of school rules or for repeated disruptive behavior and/or attitude. A student may also be suspended for receiving three or more detentions in a quarter. All suspension conditions last for the entire school year. Multiple suspensions in a school year may lead to disciplinary probation and/or expulsion from school.

Parents are notified of the suspension date in advance. Terms and conditions of suspension and return to school are determined by the administration.

- **Disciplinary Probation**

Issued at the discretion of the administration, disciplinary probation is intended to guide the student to successfully complete the school year by meeting a series of pre-set conditions over a specific period of time. Any student who does not successfully complete a probationary term may be asked to leave St. Matthew.

- **Expulsion**

Occurs when a student commits a serious infraction (in or out of school), including but not limited to these examples:

- Defiant or confrontational behavior which constitutes a definite menace to faculty or other students
- Possessing or being involved with weapons, tobacco, drugs, or alcohol
- Using social networking or texting to embarrass, insult, threaten or bully any member of the school community
- Theft of or damage to school property or property of a student or teacher
- Actions which include the unlawful exchange of money, such as gambling or other types of betting

In the event that federal, state, or local law is violated by a student, juvenile authorities will be contacted. The final decision regarding expulsion rests with school administration and the archdiocese.

LOCKERS:

Middle school students are assigned lockers and are expected to keep them clean and orderly. Items may not be glued, pasted or permanently attached to the inside or outside of lockers without permission. Food (other than lunch) may not be stored in lockers. Lockers are school property, and locks may not be placed on them.

A student who damages a locker will pay the cost of repairs, and be subject to disciplinary action.

SEARCH AND SEIZURE:

All student desks and lockers are school property and are subject to reasonable searches. The school reserves the right for the administration or faculty to ask students to turn pockets inside out and to empty book bags, purses or other personal storage items.

A student refusing to comply with this request will be retained in the office until a parent arrives to conduct the search.

PERSONAL PROPERTY/TEXTBOOKS:

Students are responsible for their own property and should label all personal items.

Textbooks are school property, and must be covered. Book socks or adhesives may not be used, as they do not adequately protect books, and may damage them. Students are assessed appropriate fees for books damaged or lost during the school year.

Students in grades 2-7 purchase the school planner for their grade level.

One-strap schoolbags are not permitted. A schoolbag with wheels must be carried, not rolled on stairs. Only students in grades 4 – 7 may use a rolling schoolbag.

During school hours, students may not have personal items such as toys, electronic reading or listening devices, I-Pods, cameras, etc. These items are also prohibited in bus or carpool rooms, or during before and after care. If a student violates this policy, the item may be confiscated and kept in the office until the parent is contacted to retrieve it. At the end of each nine-week period, unclaimed items may be disposed of at the discretion of the administration.

The school assumes no responsibility for any personal items brought to school or before and after care; they are strictly the responsibility of the student and parents.

TELEPHONE USAGE:

Students are required to have permission to use the office phone in case of emergency or illness.

Students' personal phones are allowed on campus, but they must be OFF and kept in a backpack or locker only. Students are expected to be off campus before using their phones.

It is against school policy for a student to communicate electronically with anyone during the school day.

Any student who does meet the above expectations may receive disciplinary consequences, which may include confiscation of the phone.

PUBLIC DISPLAY OF AFFECTION:

Public display of affection (PDA) is defined as the physical demonstration of affection for another person while in view of others. Actions such as holding hands, hugging, or kissing may not be appropriate in certain school settings and students are expected to avoid these types of behaviors if a faculty or staff member considers them inappropriate. Students who do not meet these expectations are subject to disciplinary consequences, issued at the discretion of the administration.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide a safe and positive enrichment experience for students.

EXTRA-CURRICULAR ELIGIBILITY:

- Students are expected to maintain a “C” or better in all academic subjects and conduct or personal responsibility to participate in extra-curricular activities.
- A student who receives a third detention in a quarter may be ineligible for participation in extra-curricular activities until the next quarter begins.
- All family financial obligations to the school are expected to be current in order for a student to participate in extra-curricular activities.
- A student is expected to be in school for at least ½ day to participate in extra-curricular activities for that day.
- In all situations, the administration will make the final determination about a student’s eligibility to participate in extra-curricular activities.

STUDENT GOVERNMENT:

Students in grades 4-7 may serve in Student Government, which acts as the voice of the student body, and develops and organizes programs to benefit the school community. Elections for positions in Student Government are held annually. Eligibility to serve in student government is covered in the extra-curricular eligibility policy.

JUNIOR BETA CLUB:

St. Matthew the Apostle is a member of the National Junior Beta Club, whose mission is to “promote the ideals of academic achievement, character, service, and leadership.” Students who

maintain Honor Roll status throughout 6th grade are nominated for membership for the following school year.

Nominees must maintain Honor Roll status throughout the 7th grade, complete five (5) hours of community service, and participate in a mandatory group service project in order to be inducted before the end of the spring semester.

SPORTS:

Students have the opportunity to participate in the following sports:

Baseball Basketball Bowling Cabbage Ball Cheerleading Cross Country
Football Soccer Softball Swimming Tennis Volleyball

INTRAMURALS:

The intramural program is offered several times during the school year and consists of:

- Grades 3 – 4: kickball and flag football
- Grades 4 – 6: flag football, rag baseball, indoor ball
- Grades 6 – 7: various intramural tournaments throughout the year, as well as coaching and officiating in the lower grade intramural program

MISSION ACTIVITIES:

During the school year, various mission activities help to increase student awareness of the needs of those less fortunate. In order to teach students to be thoughtful of the needs of others, they are encouraged to give to various worthy causes. Examples include canned food offered at Mass every week during the school year, winter coat drive, and other collections.

Money sent to the school is expected to be in a sealed and labeled envelope. Money is not collected in the classroom without permission of the principal. Contributions to charities endorsed by the Archdiocese are taken from registration fees each year.

SERVICE ORGANIZATIONS:

Students in grades 4–7 may participate in Helping Hands and HALO, which provide services for teachers, the school, and the community at large. They also have the opportunity to participate in school and parish life as altar servers.

OTHER ACTIVITIES:

During the school year, students are informed about other opportunities for participation in extra-curricular activities. These may include Ambassadors, Drama, ECO, Flag Corps, Robotics, Science Olympiad, and Youth Group. All students are encouraged to participate in some type of activity to further enhance the school experience.

PARENTAL INVOLVEMENT

ROLE OF PARENTS:

St. Matthew the Apostle School recognizes the role of parents as the primary educators of their children. A partnership exists between parents and the school; therefore, cooperation is vital to ensure that each student receives an appropriate education.

Normally a student would not be deprived of a St. Matthew education because of the actions of a parent. However, there may be times when these actions or lack of actions are so persistently and overtly uncooperative with the school staff, or in violation of school policies or regulations, that it undermines the administration's authority to serve the best interests of the child of other students.

In such cases, after reasonable efforts to elicit parental cooperation, and after consultation with the pastor and/or other authorities of the archdiocese, the school administration reserves the right to request or require the withdrawal of the student from St. Matthew the Apostle School.

SCHOOL BOARD:

The School Board is a group of elected and appointed community members consisting of parents of St. Matthew students and other parishioners. It serves an advisory role to the pastor and principal regarding school operations. Board meetings are held as necessary. Procedures for addressing the school board may be obtained from the rectory or school office.

HOME AND SCHOOL ASSOCIATION:

Parents are encouraged to join this service organization. Specifics about Home and School are made available at orientation meetings and at general meetings during the school year.

MEN'S CLUB:

Fathers of St. Matthew students and other men of the parish are encouraged to join this organization which focuses its activities on children and the school. Meetings are held monthly.

VISITORS AND PARENTS AT SCHOOL:

Parents are welcome to volunteer their services at school, but for the safety and security of the children, certain procedures are expected to be followed:

- Volunteers and adults who have contact with students on campus must complete the Archdiocesan Safe Environment requirements and be formally approved on the Austin Computing database.
- Parents, volunteers and other adults sign in and obtain a visitor's pass from the front office prior to entering the school premises, (including, but not limited to classrooms, cafeteria, blacktop, and Msgr. Bendix Center). When they finish, they return the pass and sign out before leaving. Siblings or other children may not accompany the adult, unless approved by school administration.

- Parents are not allowed in school buildings after the office has closed for the day.

SCHOOL SERVICES

COUNSELING PROGRAM:

St. Matthew the Apostle School employs a full-time school counselor to help students make the most of their educational experience. Activities focus on academic progress, emotional well-being, and personal and social development.

Students may meet with the counselor on a regular basis or as needed. Parents are not required to authorize the use of school's counseling services, and may choose to decline them for their children.

Counseling activities may include, but are not limited to:

- *Classroom Guidance:* The counselor provides proactive, developmentally appropriate instruction to students in a classroom setting. Activities primarily focus on personal, social and academic development of the students.
- *Counseling:* Individual or small group sessions may take place. In a confidential setting, students learn to understand their feelings, attitudes, concerns and behaviors. A relationship is established through respect, trust and understanding. The school counselor does not provide therapy or long term care.
- *Consultation:* The counselor provides professional expertise to help the school community understand student behavior. Additionally, the counselor acts as a liaison to bring people and resources together for the healthiest development of the students.

Confidentiality is vitally important for a counselor. Four basic exceptions are suicidal thoughts, homicidal thoughts (threats), possible abuse, and possession or use of weapons or illegal substances. In these cases, appropriate personnel are notified. A student who has made threats about harm to self or others must be evaluated before returning to school.

The school counselor may not provide the following services to a child or parent:

- Testifying on behalf of a parent in child-custody matters
- Providing intensive, long-term counseling services to a child when needed
- Providing counseling services to parents and other family members

BEFORE AND AFTER SCHOOL CARE:

Registration fee is \$25.00 per family. Students may attend from 7:00-8:20 AM for \$2.00 per child per day, and from 3:30-5:30 PM for \$6.00 per child per day. Emergency situations or job-related issues requiring pick-up after 5:30 may use after-care until 6:00 for an additional \$3.00 per child per day. Fees are paid weekly.

Accounts delinquent over 45 days and accounts with charges over \$50.00 may lead to termination of services. Monthly notices are sent for fees owed.

Students arriving at school before 8:00 AM must go to before-care or breakfast. Outside of these two locations, the school assumes no responsibility for students on the grounds before 8:00.

Students in before and after care are dropped off and picked up from the rear school building. They are signed out by the parent or other authorized person before leaving. Snacks are furnished at after care. Homework supervision is provided.

Chronic tardiness in picking up students from after care creates problems for those running the program. Thus, the school reserves the right to offer this service on a case-by-case basis. Students who remain at after care after 6:00 p.m. incur a charge of \$1.00 per child per minute. Those who are chronically tardy may not be offered this service.

Students who have reported to carpool, bus, or after care remain in that area until they are picked up, and may not go to another area of the school without supervision.

CAFETERIA:

The school cafeteria is managed by Archdiocesan Food Services. All students buy lunch or bring it from home. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. Milk, water, or juice may be purchased if lunch is brought from home.

For safety reasons, cans, bottles, and breakable thermoses are not allowed. Unbreakable thermoses may contain milk, water, or fruit juice only. Students may not bring lunch to school that had been previously purchased somewhere else. Parents are not permitted to bring food to the cafeteria for their children unless approved in advance.

Money is paid to the cafeteria manager and accounts are monitored electronically. A minimum of \$25.00 must be deposited in each child's account at the start of the year. Parents are notified if it falls below a certain level. Accounts are expected to be current, or it may lead to termination of cafeteria services. The final decision on termination of services rests with the administration.

LIBRARY/MEDIA RESOURCE CENTER:

The school library meets the requirements set by the State of Louisiana and AdvancEd. It is a vital part of the educational program and instills in students a love of books and reading. Students learn to check out and return their own books in Pre-K, and all students may use the library.

Students are expected to follow library procedures, including returning books on time. Students not meeting these expectations are subject to disciplinary action and/or loss of library privileges.

A daily fine accrues on overdue books. Students are assessed fees for damaged books, based on the extent of damage. Students who lose library books are charged full price.

INSURANCE:

All students are covered by insurance during the course of the school year, for the entire school day and while attending official school activities. Insurance claim forms may be obtained from the school office, and sent to the appropriate agency.

The school only supplies the insurance; it assumes no liability, either for injury or for subsequent negotiations with the insurance company.

A special insurance plan is available that provides coverage 24 hours a day, 12 months a year, while at school or away. Parents interested in this plan should contact the agency.

In case of accident or illness at school, a parent is contacted. If a parent cannot be reached, the person designated by the parent in case of emergency is notified; therefore, it is crucial that telephone numbers be current at all times. The school office should be notified immediately when there is a change in the information on the emergency form.

Telephone numbers are never given to anyone other than authorized school personnel.

FINANCIAL POLICY:

All fees are due at registration and must be paid to hold a place for the student. Fees are only refundable if a student is not admitted. Tuition is handled in one of two ways:

- Paid in full by the third Friday in May. Failure to meet this deadline will result in a \$100.00 late fee for June and a \$200.00 late fee for July.
- Financing secured through First Bank and Trust.

A student may not begin school unless tuition is paid in full or financing is current through First Bank and Trust. If an account becomes delinquent 45 days or more, services may be terminated. If a tuition loan has been charged off, the administration will determine if future loans are approved for that family.

A \$30 fee is added to an account if a check is returned NSF to the school. If a second NSF occurs at any time in the future, cash must be used for any financial payments to the school. If special family circumstances arise, the principal should be contacted. Payments made during the last two weeks of school must be in cash or money order only.

All tuition and fees must be current before final exams or before final report cards are issued.

MEDICATION:

Only medication prescribed by a physician may be administered at school. A copy of the prescription or doctor's letter must be sent to school and a medical form (available at school or online) completed by the parent.

Medications designated for specific students are kept in the school office and are administered in pre-measured dosages only. School employees are not allowed to measure dosage of any medication. Students must take medication in the presence of school personnel. Non-prescription internal medicine is not given by the school without authorization of a medical doctor. Parents may administer non-prescription medication at the school office.

No medication of any kind, including cough drops, Neosporin, Chap stick, etc. may be in the possession of, or used by a student during the school day.

Children who suffer from fever, vomiting, or diarrhea must be free from those symptoms for 24 hours before returning to school. Thus, a student sent home with any of the listed symptoms during the course of the school day may not return the following day.

Any student who is found to have lice will be sent home immediately. A doctor's note stating that the student is free of nits and eggs is required before that student may return to school. The student may also be subject to a head check after returning to school.

Medicine not retrieved from the office within ten days from the school year end will be discarded.

CRUSADER KIOSK:

The kiosk is in the front school building and is open during school hours. Items for sale include:

PE shirts/ shorts	PE bags	Sweatshirts	Seat sacks
Knit caps	Sweatpants	Pencil bags	Water bottles
Recorders (with instruction books)		Car magnets	Nap mats

TRANSPORTATION

A Student Information Form for each child is sent home at the beginning of the school year. The persons listed on that form may pick up the child from the office. Names listed on the in-office student release may or may not be the same as those listed for carpool.

The Transportation Card lists the people who pick up students on a regular basis.

Each student in a family receives identical bag tags, which are attached to their schoolbag handles. The family receives 2 placards to identify the carpool number and the regular mode of transportation. Extra bag tags and placards are sold at the office. The placard is placed in the passenger side windshield or hung from the rearview mirror. A map of the carpool layout is on the reverse side of the placard.

If the driver/walker does not have the matching placard, the carpool staff will not release the student. The person picking up must go to the office to sign out the student, where office staff will check the person's I.D. to ensure proper authorization.

MORNING PROCEDURES:

- Students arriving before 8:00 remain in cars or go to before-care in the library or breakfast in the cafeteria. Bus riders stay on the bus until dismissed by a teacher at 8:00.
- Carpool and walk-up students may enter the campus after the 8:00 bell rings.
- Pre-K and K students report to their classrooms.
- Students in grades 1 to 7 report to the blue top to sit with their homerooms or go directly to their homeroom classrooms in case of inclement weather.
- Students walk their bicycles on campus and lock them to the rack near the convent. Bikes are not allowed in play areas. Scooters and similar vehicles are not allowed on campus.

AFTERNOON PROCEDURES:

- Bike riders are expected to cross the highway at the corner of Jefferson Hwy. and Manguno. On rainy days, students go to carpool rooms at dismissal. They are not allowed to ride a bicycle home without parental permission. The school assumes no responsibility for bicycles on campus.
- Bus riders are supervised by a teacher in the cafeteria until the bus arrives.
- Students who walk home are expected to leave campus at dismissal time. Younger students waiting for an older one wait at the carpool walk-up area.
- Students are expected to cross the highway at the corner of Jefferson Hwy. and Manguno. On rainy days, students are sent to carpool rooms at dismissal. They are not allowed to walk home without parental permission.

CARPOOL:

- Carpool is in the front parking lot. Except for Pre-K before school, students are dropped off and picked up here only.
- Students sit in designated carpool rooms and wait for their numbers to be called. Homework may not be done in carpool. Regular school rules apply.
- Students are released to drivers whose placards match the student's bag tag only. Placards should be visible until the child is in the car. For their safety, students enter and exit on the passenger side only, and no one may get out of the car while in the carpool line.
- Drivers who arrive in front of the building earlier than posted dismissal times are expected to loop back into the carpool line to avoid holding up traffic.
- The procedures for carpool are the same on regular school days as they are on days when Jefferson Parish School buses do not run.

WALK-UP:

- Except for Pre-K before school, student drop off and pick up is in front of school only.
- Drop off – Students may be accompanied only to the beginning of the covered walkway. They proceed on their own from that point.
- Pick up – Parents gather in the area near the statue of Mary, and show their placards to the teacher located at the school building exit nearest the church. Students whose tag numbers match the placard numbers are then dismissed from carpool classrooms. Parents do not congregate here; it interferes with the process.
- Students going to other areas of the campus for pick-up are subject to disciplinary action.
- Students should never be left on campus without parental or teacher supervision. After dismissal, a student may not return that day unless accompanied by an adult.

UNIFORMS & GROOMING

The entire school uniform (tops, bottoms, and shoes), is expected to be in good condition for the whole school year. Any item not in good condition is expected to be repaired or replaced, regardless of the amount of time left in the school year.

DRESS DOWN DAYS:

During the school year, students are periodically given the opportunity to dress down. Unless otherwise noted, these rules apply on dress down days:

- Jeans or uniform bottoms only - No shorts, sweat pants, or wind pants
- Closed toe tennis shoes with a back only – no sandals, crocs, or boat shoes
- Appropriate shirt only – No spaghetti straps or sleeveless shirts of any kind, no exposed midriffs, no inappropriate graphics, slogans or expressions
- No caps or hats

GIRLS' UNIFORMS:

Lil Crusaders:

Tops: Heather gray T-shirt with the Lil Crusaders logo
Bottoms: Navy blue pull-up, no belt loops
Sweatshirts: Navy blue zipper hooded with crusader logo
Sweatpants: Navy blue
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Blue or black leather Velcro tennis shoes

PreK-3 & PreK-4:

Tops: White Pique Polo with crusader logo
Bottoms: Navy blue pull-up
Sweatshirts: Navy blue zipper hooded with crusader logo
Sweatpants: Navy blue with crusader logo
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Black leather Velcro tennis shoes or Mary Janes

Kinder- 4th Grade:

Tops: White blouse with a rounded collar, optional pocket, no monogram
Bottoms: Plaid jumpers, skorts, or walking shorts, which must be knee length
The jumper is belted with an empire waistline
Sweatshirts: Navy blue school sweatshirt (from Crusader Kiosk); may also wear a white turtleneck under the blouse on cold days
Sweatpants: Navy blue with crusader logo (from Crusader Kiosk); or navy or white leggings or stockings, worn under school bottoms
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Black or navy leather athletic style shoes with laces; no logos, symbols, or other colors are permitted (unless the logo is the same color as the shoe)

5th Grade:

Tops:	White blouse with a rounded collar, optional pocket, no monogram
Bottoms:	Plaid skirts, skorts, or walking shorts, which must be knee length
Sweatshirts:	Navy blue school sweatshirt (from Crusader Kiosk); may also wear a white turtleneck under the blouse on cold days
Sweatpants:	Navy blue with crusader logo (from Crusader Kiosk), or navy or white leggings or stockings, worn under school bottoms
Socks:	Plain white, crew style. No “footie” socks; ankle must be covered
Shoes:	Black or navy leather athletic style shoes with laces; no logos, symbols, or other colors are permitted (unless the logo is the same color as the shoe)

6th – 7th Grade:

Tops:	White blouse with a rounded collar, optional pocket, no monogram
Bottoms:	Plaid skirts, which must be knee length
Sweatshirts:	Navy blue school sweatshirt (from Crusader Kiosk); may also wear a white turtleneck under the blouse on cold days
Sweatpants:	Navy blue with crusader logo (from Crusader Kiosk), or navy or white leggings or stockings, worn under school bottoms
Socks:	Plain white, crew style. No “footie” socks; ankle must be covered
Shoes:	Black or navy leather athletic style shoes with laces; no logos, symbols, or other colors are permitted (unless the logo is the same color as the shoe)
PE:	SMA PE shorts (from Crusader Kiosk), school blouse

Hair, Make-up and Jewelry:

Hair is expected to be neatly groomed, out of the eyes, and not bleached, highlighted, dyed, or noticeably chemically altered. Girls may not wear make-up, nail polish, tattoos, etc. They may wear only one piece of tasteful jewelry, no fad jewelry, and only one pair of earrings, which must be in the earlobes.

Students not complying with this policy will not be admitted to school unless or until the policy is satisfied. The final decision on appropriateness rests with the administration.

BOYS' UNIFORMS:

Lil Crusaders:

Tops:	Heather gray T-shirt with the Lil Crusaders logo
Bottoms:	Navy blue pull-up, no belt loops
Sweatshirts:	Navy blue zipper hooded with crusader logo
Sweatpants:	Navy blue
Socks:	Plain white, crew style. No “footie” socks; ankle must be covered
Shoes:	Blue or black leather Velcro tennis shoes

PreK-3 & PreK-4:

Tops: White Pique Polo with crusader logo
Bottoms: Navy blue pull-up
Sweatshirts: Navy blue zipper hooded with crusader logo
Sweatpants: Navy blue with crusader logo
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Black leather Velcro tennis shoes

Kinder:

Tops: Short- or long-sleeved white oxford shirt. (No monogram)
Bottoms: Dickey’s plain front or pleated gray shorts or pants with black or gray belt
Sweatshirts: Navy blue school sweatshirt (from Crusader Kiosk)
Sweatpants: Navy blue with crusader logo (from Crusader Kiosk)
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Black leather athletic style shoes with laces; no logos, symbols, or other colors are permitted (unless the logo is the same color as the shoe)

1st - 7th Grade:

Tops: Short- or long-sleeved white oxford shirt. (No monogram)
Bottoms: Dickey’s plain front or pleated gray shorts or pants with black or gray belt
Sweatshirts: Navy blue school sweatshirt (from Crusader Kiosk)
Socks: Plain white, crew style. No “footie” socks; ankle must be covered
Shoes: Black leather athletic style shoes with laces; no logos, symbols, or other colors are permitted (unless the logo is the same color as the shoe)
PE (4th – 7th): Uniform Bottoms or PE Shorts, PE T-Shirt (both from Crusader Kiosk)

Hair, Make-up and Jewelry:

Hair is expected to be neatly groomed. It may not touch the collar, cover the eyebrows or the middle of the ear, or be excessively bushy. Haircuts must be conventional. Mohawk, tails, wedged, shaved or carved into the hairline, or other extraordinary styles are not allowed. Bleached, dyed, or highlighted hair is not allowed.

Boys may not wear make-up, nail polish, earrings, or tattoos, etc. No fad jewelry is allowed. Only one piece of tasteful jewelry is allowed at any time.

Students not complying with this policy will not be admitted to school unless or until the policy is satisfied. The final decision on appropriateness rests with the administration.

ARCHDIOCESE OF NEW ORLEANS ANTI-BULLYING POLICY

I. Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.” Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical,

verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but is not limited to:**

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The principal or principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, another member of the administrative team may be designated to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

Community service hours	Written punish work	Loss of Privileges
Detention	Suspension	Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target by using supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VIII. Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

IX. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters reporting certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

ST. MATTHEW THE APOSTLE

ANTI-BULLYING POLICY

If a student is found to be bullying, the following courses of action will be taken:

Grades PK – 2:

These situations will be handled on an individual basis by the school counselor.

Grades 3 – 7:*

- 1st Offense –The student is issued a disciplinary referral, and receives the corresponding deduction from the weekly personal responsibility or conduct grade.
- 2nd Offense – The student is issued a conduct detention and receives the corresponding deduction from the weekly conduct or personal responsibility grade.
- 3rd Offense – The student is suspended from school at the discretion of the administration.

*Any of the resulting consequences may be changed at the discretion of the administration.

MISCELLANEOUS

LOST & FOUND:

Lost articles are placed in the “lost and found” cabinet in the cafeteria. Articles not claimed by the end of each quarter will be disposed of.

SEVERE WEATHER:

In case of severe weather, SMA follows the same dismissal procedure as the East Jefferson Public Schools. Authorization to close the school is given by the Office of Catholic Schools and is communicated through School Reach or e-mail.

ASBESTOS POLICY:

In compliance with government regulations: In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA) a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This plan is available for review in the school office during regular school hours. A copy of the plan is available at the cost of \$5.00 (which covers the cost of reproduction).

FIRE DRILLS/EMERGENCY PREPAREDNESS:

Scheduled and unscheduled emergency preparedness drills are conducted throughout the school year. Teachers instruct students how to react to the sound of the fire drill bell, and all students and teachers evacuate the buildings in an orderly manner.

Students stay in the designated safety area until told to return to the buildings. They are expected to follow instructions explicitly and may be subject to disciplinary action for failure to do so.

Other emergency preparedness skills may also be drilled during the course of the year.

CLASSROOM PARTIES:

In Pre-K and kindergarten only, birthdays or parties for specific classes or grades, or religious or other holidays may be celebrated. Siblings and non-St. Matthew students may not attend classroom parties.

In grades 1-7, students celebrate holidays and events related to class study as determined by the teacher. Classroom parties need administration approval before they take place. Birthday invitations sent to school are given to all boys or girls in the class, or the whole class must receive an invitation.

End-of-the-year parties for specific classes or grades need administration approval before they take place.

Changes may be made to this handbook at the discretion of the school administration and with written notice to the parent.

St. Matthew the Apostle Catholic School Acceptable Use Policy

Introduction

St. Matthew the Apostle Catholic School (SMA) has established a computer network and offers Internet access for employee, student, and volunteer use.

The most important prerequisite for Internet access at SMA is that each user takes full responsibility for his or her actions.

SMA will not be held liable for the actions of anyone using the computers, network, or Internet connection. All users assume full liability, including legal and financial, for their own actions. The use of the computer is a privilege, not a right.

All network hardware, software, and data is the property of St. Matthew the Apostle Catholic School and can be monitored and reviewed at any time.

Guidelines for use of St. Matthew School Internet Service

Students will accept the following rules for Internet use in school:

1. I understand that I must have a signed policy on file before network and Internet privileges will be granted.
2. I know that the use of the Internet is a privilege, not a right.
3. I agree to follow the guidelines and rules established by SMA for its use.
4. I will not share my user ID or password with anyone else.
5. I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this before using the Internet.
6. I will use the Internet only when an adult is present to supervise.
7. I will properly log in and log out when using any computer at St. Matthew School. Violations of this policy that occur under my login are my responsibility.
8. I will not enter a chat room, divulge personal information about others or myself, or play “arcade style” games online.
9. If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell an adult in charge.
10. I understand that I cannot download information from the Internet without receiving permission from a teacher.
11. I will not make changes to the set-up or application settings on the computer.
12. I acknowledge that plagiarism is unacceptable and I will be responsible for citing sources used on the Internet.
13. I will not access any type of social networking platform.

Acceptable Uses

1. The computer network at St. Matthew the Apostle Catholic School (SMA) has been established to allow Internet access for educational and research purposes only, in accordance with the educational and religious objectives of the school.
2. Student access is limited to normal school hours. At all other times, access by students or volunteers must be approved and supervised by an authorized school employee.
3. Student use of the Internet is contingent upon parental permission in the form of a signed copy of this Acceptable Use Policy. Permission may be revoked at any time.
4. Material created and/or stored on the school’s network is the property of the school. Employees, volunteers, and students should expect that any data stored or transmitted through the school network will be viewed or monitored by authorized personnel.
5. Network users must keep their passwords private, and they may not be shared. All users are accountable for actions conducted under their user ID on the network.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the SMA School Administration.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the SMA School Administration.
3. The network may not be used for any activity, or to transmit any material, that violates federal, state, or local laws. This includes, but is not limited to, illegal activities, such as threatening the safety of another person or violating copyright and proprietary laws.
4. The network may not be used for advertising or political lobbying.

5. The network may not be used to transmit vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. The network may not be used to log on or attempt to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. The network may not be used to access Web sites, networks, or chat rooms that contain material that is obscene or that promotes illegal acts. A user who accidentally accesses this type of information should immediately notify a teacher, librarian or other adult.
8. The network may not be used to engage in "spamming" (sending an e-mail to more than 10 people at the same time) or to participate in chain letters.
9. Students may not use e-mail while at school. Faculty, staff, and volunteers may not use personal e-mail or webmail from the school network.
10. St. Matthew the Apostle Catholic School abides by all copyright laws.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

Faculty and Staff Directory

	Last Name	First Name	Grade	E-mail address
Pre-K 4	Battle	Jeanette	Pre-K 4	BattleJ@smaschool.net
PE	Brennan	Denise	PE	BrennanD@smaschool.net
Receptionist	Brinkman	Charlene	Office	BrinkmanC@smaschool.net
MS Religion / Art	Caldcleugh	Joanne	MS	CaldcleughJ@smaschool.net
Pre-K 3	Davis	Kim	Pre-K 3	DavisK@smaschool.net
Pre-K 4 Assistant	Delaune	Leslie	Pre-K 4	DelauneL@smaschool.net
Counselor	Ducros	Stephanie	Counselor	DucrosS@smaschool.net
Computer	Eberle	Edmond	Computer	EberleE@smaschool.net
Resource	Ehrhardt	Liz	Various	EhrhardtE@smaschool.net
Pre-K 2 Assistant	Exnicios	Misty	Pre-K 2	ExniciosM@smaschool.net
K Assistant	Ferrara	Robin	K	FerraraR@smaschool.net
MS Social Studies	Filostrat	Gina	MS	FilostratG@smaschool.net
3, 4	Frilot	Kelly	3 rd , 4 th	FrilotK@smaschool.net
MS Language Arts	Gianfala	Jonathan	MS	GianfalaJ@smaschool.net
PE / Religion	Guidry	Sue	PE	GuidryS@smaschool.net
MS Assistant	Hensley	Janice	MS	HensleyJ@smaschool.net
MS Language Arts	Hobson	Carol	MS	HobsonC@smaschool.net
3,4	Klotz	Kimberly	3 rd , 4 th	KlotzK@smaschool.net
Pre-K 3	Ledet	Ashley	Pre-K 3	LedetA@smaschool.net
3, 4	Lewis	Carla	3 rd , 4 th	LewisC@smaschool.net
1	Madere	Joan	1 st	MadereJ@smaschool.net
Finance Secretary	Martello	Susie	Office	MartelloS@smaschool.net
K	Mason	Maureen	K	MasonM@smaschool.net
Athletics/Youth Group	McCuller	David	PE	McCullerD@smaschool.net
MS Math	Mipro	Marianne	MS	MiproM@smaschool.net
Vice Principal	Paci	James	Office	PaciJ@smaschool.net
Principal	Panepinto	Dennis	Office	Panepintod@smaschool.net
Secretary	Peltier	Denise	Office	PeltierD@smaschool.net
2	Perret	Sharon	2nd	PerretS@smaschool.net
K	Perronne	Lynne	K	PerronneL@smaschool.net
Spanish	Quinonez	Freyda	Spanish	QuinonezF@smaschool.net
Pre-K 1	Reed	Clara	Pre-K 1	ReedC@smaschool.net
Librarian	Reynolds	Nora	Library	ReynoldsN@smaschool.net
Music	Rockvoan	Edward	Music	RockvoanE@smaschool.net
2	Scott	Gwen	2nd	ScottG@smaschool.net
Pre-K 1	Senior	Tracie	Pre-K 1	SeniorT@smaschool.net
Pre-K 2	Torry	Monica	Pre-K 2	TorryM@smaschool.net
1	Trouard	Sabrina	1st	TrouardS@smaschool.net
MS Science	Watson	Kayla	MS	WatsonK@smaschool.net

Faculty Contact Information
School Telephone Number --- (504) 737-4604